



## Objective

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

## Contents

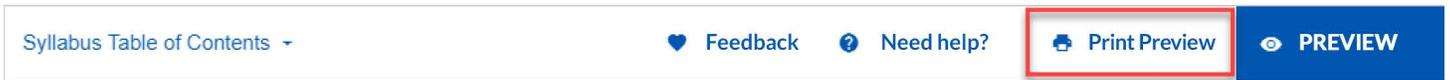
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## Saving the Syllabus as a PDF in Google Chrome

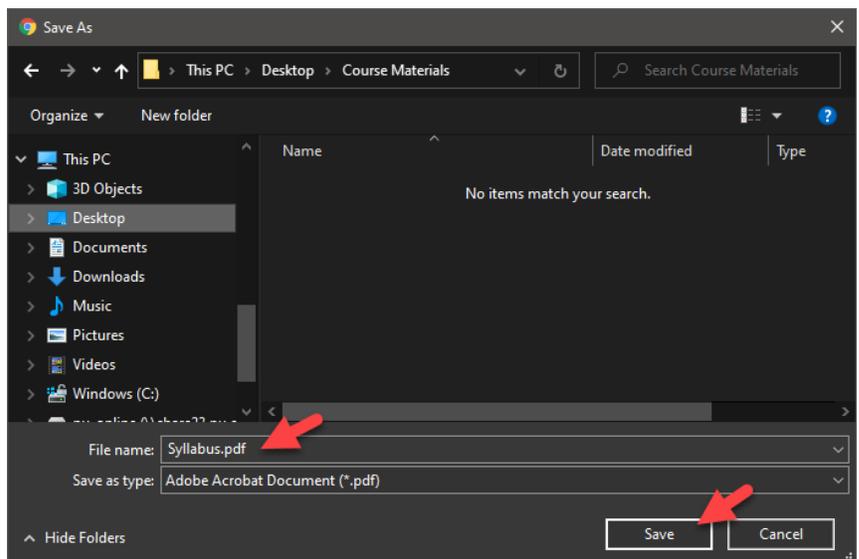
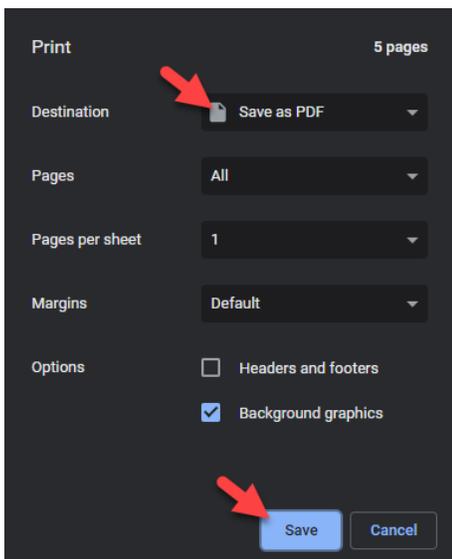
**Step 1:** In the navigation menu of the Syllabus, click **Print Preview**.



