FA19 Syllabus Form Instructions
version 5, 07/26/2019

1. Follow this link to the Form: https://forms.gle/H25GTiCuN63Zmu4q7
2. Enter your **FALL '19** course number and section in this format: DEPT 1234 01
   ex. EN 1500 03 (English 1500 section 3)
   Please double-check the course number for accuracy.
3. Type or copy/paste your information for each available field
   (course calendar optional for this step, *see below for formatting steps*)
   Course Title, Faculty Name, Description, Date, and Time will fill automatically.
4. Select course methodologies from the list
5. Click Submit
6. When you receive your link email, follow the link
7. Review your syllabus and make corrections if necessary directly in the Google Doc.
8. **NEW: Upload the Google Doc link to the Blackboard page for your course. See tutorials below.**

<p style="text-align:center;color:red;"><u>This form removes all special formatting.</u></p>

- If you would like to have formatting in your Course Calendar (type sizes, tables, etc), **leave this field blank in Step 3 above, and click Submit.**
- When you receive the link to your syllabus, **click the link**. This will take you to the syllabus file in Google Docs.
- **Copy/Paste** your formatted Course Calendar into the Doc file under the Course Calendar heading. All the formatting will be retained.
- Creating and Linking to Your Syllabus in Bb
- Tech Tip About Google Docs, Sharing, and linking in Bb. How to Share starts at 45s: https://yoxutu.be/DXx0z5hZTiI?t=45

Contact coneill@mcad.edu or mrands@mcad.edu for assistance.