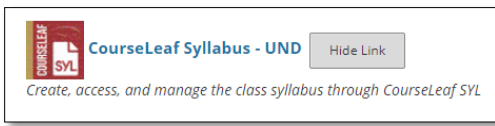


CourseLeaf Syllabus- UND

CourseLeaf Syllabus – UND (SYL) makes the creation of syllabi quick and straightforward while you effectively ensure consistent and accurate institutional syllabi policies. SYL allows you to centrally archive finished syllabi for easy search and use.

Accessing SYL – Inside Blackboard Course

1. **Sign in** to [Blackboard](#)
2. Choose your course from your **My Course list**
3. Click on the **Tools** link in your course navigation menu
4. Select **CourseLeaf Syllabus – UND**



5. **Sign in** with your **NDUS.identifier** (example – jane.doe)

Accessing SYL – Outside Blackboard System

1. **Sign in** to [CourseLeaf Syllabus - UND](#)
2. **Sign in** with your **NDUS.identifier** (example – jane.doe)

REMEMBER!

- TTaDA offers [30-minute workshops](#) for creating dynamic syllabi in Course Leaf SYL.
- Please reach out to an [Instructional Designer](#) for specific questions.
- When sharing a PDF version of your syllabus, it is static, meaning it will not undergo any updates.

Create a Syllabus

1. Access CourseLeaf Syllabus – UND using the instructions for [Accessing SYL – Outside Blackboard System](#).
2. **Locate** and **Select** your course (*and appropriate section*), if applicable

3. Select **Create Syllabus**

4. Select **Edit Syllabus**

5. Some fields will be completed with generic text or examples. Remove or Edit text by clicking on the **Edit Icon**



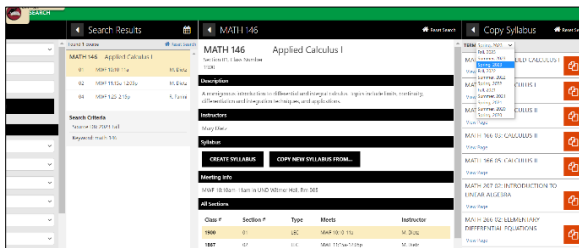
6. Make the necessary updates and **Publish**

Copy a Syllabus

1. Sign in to [CourseLeaf Syllabus - UND](#)
2. Sign in with your **NDUS.identifier** (example – jane.doe)
3. **Locate** and **Select** your course (and appropriate section) in which the Syllabus will be copied into
4. Select **Copy New Syllabus From...**
5. Select the **Copy icon**



6. A new tab with your syllabus in the desired semester or section should open



7. Make the necessary updates and **Publish**
****The syllabus can only be copied if it is Published.**

Publishing Your Syllabus

1. Navigate to the Syllabus you wish to publish
2. Select **Edit Syllabus**
3. Review the information in your syllabus to ensure that everything is up to date and correct.
4. Select **Publish Page** in the upper left-hand side of the syllabus.

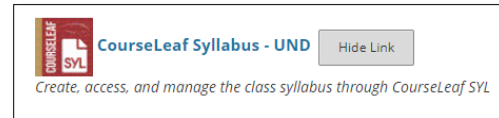


5. Select the **Refresh Icon**.

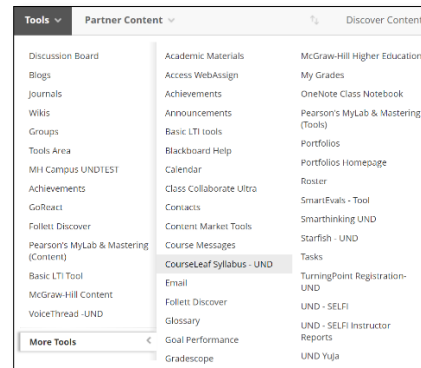


Linking Syllabus to Blackboard Course

1. From your Blackboard course menu:
 - a. Add a **Tool Link** in your course menu and select **Course Leaf Syllabus – UND**
 - b. Click on the **Tool link** to pass you through to CourseLeaf Syllabus – UND



2. From within the content area
 - a. Go into any Content Area in the course
 - b. Select **Tools**, then **More Tools**
 - c. Select **CourseLeaf Syllabus – UND**
 - d. **Name the link** and add other information as needed
 - e. Click **Submit**



How to Access a PDF of the Syllabus

1. Through CourseLeaf
2. Locate your syllabus
3. Select **View Syllabus**



4. Select **Download PDF**

