

**BLACKBOARD TIP SHEET #5:
DOWNLOADING A SYLLABUS FROM THE
SOLAR SYSTEM**



EFFECTIVE TEACHING AND LEARNING DEPARTMENT

BLACKBOARD TIP SHEET #5: DOWNLOADING A SYLLABUS FROM THE SOLAR SYSTEM

If you would like more information about similar features in Blackboard and would like to see detailed instructions with the associated screen captures, please see the Introduction to Blackboard manual created by the Effective Teaching and Learning Department.

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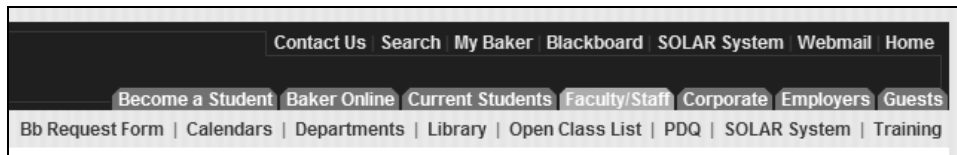
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Downloading the syllabus from the SOLAR system

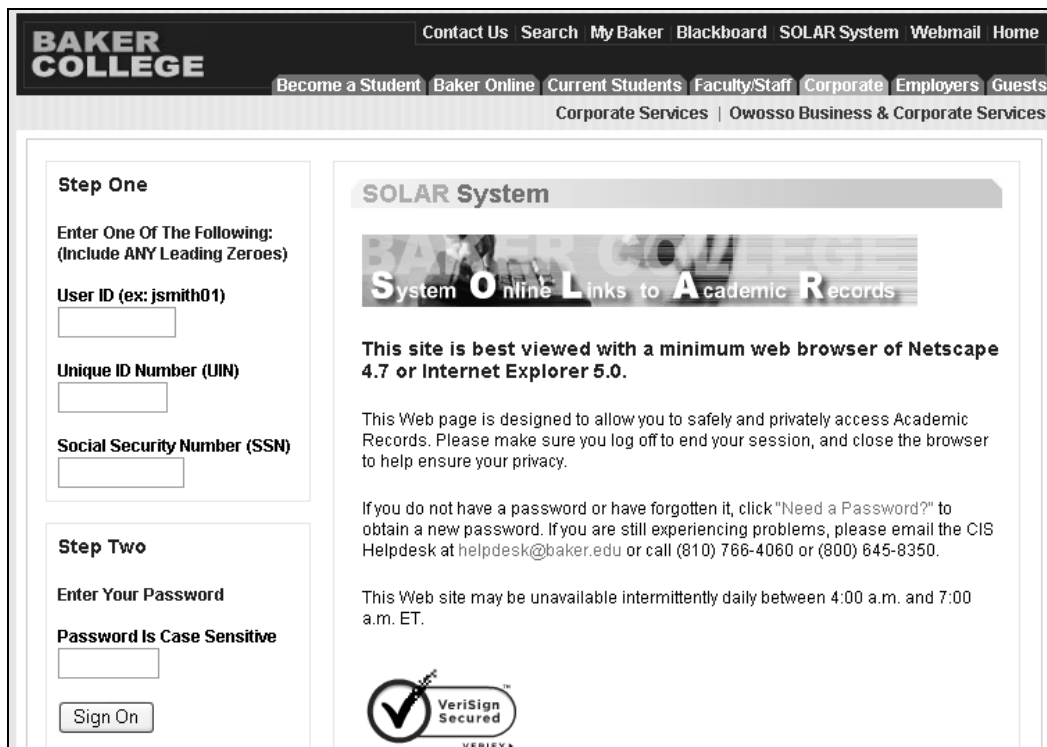
If you do not already have a copy of the official Baker College syllabus for your class, you can access one from the Baker College Solar System Curriculum Information Link. You will need to personalize the syllabus with your name, office hours, and contact information using Microsoft Word.

To access the Baker College Solar System Curriculum Information Link:

1. Go to www.baker.edu to display the main Baker screen as pictured below.



2. Click on the SOLAR System link to display the SOLAR System screen, pictured below.

A screenshot of the Baker College SOLAR System login page. The page features a dark header with the Baker College logo and navigation links. Below the header is a section titled 'Step One' with three input fields for 'User ID (ex: jsmith01)', 'Unique ID Number (UIN)', and 'Social Security Number (SSN)'. A second section, 'Step Two', contains a 'Password' input field and a 'Sign On' button. To the right of the login fields is a 'SOLAR System' banner with the text 'System Online Links to Academic Records'. Below the banner, there is a note about browser requirements (Netscape 4.7 or Internet Explorer 5.0), a privacy statement, and contact information for the CIS Helpdesk. A VeriSign Secured logo is visible at the bottom of the page.

