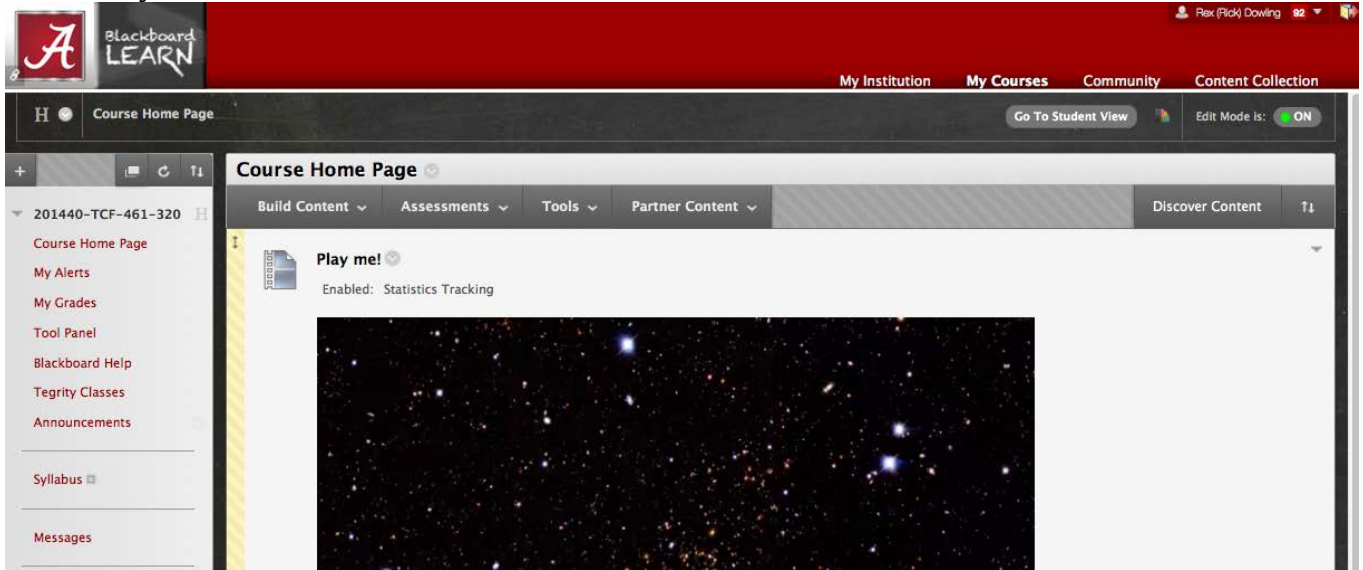


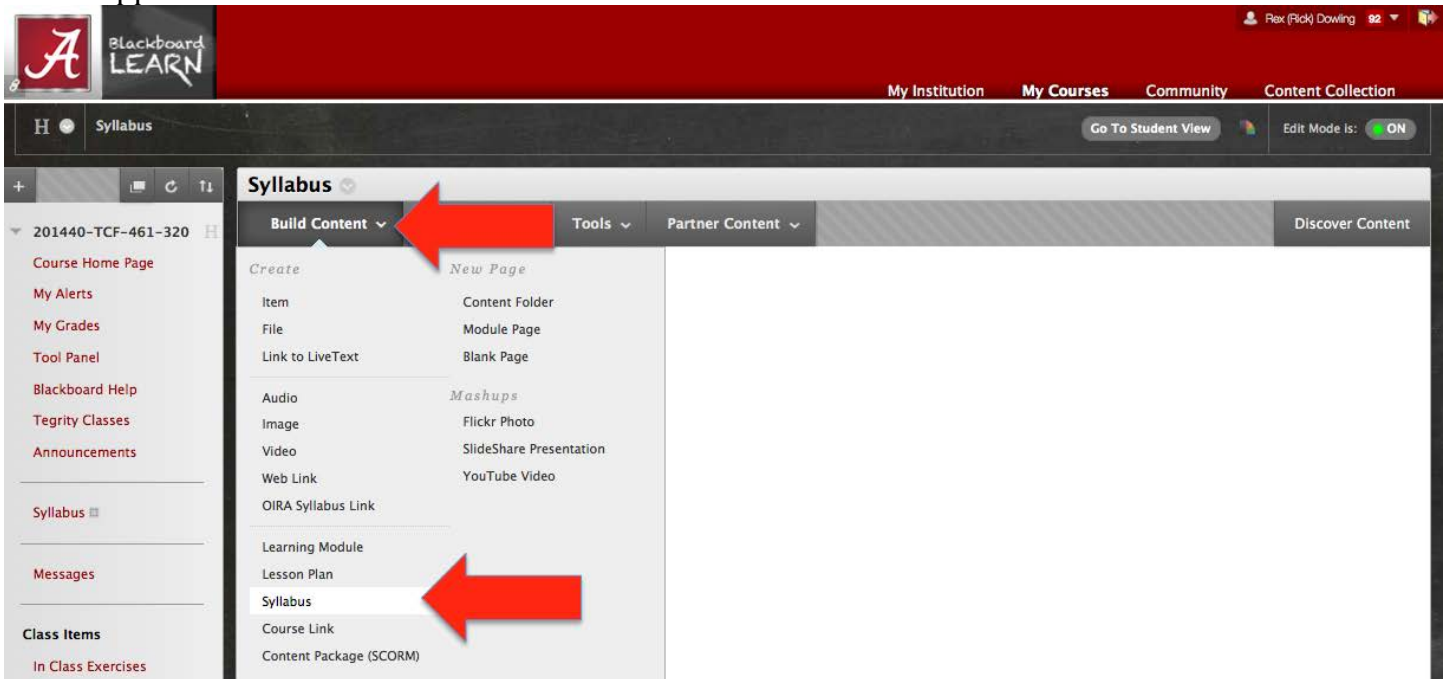
Adding a Syllabus File to a Blackboard Course

From within a Blackboard Learn course, follow these steps to add a syllabus.

1. With Edit Mode On, navigate to a Content Area. In this example, a Content Area called Syllabus has already been created.



2. When the Content Area screen appears, click on Build Content. Choose Syllabus from the list that appears.



Add Syllabus

A Syllabus is an outline of a course of study. It can contain course information, goals, instructor contact information, assignments, class meeting dates, textbook information, and more. [More Help](#)

* Indicates a required field.

