Steps for Uploading Syllabi

MyMC3
The Portal

Blackboard

MyMC3 (The Portal)

1 Save your Syllabus

Save your syllabus in electronic format (ie. Word, PDF, etc) on your computer.

2 Log in to MyMC3 (the Portal)

Log in with your College username and password.

3 Click Additional Request Forms

On the right hand side of the portal page, click Request Forms. Then click Additional Forms.

4 Click Syllabi Tab

Click Syllabus Forms tab and then click Syllabi form - All Divisions

5 Fill out the Form and Attach File

Complete the information on the form and click to attach your syllabus. Click Submit when finished.

Blackboard

1 Log into Blackboard

Log into Blackboard and into your course.

2 Click Syllabus & Schedule

Click the Syllabus & Schedule link on your Course Navigation Menu.

3 Click Build Content

Click Build Content and then click Item.

4 Attach your Syllabus

Name the Item, click Browse My Computer to locate your saved file and attach your syllabus.

5 Click Submit

When finished, click Submit.

? Help Desk

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