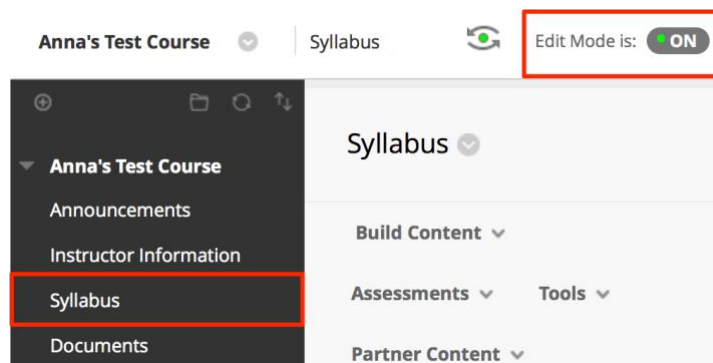


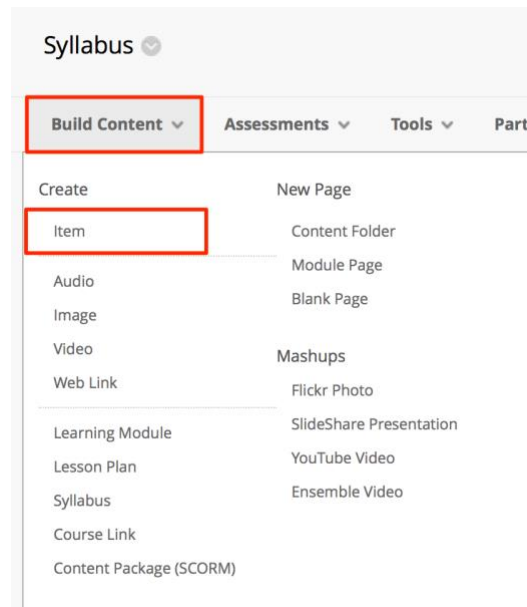
Add a Syllabus

To post a syllabus on your Blackboard course, first open that course and make sure your Edit Mode is set to ON, then.

1. Click on the **Syllabus** content area on the course menu



2. Click **Build Content**, and select **Item**



3. On the **Create Item** page, under **Content Information**, give the item a name. If needed, you may add instructions to direct your students in the provided text box.

- Under **Attachments**, click the **Browse My Computer** button.

CONTENT INFORMATION

Name

Color of Name Black

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Paragraph Arial 3 (12pt)

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, indent, outdent, and other text formatting options.

If needed, type instructions here

Path: p Words:5


ATTACHMENTS

You can drag files from your computer to the Attach Files area or use the browse functions. Files are saved in the top-level folder in your course's file repository. If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.

Attach Files **Browse My Computer** Browse Content Collection

- In the window that opens, locate your syllabus file and click Open/Choose
- Your file will appear in the Attached Files list. Make sure this is the correct file. If not, you can click Do Not Attach to remove it.


Attached files

File Name	Link Title	File Action
 Syllabus Winter 2018.docx	<input type="text" value="Syllabus Winter 2018.docx"/>	Create a link to this file Do not attach


- In Standard Options, make sure Permit Users to View this Content is set to Yes
- When done, click the **Submit** button

Your syllabus will now be posted to your course. Students can access the Syllabus by navigating to the Syllabus content area.

Syllabus



Syllabus

Attached Files:  [Syllabus Winter 2018.docx](#) (22.036 KB)

Attached is this semester's syllabus for this course