



## Objective

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

## Contents

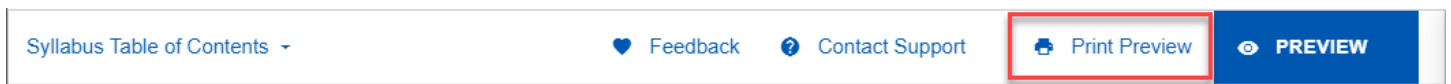
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## Saving the Syllabus as a PDF in Google Chrome

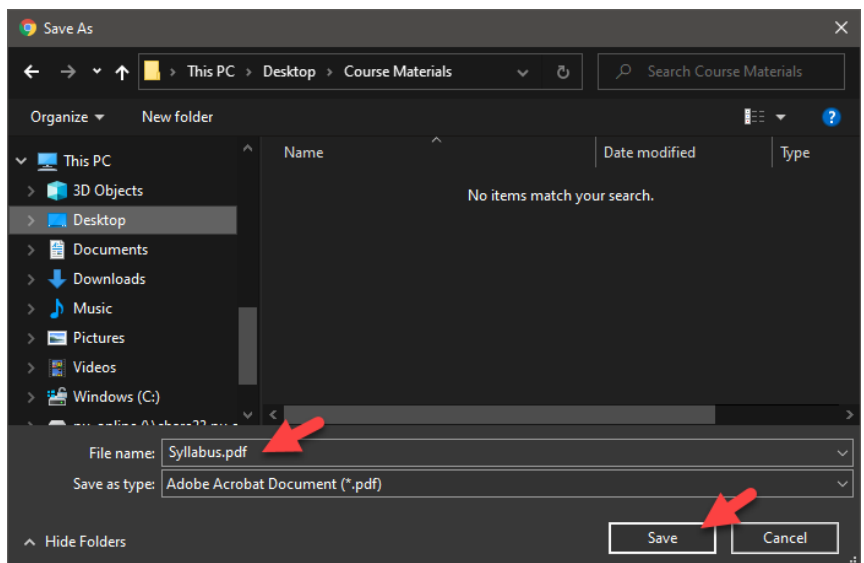
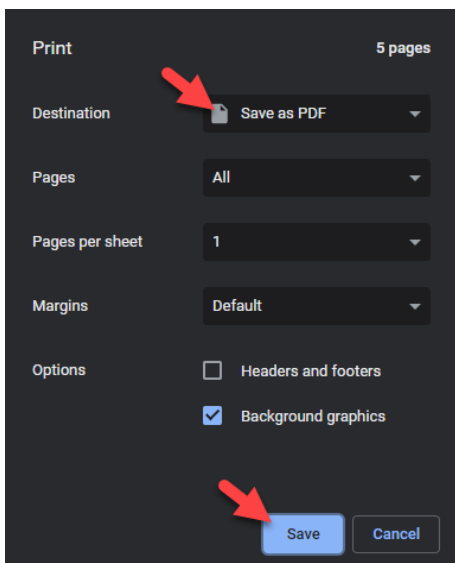
**Step 1:** At the top of the Syllabus navigation menu, click **Print Preview**.



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

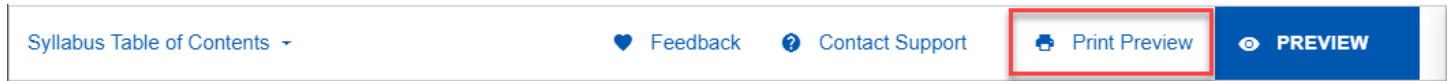


**Step 3:** In the **Print** menu, select **Save as PDF** the Destination options, then click **Save**. In the **Save As** window, type in the file name and click **Save**.