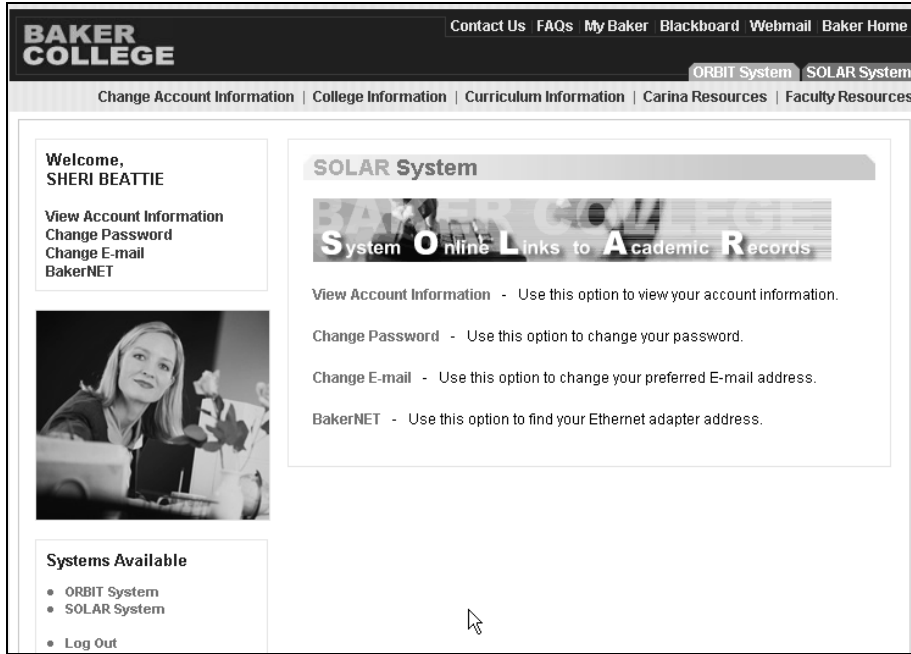
3. Type the ID you received from the Help Desk in *User ID* field.

Note: If you do not know your User ID, you can also enter your UIN number from your Baker Access card or your Social Security Number. You do not have to complete all of these fields. Complete only one of the top 3 fields.

4. Press the **Tab** button until you reach the *Password* text box.
5. Type the password you received from the Help Desk into the *Password* field.

Note: Remember, the password is case-sensitive and must be entered exactly as the Help Desk provided it to you.

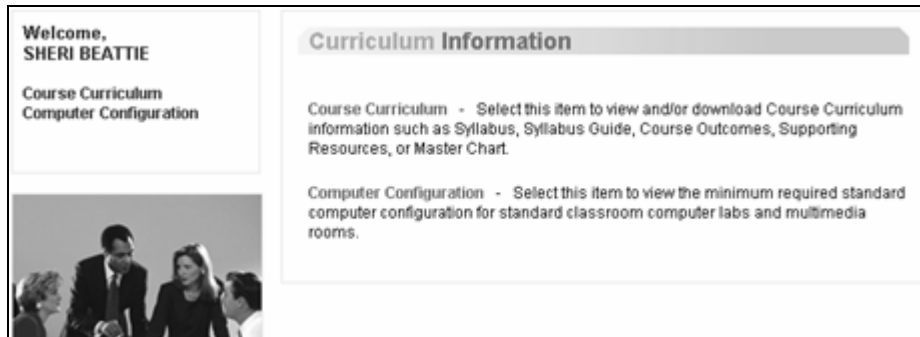
6. Press the **Enter** button to log into the *SOLAR System* homepage, pictured below.



