

You can add a link to your Blackboard course so that the students can link directly to the SBT syllabus display page. The link will open up a new window for the syllabus (provided you've finished and submitted it), which can then be closed to go back to the Blackboard page.

To add a link to your syllabus, perform the following:

1. Login to Blackboard (<http://blackboard.cmich.edu>).
2. Enter the desired course.
3. Click on the content area button (Syllabus, Course Documents, Assignments, etc.) where you wish to place the link.
4. In the upper-right corner, click "Edit View."
5. Next, look for the "+External Link" and click it.
6. Enter a name for the link, such as "Course Syllabus," in the name field.
7. In the URL field enter the hyperlink URL (address). To determine the proper URL, perform the following:

Locate your course's EPN number and term. The EPN is an 8-digit number, whereas the term is a 5-digit number. (The four digit year; followed by numerals 1, 2, 3, or 4, where 1=Spring; 2=Summer I; 3=Summer II and Term 4=Fall)

- Add the CRN and term to the following link where indicated in red.

<http://www.cel.cmich.edu/SISPrint/FCPrint/syllabusviewer.aspx?crn=CRN&term=TERM&page=xtwo>

For example, if your **CRN** is 22000001 and the **TERM** is 20074, (Fall 2007) the link would be:

<http://www.cel.cmich.edu/SISPrint/FCPrint/syllabusviewer.aspx?crn=22000001&term=20074&page=xtwo>

- This is the URL or link that you would type into Blackboard. Make sure that you type the link EXACTLY as shown, otherwise the link won't function properly. **Notice that no quotes or brackets are used around the term and CRN.** (Even better, copy the above URL using CTRL+C and paste it into Blackboard using CTRL+V, then you simply need to update the CRN and TERM area to match your course.)
8. Scroll down to the "Options" section and select the "yes" option for "Open in New Window."
  9. Scroll to the bottom of the page and click "Submit."
  10. The external link to the syllabus should now be added to the course's blackboard page.