## Saving the Syllabus as a PDF in Firefox

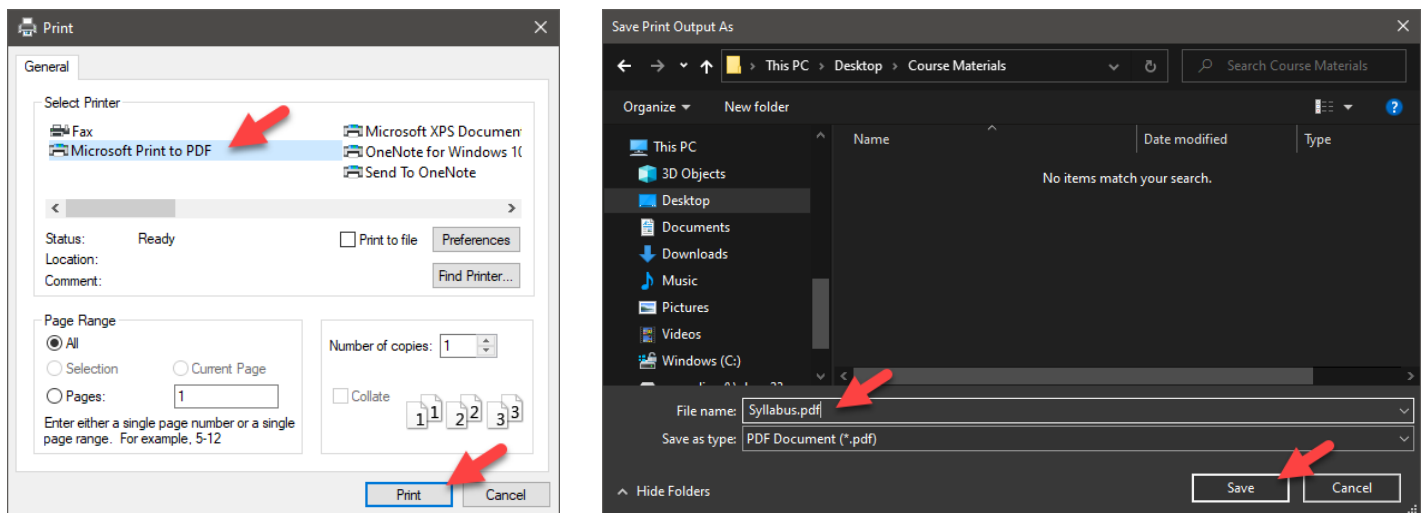
**Step 1:** At the top of the Syllabus navigation menu, click **Print Preview**.



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

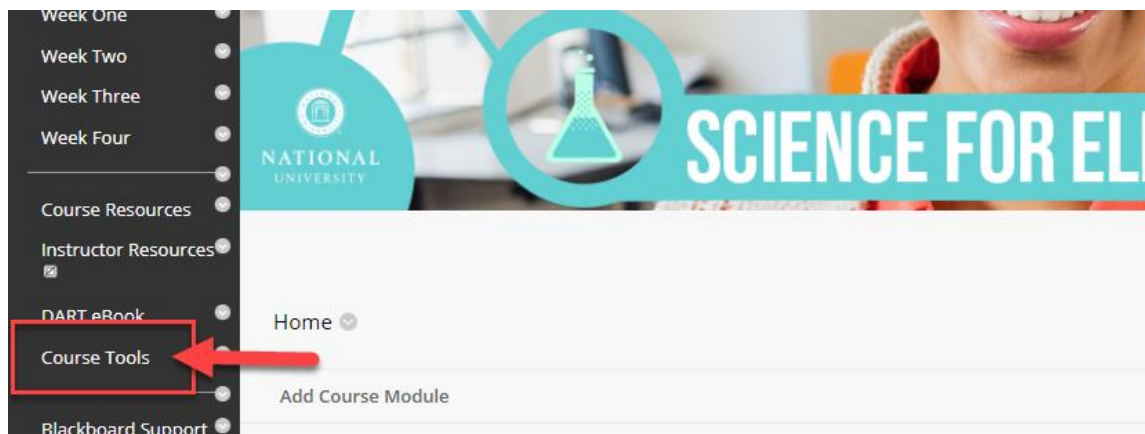


**Step 3:** In the **Print** menu Select Printer as **Microsoft Print to PDF**, then click **Print**. In the **Save Print Output As** window, type in the file name and click **Save**.