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



**Step 3:** In the **Print** menu select 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

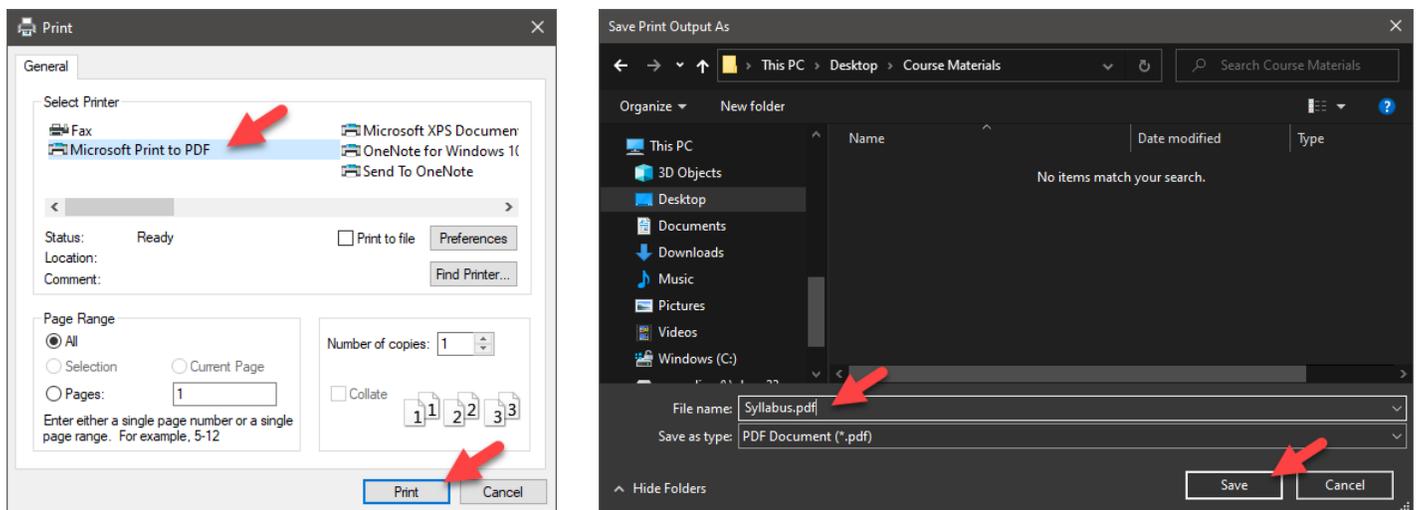
**Step 1:** In the navigation menu of the Syllabus, click **Print Preview**.



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

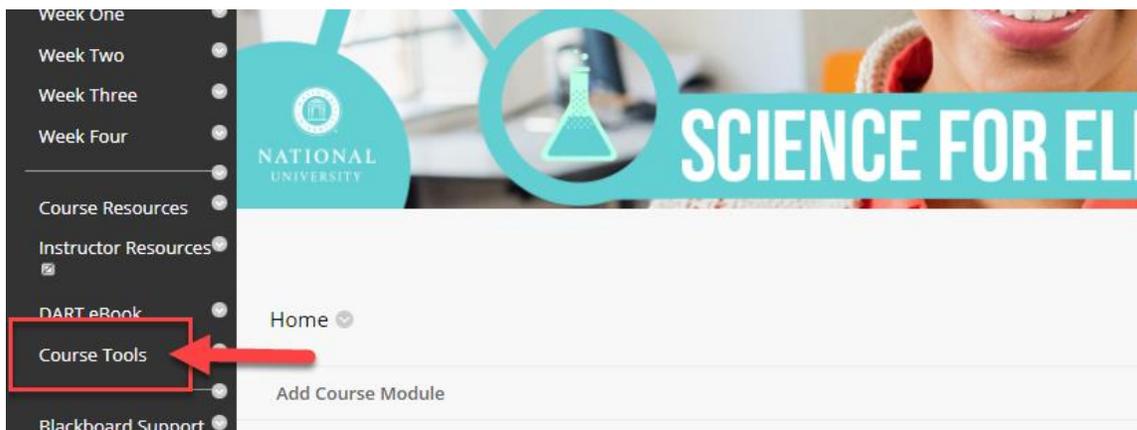


**Step 3:** In the **Print** menu Select Printer as **Microsoft Print to PDF**, then click **Print**. In the window to **Save Print Output As**, type in the file name and click **Save**.



