OFFICE OF TEACHING & LEARNING STRATEGIES

Saving and Emailing the Syllabus as PDF

Objective

This job-aid will provide faculty with instructions on how to save the Syllabus as a PDF using Google Chrome and Firefox.
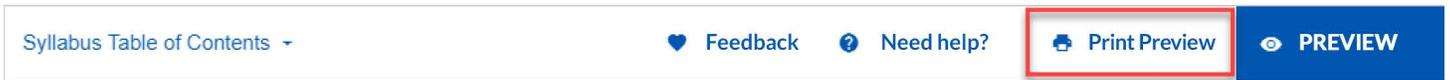
Contents

Saving the Syllabus as a PDF in Google Chrome

Step 1: In the navigation menu of the Syllabus, click **Print Preview.**

Syllabus Table of Contents ▾	♥ Feedback	❓ Need help?	🖨 Print Preview	👁 PREVIEW

Step 2: On the Print Preview screen, click **Print Syllabus.**

Syllabus Table of Contents ▾		🖨 Print Syllabus	✕ CLOSE PREVIEW

Step 3: In the **Print** menu select Destination to **Save as PDF**, then click **Save.** In the **Save As** window, type in the file name and click **Save.**

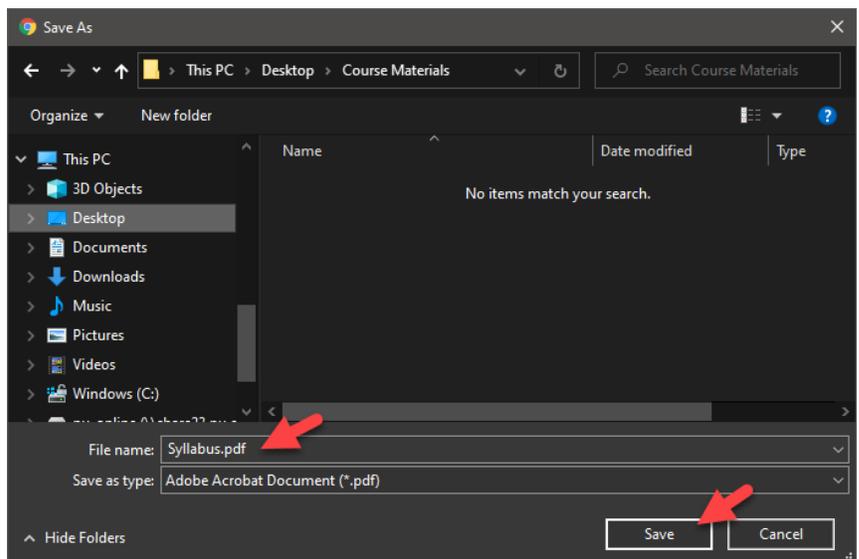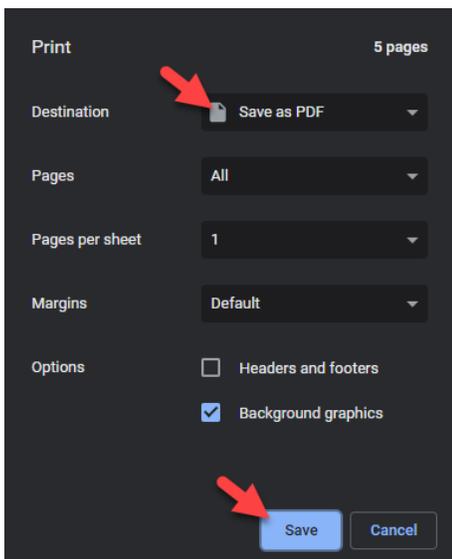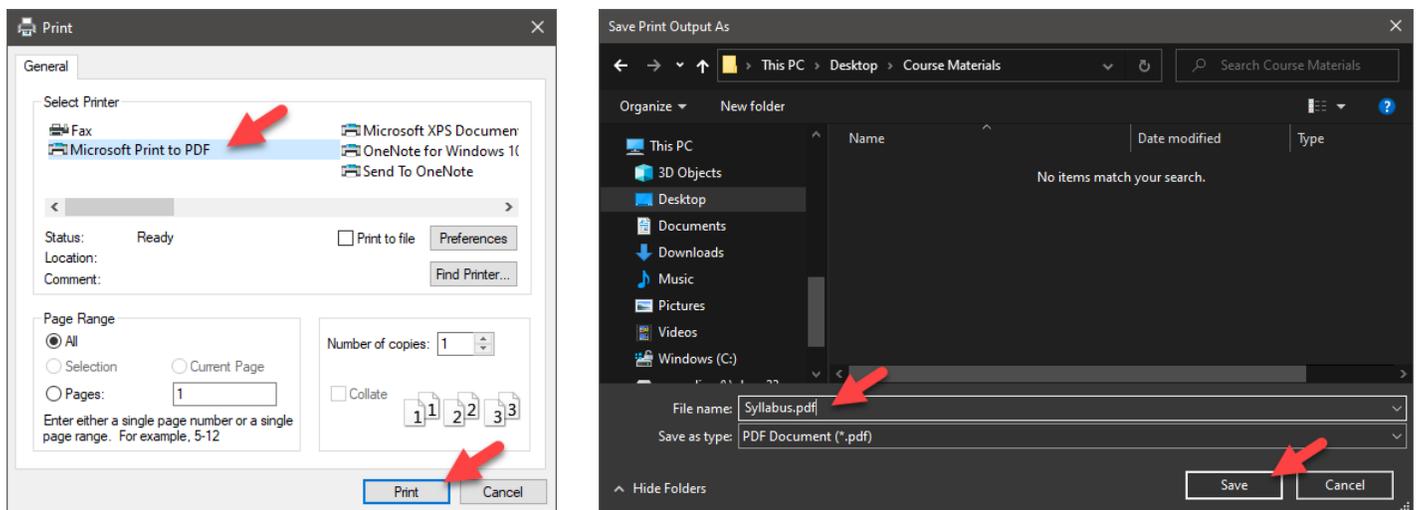## Saving the Syllabus as a PDF in Firefox