## 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.

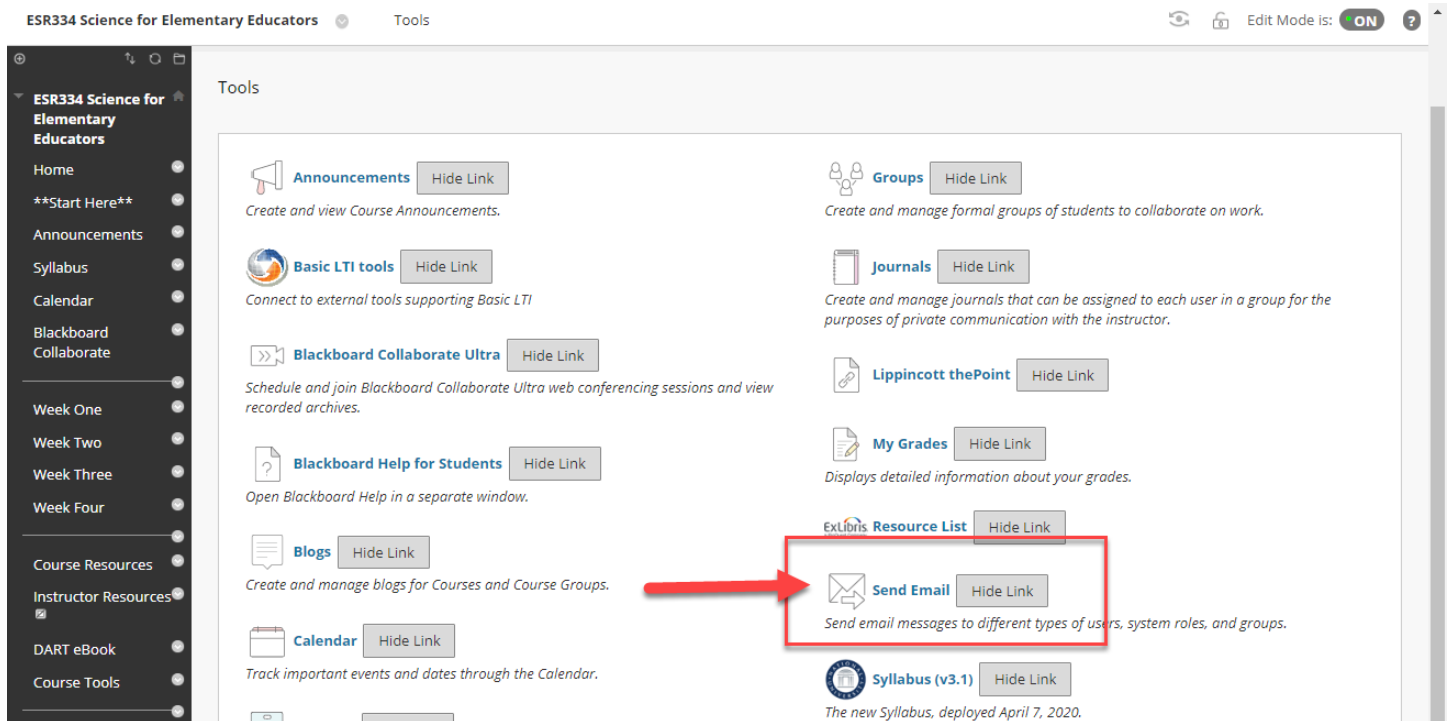


## Step 2: On the Tools page, click **Send Email**.

ESR334 Science for Elementary Educators Tools Edit Mode is: ON

Tools

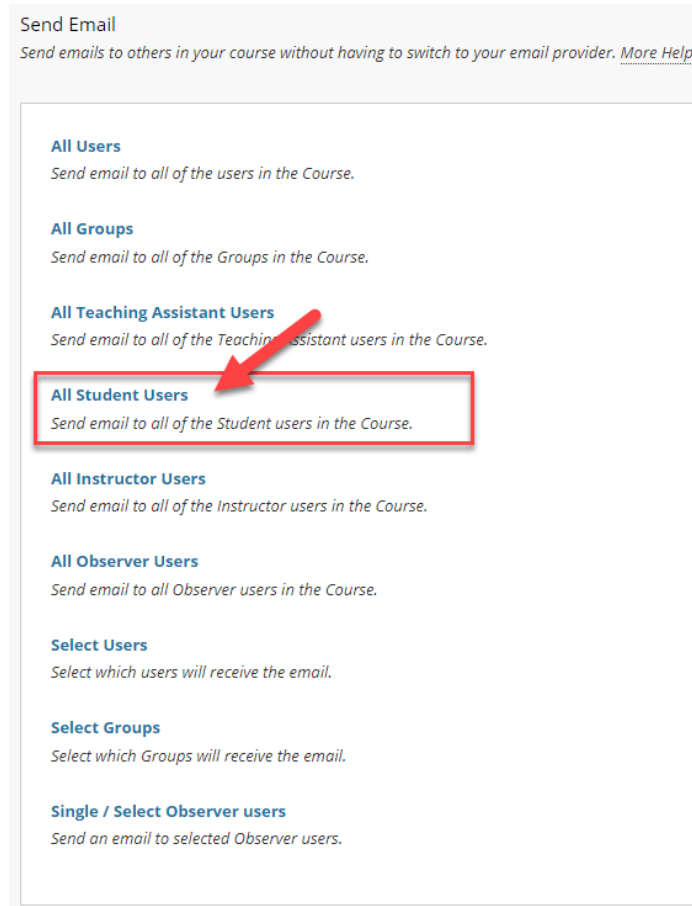
- Announcements** Hide Link  
Create and view Course Announcements.
- Basic LTI tools** Hide Link  
Connect to external tools supporting Basic LTI
- Blackboard Collaborate Ultra** Hide Link  
Schedule and join Blackboard Collaborate Ultra web conferencing sessions and view recorded archives.
- Blackboard Help for Students** Hide Link  
Open Blackboard Help in a separate window.
- Blogs** Hide Link  
Create and manage blogs for Courses and Course Groups.
- Calendar** Hide Link  
Track important events and dates through the Calendar.
- Groups** Hide Link  
Create and manage formal groups of students to collaborate on work.
- Journals** Hide Link  
Create and manage journals that can be assigned to each user in a group for the purposes of private communication with the instructor.
- Lippincott thePoint** Hide Link
- My Grades** Hide Link  
Displays detailed information about your grades.
- Resource List** Hide Link
- Send Email** Hide Link  
Send email messages to different types of users, system roles, and groups.
- Syllabus (v3.1)** Hide Link  
The new Syllabus, deployed April 7, 2020.



