

# How to Add a Syllabus

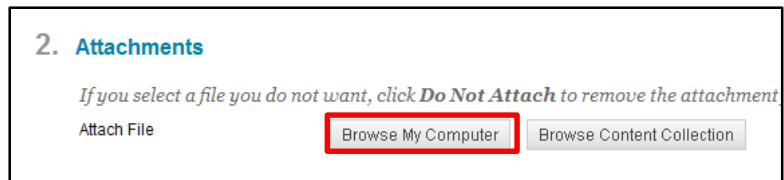
- ❖ The syllabus can be uploaded to the Syllabus area as a file or copied and pasted to an item.
- ❖ It is recommended that you upload the PDF version of your syllabus so that the students are able to view the file as you created it without changing any of the formatting.

1. Click on the **Syllabus** link in the menu bar on the left.
2. You should see 4 sections: 1) Syllabus, 2) Course Outline, 3) Office Hours, and 4) Office Hours Chat. You can choose to keep and modify or delete any of these.
3. Put your cursor over the first item named **Syllabus** to see the dropdown arrow, click the **Action Link dropdown arrow** and select **Edit**.

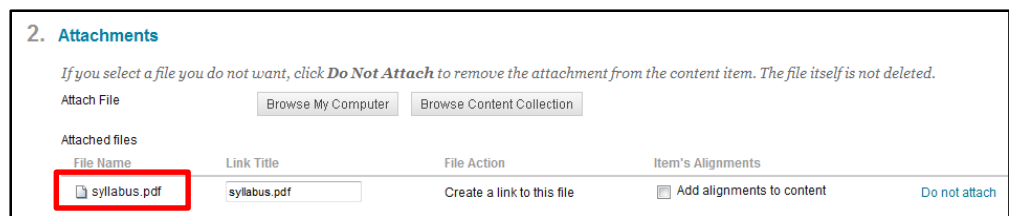


4. In **1. Current Information**, you can edit the text that is there or keep what is written.

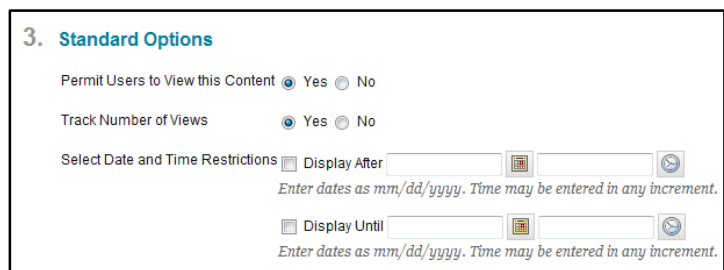
5. **Attachments** is where you are going to add your syllabus file. Click on **Browse My Computer**. If you already have your syllabus saved in your Content Collection, you should click **Browse Content Collection** instead.



6. Find your syllabus file on your computer, highlight it, and click **Open**. You should see your syllabus file under **Attached files**.



7. In **3. Options**, you do have additional options. You may want to select **Yes** to have Blackboard track the number of views.



8. Click the **Submit** button when you are finished.