## 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.

Attachments

Attach File

Link Title

svllabus.pdf

🗋 syllabus.pdf

 Put your cursor over the first item named Syllabus to see the dropdown arrow, click the Action Link dropdown arrow and select Edit.

Syllabus		
Enabled:		Θ
Be sure to	Edit	
contains.	Adaptive Release Adaptive Release: Advanced	

Browse Content Collection

- 4. In **1. Current Information**, you can edit the text that is there or keep what is written.
- 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.
- Find your syllabus file on your computer, highlight it, and click
  Open. You should see your syllabus file under Attached files.



File Action

Create a link to this file

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

3. Standard Options	
Permit Users to View this Conten	t 💿 Yes 🔘 No
Track Number of Views	● Yes ◯ No
Select Date and Time Restriction	s 📄 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.

Item's Alignments

Add alignments to content

If you select a file you do not want, click Do Not Attach to remove the attachment

Browse My Computer

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



**Department of Educational Technology** 

Do not attach