Step 1: In the navigation menu of the Syllabus, click **Print Preview.**

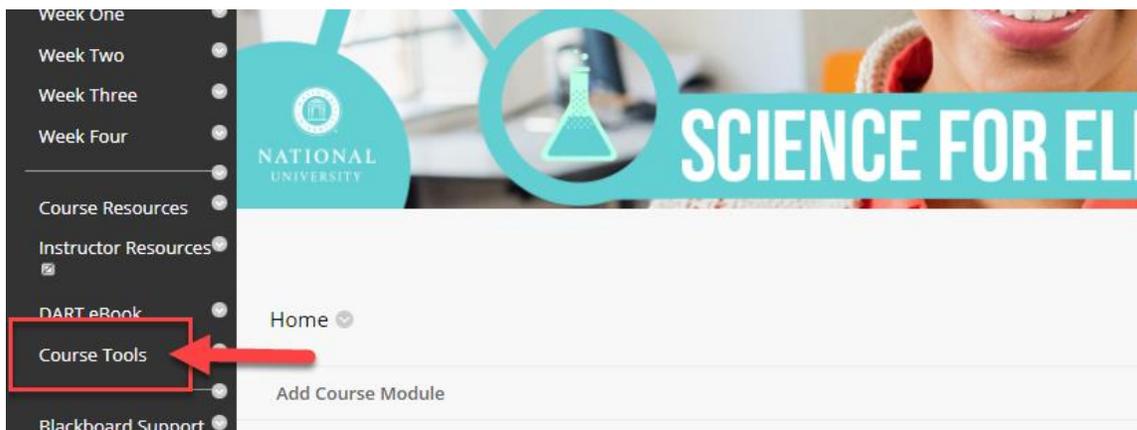**Step 2:** On the Print Preview screen, click **Print Syllabus.**

Step 3: In the **Print** menu Select Printer as **Microsoft Print to PDF**, then click **Print**. In the window to **Save Print Output As**, type in the file name and click **Save.**