## 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**.

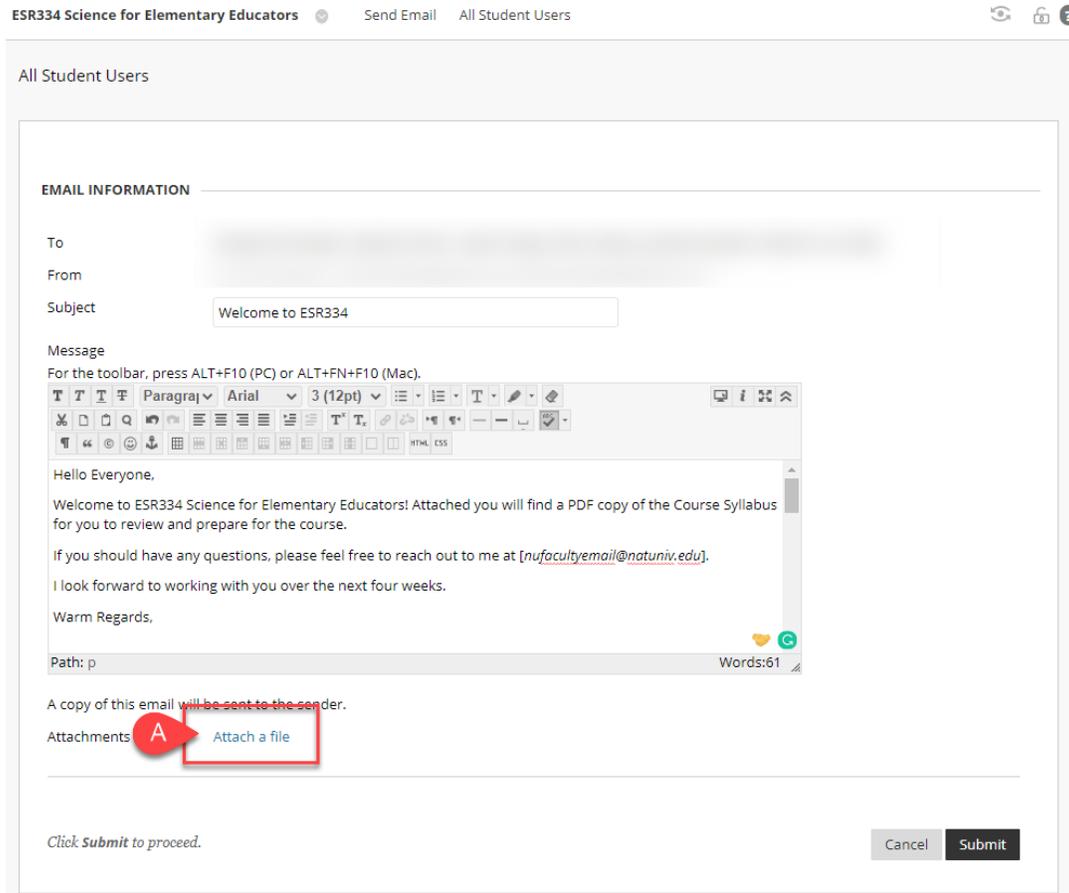
The screenshot shows the Blackboard interface for the course "ESR334 Science for Elementary Educators". The "Tools" section is displayed, listing various utilities. The "Send Email" tool is highlighted with a red box, and a red arrow points to it from the left. The tool description reads: "Send email messages to different types of users, system roles, and groups." Other tools visible include Announcements, Basic LTI tools, Blackboard Collaborate Ultra, Blackboard Help for Students, Blogs, Calendar, Groups, Journals, Lippincott thePoint, My Grades, ExLibris Resource List, and Syllabus (v3.1).

## 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**.

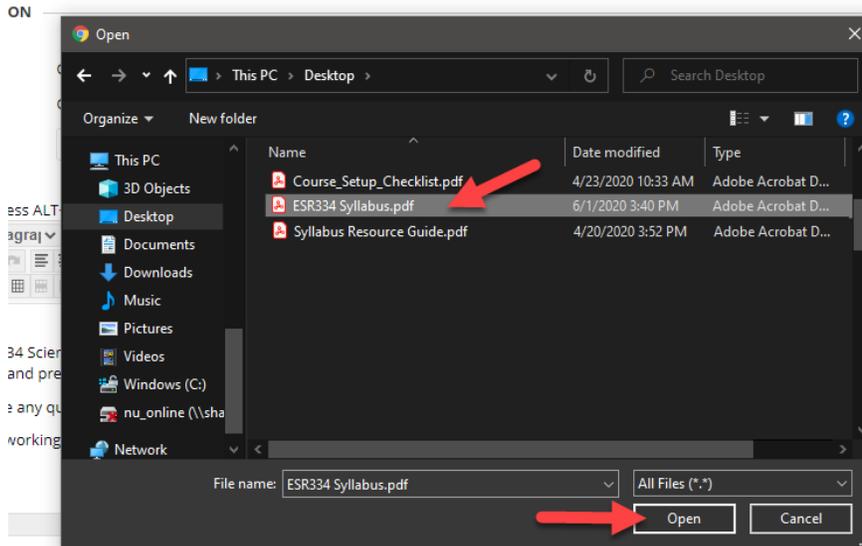
The screenshot shows the "Send Email" page with the following options:

- All Users**: Send email to all of the users in the Course.
- All Groups**: Send email to all of the Groups in the Course.
- All Teaching Assistant Users**: Send email to all of the Teaching Assistant users in the Course.
- All Student Users**: Send email to all of the Student users in the Course. (This option is highlighted with a red box and a red arrow.)
- All Instructor Users**: Send email to all of the Instructor users in the Course.
- All Observer Users**: Send email to all Observer users in the Course.
- Select Users**: Select which users will receive the email.
- Select Groups**: Select which Groups will receive the email.
- Single / Select Observer users**: Send an email to selected Observer users.

