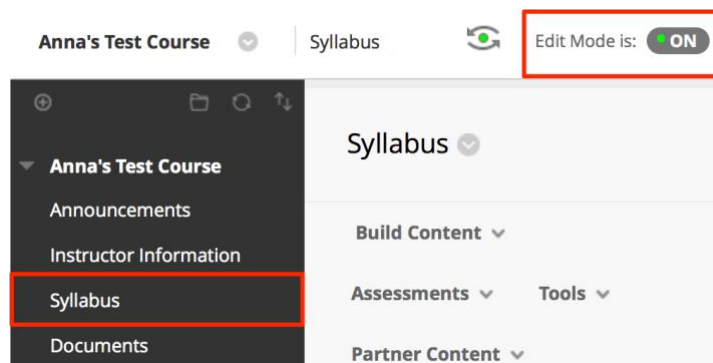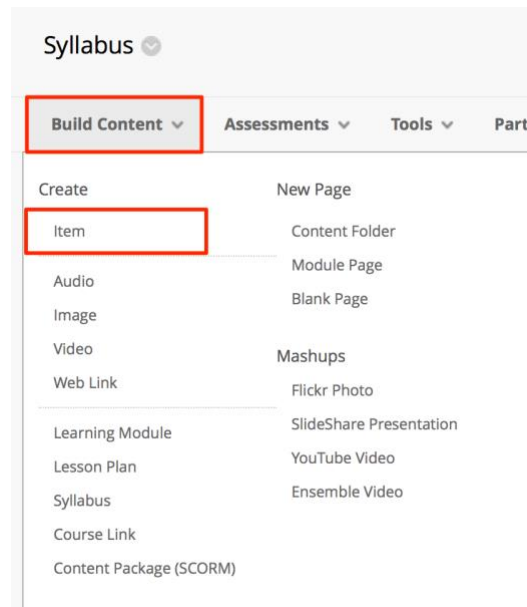# Add a Syllabus

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.

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

5. In the window that opens, locate your syllabus file and click Open/Choose
6. 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.

7. In Standard Options, make sure Permit Users to View this Content is set to Yes
8. 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.