Emailing the Syllabus to Your Students via Blackboard

Step 1: In your Blackboard Course, access the Course Email tool by clicking on **Course Tools** in the left-hand navigation menu.
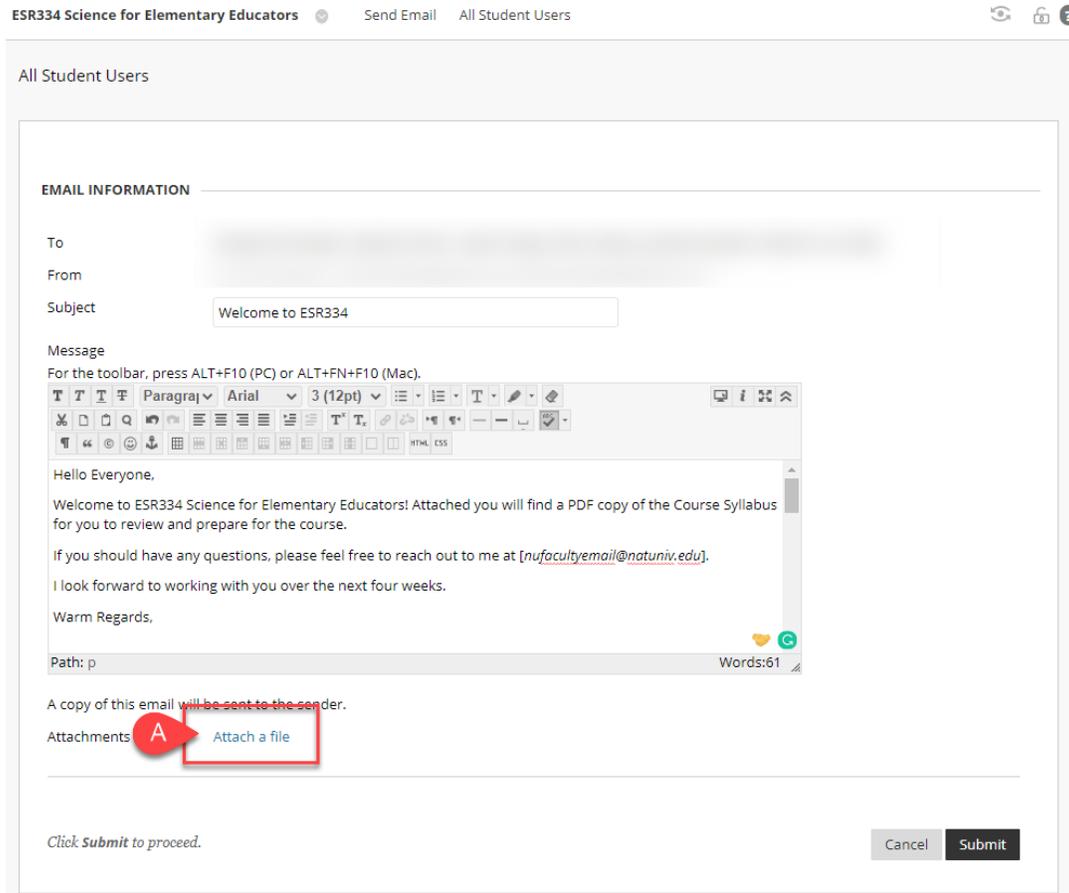
Step 2: On the Tools page, click **Send Email.**

