Direct the Syllabus Link to Your Faculty Home Page

The following instructions will show you step-by-step how to direct the syllabus link in your Blackboard course to your Palm Beach State Faculty Home Page.

Navigate to your Faculty Home Page on the College’s website.

2. Locate and click on **People Finder**.
3. Search for your home page by typing in your name in the provided fields. Then click the **Submit** button.
4. From the results displayed, **click on your name** to display your Faculty Home Page.

Copy the URL of your Faculty Home Page.

5. Highlight the URL in the browser window.
6. **Right-click** and select the option **Copy**.
   *Or use the shortcut keys: Ctrl and C (Apple: Cmd and C)*
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Change the URL of the Syllabus Link.

7. Return to your Blackboard course.

8. Make sure the Edit mode is set to ON.

9. Click on the chevron to the right of “Syllabus” on the course navigation.

10. Select the option Web Link.

11. Right-click and Paste the URL for your Faculty Home Page in the space provided. Note: In Internet Explorer, use the keyboard shortcut ‘Ctrl and V’ to paste.

12. Click Submit.

The Syllabus link now points to your Faculty Home Page. Repeat this procedure as needed to ensure all of your Blackboard courses are updated.

Need more information? Contact eLearning at elearning@palmbeachstate.edu or call (561) 868-3762.