

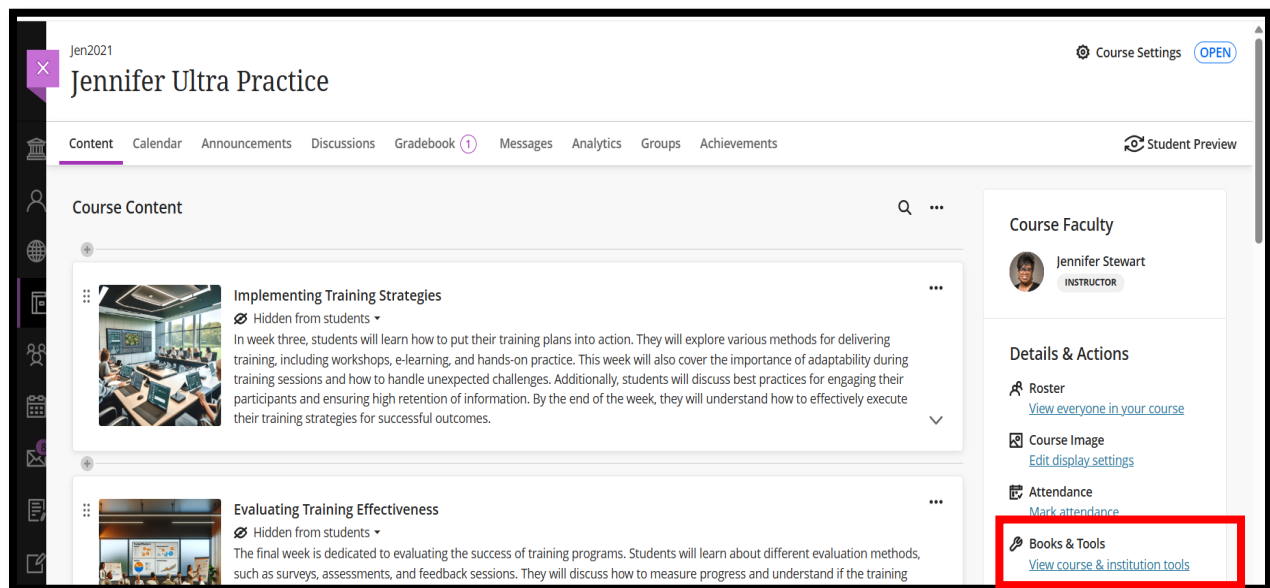
Locating the Simple Syllabus Tool in Blackboard Ultra

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Blackboard Ultra offers a variety of tools to enhance your teaching and learning experience. One of these is the Simple Syllabus tool, which helps streamline syllabus management, making it easier for both instructors and students to access essential course information.

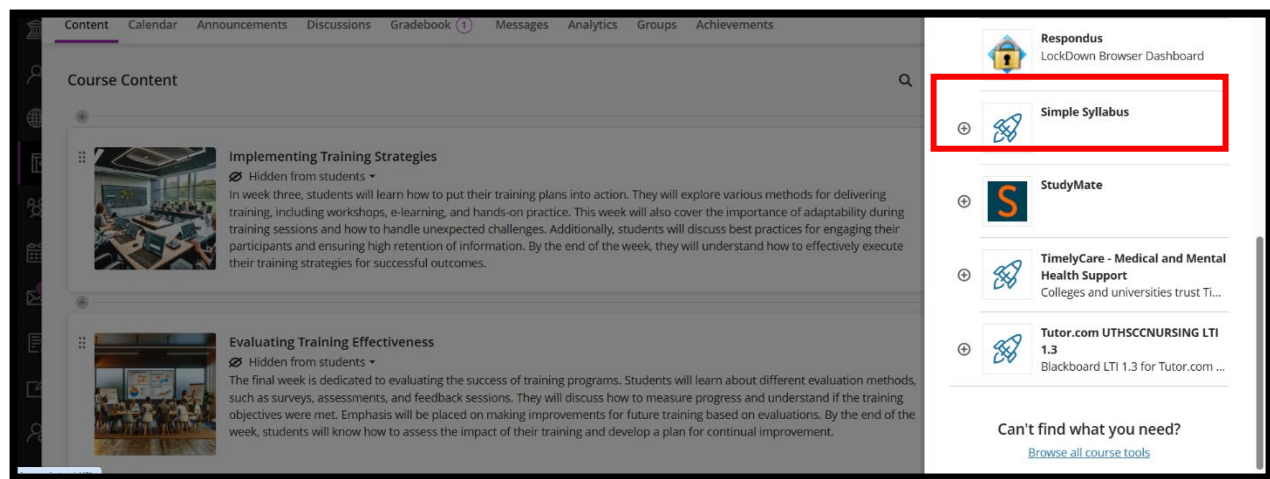
Where to Find the Simple Syllabus Tool

The Simple Syllabus tool is accessed through the Tools and Books tab in your Blackboard Ultra course environment.



Follow these steps to locate and use this tool.

1. Log in to Blackboard Ultra with your SSO login credentials.
2. Select the course where you want to access the Simple Syllabus tool.
3. Inside your course, look for the right-hand navigation panel. Locate and select the Tools & Books tab. This tab contains various course tools and resources.
4. Locate the Simple Syllabus Tool.
5. In the Tools and Books section, scroll through the list of available tools. Find and click on Simple Syllabus.
6. Open and Use the Simple Syllabus Tool.



7. After clicking on Simple Syllabus, the tool will open in a new window or within Blackboard Ultra. You can now create, edit, or review your course syllabus as needed.

Tips and Troubleshooting

- Ensure you are enrolled in the course. If you are not, do not hesitate to contact your course or program director for assistance with access.
- Or if you do not see the Simple Syllabus tool, please submit a [Tech Connect Ticket](#).
- Ensure your browser is current for the best Blackboard Ultra functionality.

Locating and using the Simple Syllabus tool in Blackboard Ultra is straightforward when following the steps above.

If you have questions or need further assistance, please submit a [Tech Connect Ticket](#), and a member of the ITS Blackboard Team will follow up.