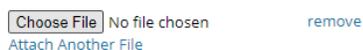
**Step 4:** Once you have written the message text, click **Attach a file (A)** and click **Choose File (B)** to open your file menu.



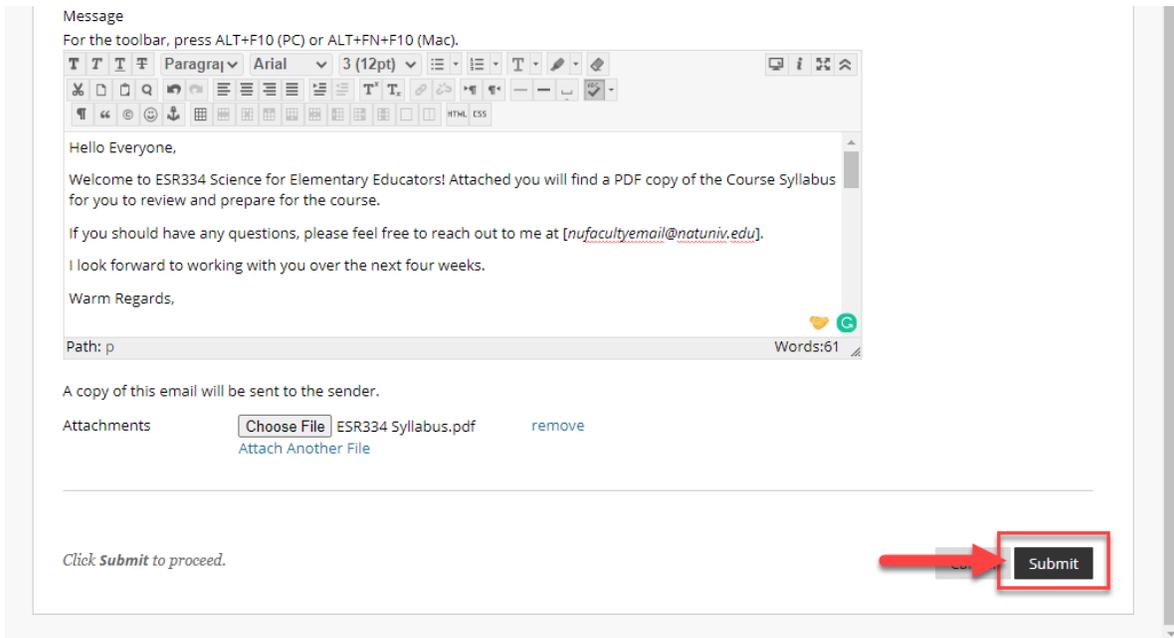
**Step 5:** In your file explorer window, select the pdf file of your saved **Syllabus**, and click **Open**.



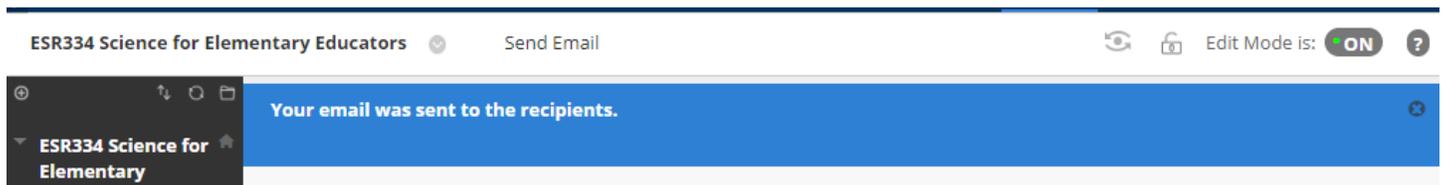
it will be sent to the sender.



**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](mailto:helpdesk@nu.edu).***