Cancel

Submit

1. Name

* Syllabus Name

Fall 2014 Syllabus

2. Syllabus

Create New Syllabus Use Existing File

Attach File

Browse My Computer

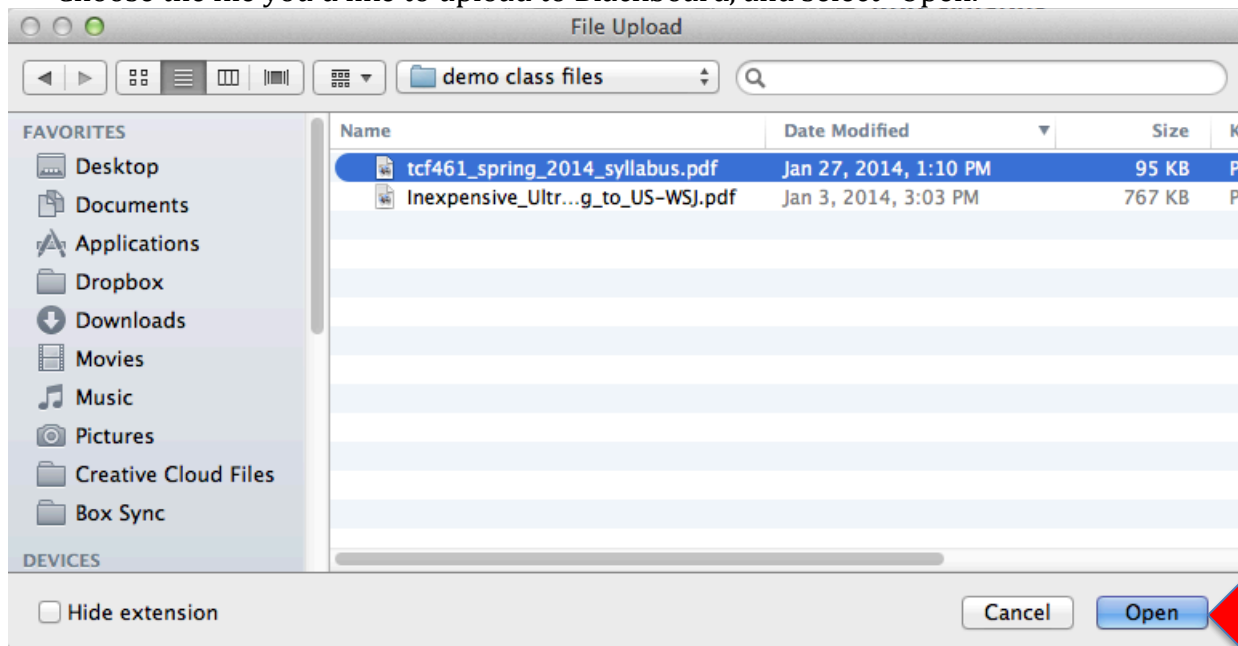
3. Submit

Click Submit to proceed. Click Cancel to go back.

Cancel

Submit

3. In the Add Syllabus window, enter the name you want your syllabus to have, then choose "Use Existing File" under item 2.
4. Click "Browse My Computer" to select your syllabus file. A file selection dialog box will open. Choose the file you'd like to upload to Blackboard, and select "Open."



5. The file information will appear for confirmation. Choose Submit to add the file.

Add Syllabus

A Syllabus is an outline of a course of study. It can contain course information, goals, instructor contact information, assignments, class meeting dates, textbook information, and more. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Name

* Syllabus Name

Fall 2014 Syllabus

2. Syllabus


Create New Syllabus Use Existing File

Attach File

Browse My Computer

Browse Content Collection

Attached files

File Name	File Action	
 tcf461_spring_2014_syllabus.pdf	Create a link to this file	Do not attach

3. Submit

Click Submit to proceed. Click Cancel to go back.

Cancel Submit

6. A screen will appear with additional optional functions, such as:

- Adding a text description.
- Changing the document link title.
- Turning on or off visibility to users.
- Tracking the number of views.
- Setting Display After/Until Dates.

Edit Item

A content item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or content folder. [More Help](#)

* Indicates a required field.

Cancel

Submit

1. Content Information

* Name

Fall 2014 Syllabus

Color of Name

Black

Text

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Video, Audio, Table, Table of Contents, and HTML/CSS. Below the toolbar is a large text area for content entry. At the bottom left, it says "Path: p" and at the bottom right, "Words: 0".

2. Attachments

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 File

Browse My Computer

Browse Content Collection

Attached files

File Name	Link Title	File Action
tcf461_spring_2014_syllabus.pdf	tcf461_spring_2014_syllabu	Create a link to this file Mark for removal

3. Standard Options

Permit Users to View this Content

Yes No

Track Number of Views

Yes No

Select Date and Time Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

4. Submit

Click Submit to proceed. Click Cancel to go back.

Cancel

Submit

Enter any of the optional information, if desired, and choose Submit.


The file will appear as a link in the content area.




Success: Fall 2014 Syllabus edited. X

Syllabus

Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾ Discover Content ↑↓

 **Fall 2014 Syllabus**

Attached Files:  [tcf461_spring_2014_syllabus.pdf](#) (93.095 KB)

For more information, contact the Faculty Resource Center at 205.348.3532
or frc@ua.edu
or visit our website at <http://frc.ua.edu>.

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