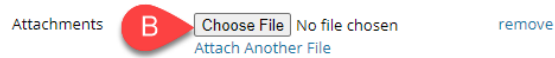
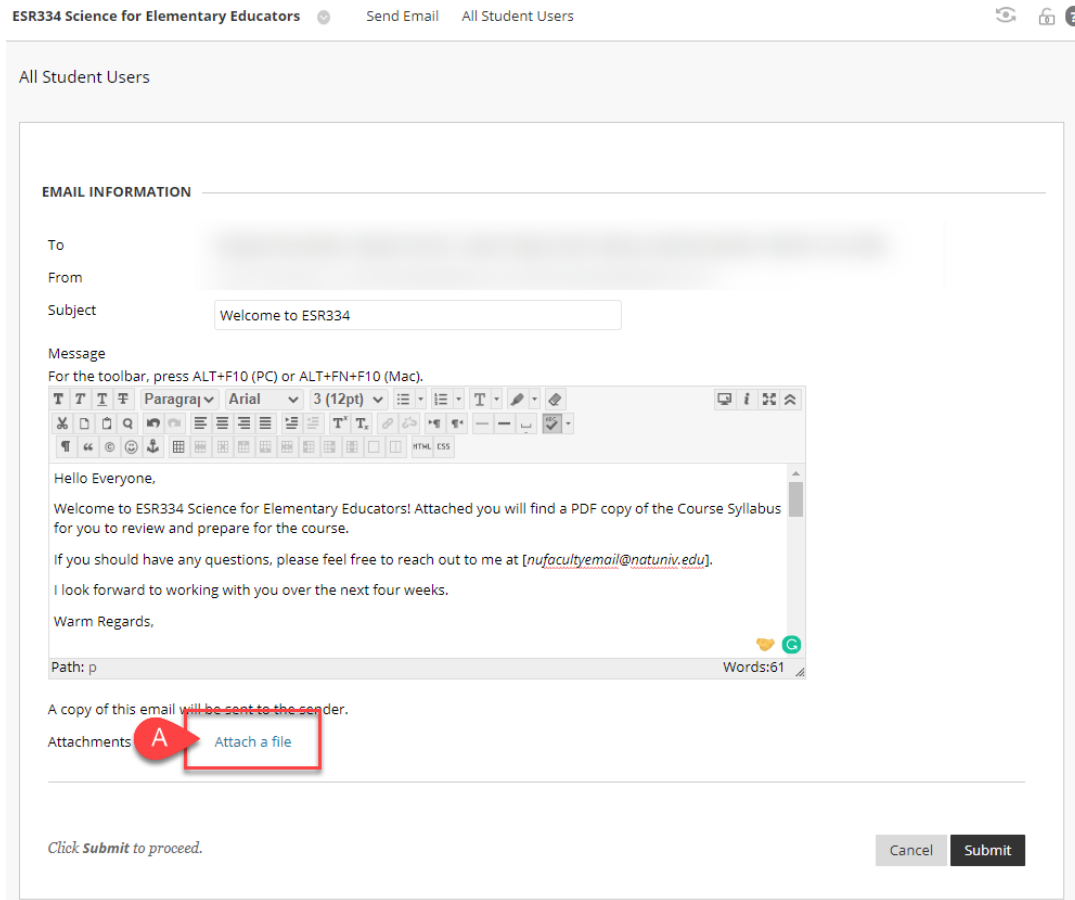
## Step 3: On the Send Email page, you can send a message to All Users, All Student Users, or Single/Select Users. For this example, click **All Student Users**.

Send Email  
Send emails to others in your course without having to switch to your email provider. [More Help](#)

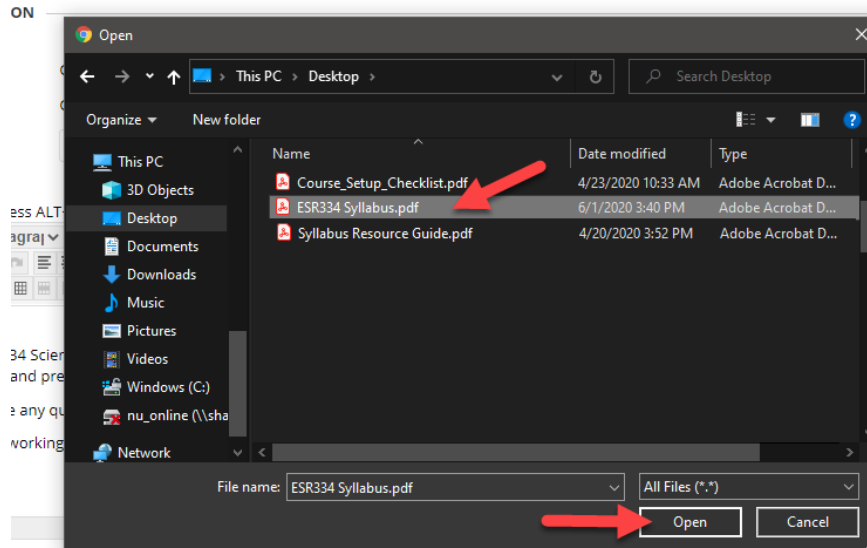
- All Users**  
Send email to all of the users in the Course.
- All Groups**  
Send email to all of the Groups in the Course.
- All Teaching Assistant Users**  
Send email to all of the Teaching Assistant users in the Course.
- All Student Users**  
Send email to all of the Student users in the Course.
- 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.