7. Click on the **ORBIT System** link to display the *ORBIT System* homepage, pictured below.



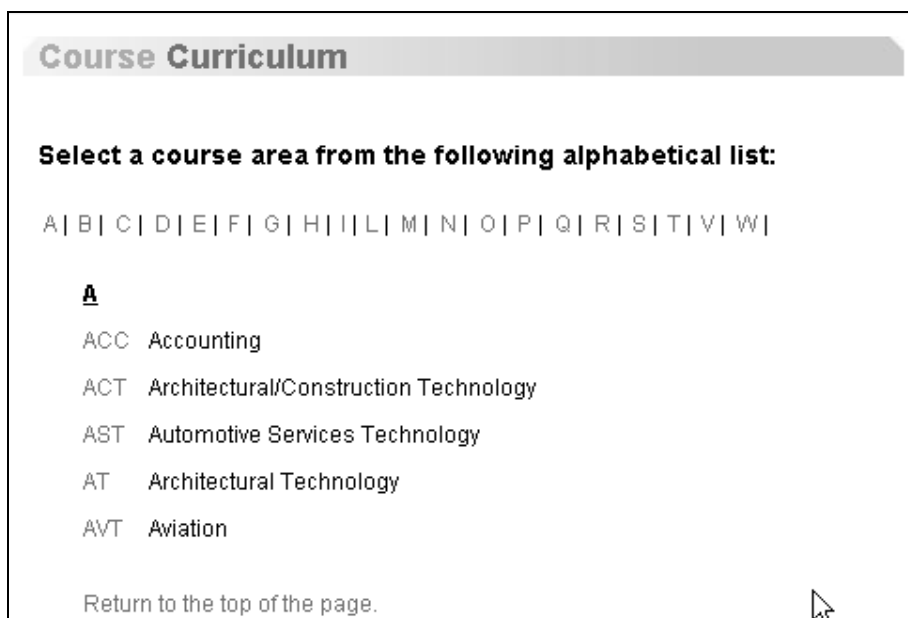
8. Click on the Curriculum Information link on the toolbar to display the Curriculum Information screen, pictured below. .



9. Click on the **Course Curriculum** link on the left side of the screen to display the *Course Curriculum* page, pictured below.



10. Use the drop down arrow to select the appropriate degree.
11. Click on the **Submit** button to display the second *Course Curriculum* screen, pictured below.





12. Click on the first letter of the program/division of the course.
13. Select the appropriate program/division from the list.
14. Click on the name of the course to display the documents available for that course, a sample of which displays below.

Course Curriculum			
INF 114: File Management			
<p>Introduces beginning database terminology, concepts, and applications using a file management software program. Students will demonstrate an understanding of data hierarchy; the ability to design simple files, edit file content, print file content and simple reports; and the ability to search and sort files and use pre-existing formulas.</p> <p>Prerequisite(s): WPG 098 or high school typing/proficiency .</p>			
Material Description	Last Updated / Submitted By	View	Download
Syllabus	2005/09/14	Adobe	Word
Syllabus Guide	2005/09/14	Adobe	Word
Course Outcomes	2005/07/21	Adobe	Word
Assessment Standardized Summary Sheet for Assessing the Standardized Final Exam	2005/11/04 Ann Konarski		Word

15. Click on the **Word** link to display the syllabus cover page for the selected course as pictured below.

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		BAKER COLLEGE	MADONNA UNIVERSITY
INF114: DRAFT	FILE MANAGEMENT 2 Quarter Hours Syllabus Guide		
©COPYRIGHT 1997			
<p>Through a collaborative program with Madonna University, this course has been approved by Madonna University as appropriate for certified K-12 teachers. Teachers who successfully complete this course, may use the credits earned in the following ways: a) to renew a provisional certificate; b) to include in a planned program to earn a Professional Certificate; or c) to use to maintain a Professional Certificate. In all cases, Madonna University will be the recommending institution. A brochure describing this collaborative program is available from any Baker College Registrar or the registration at Madonna University. This information is also available at www.baker.edu</p>			
COURSE DESCRIPTION:	<p>Introduces beginning database terminology, concepts, and applications using a file management software program. Students will demonstrate an understanding of data hierarchy, the ability to design simple files, edit file content, print file content and simple reports; and the ability to search and sort files and use pre-existing formulas. Prerequisite(s): WP G098. Co-requisite(s): None. (Matches College catalog as of Fall, 200?)</p>		

16. Add your name to the syllabus cover page in the appropriate location.
17. Click on **File, Save As** to save the document to another location for later use in your Blackboard class.
18. Close the *Syllabus* window to return to the *Course Curriculum* page for that course.
19. Repeat steps 15-18 to download the *Course Outcomes* from the SOLAR System and save them for later use in your Blackboard class.