Step 3: On the Send Email page, you can send a message to All Users, All Student Users, or Single/Select Users. For this example, click **All Student Users**.
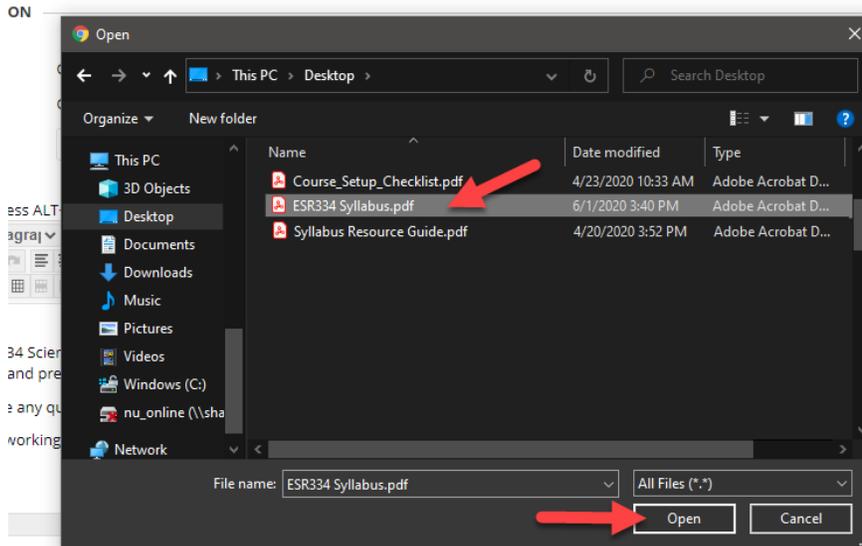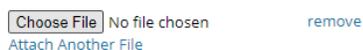
Step 4: Once you have written the message text, click **Attach a file (A)** and click **Choose File (B)** to open your file menu.
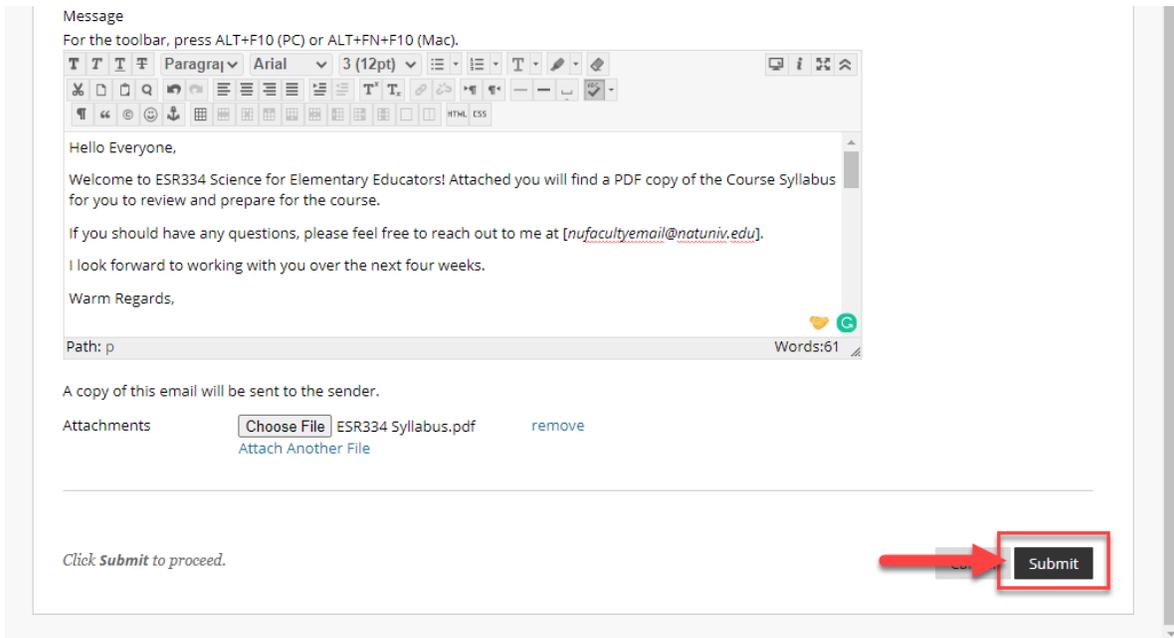

Step 5: In your file explorer window, select the pdf file of your saved **Syllabus**, and click **Open.**
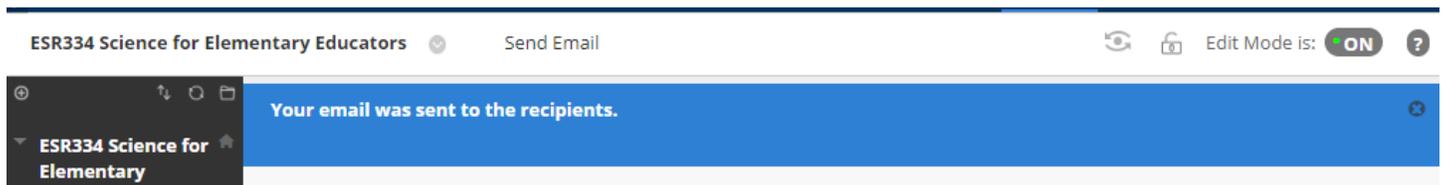
Step 6: After you have added any other attachments or text to your message, click **Submit.**

Step 7: A notification appears at the top of your course window confirming that the email has been sent to your students and to your NU faculty email address.

In compliance with FERPA policy, all course related correspondence should be sent through NU issued email addresses for both faculty and students. As a teaching best practice, emails regarding course information should be sent through your Blackboard course. This process ensures that the communications are sent to and from a verified NU email address. If need assistance with your NU email, please reach out to helpdesk@nu.edu.