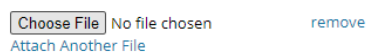
**Step 4:** Once you have written the message text, click **Attach a file (A)** and click **Choose File (B)** to open your file menu.



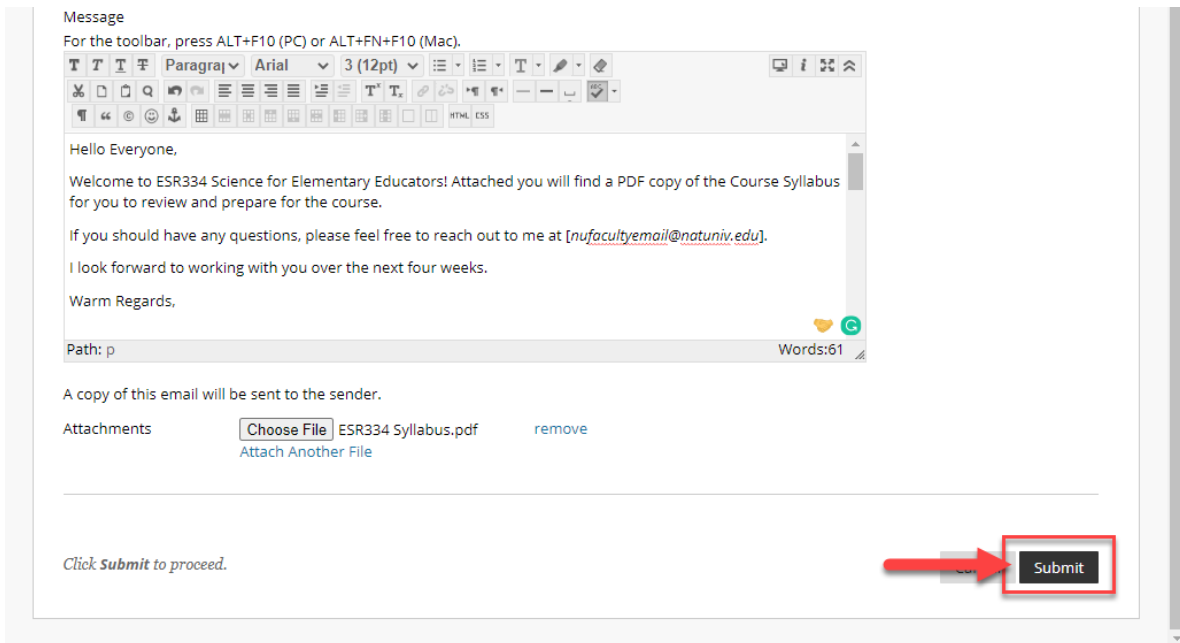
**Step 5:** In your file explorer window, select your saved **Syllabus PDF** file, and click **Open**.



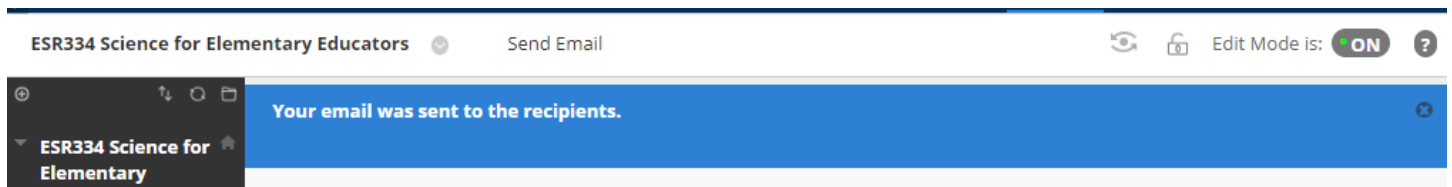
it will be sent to the sender.



**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).***