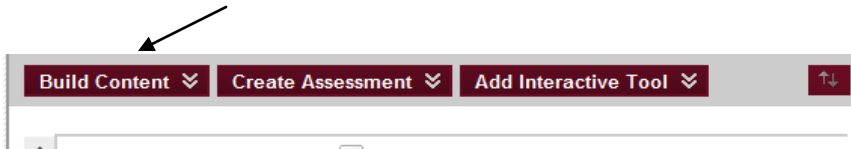


How to Upload Your Syllabus in a Blackboard Course – 2 Versions

I. To Include a Downloadable Version:

1. In the Course Menu, click on the **Syllabus** tab
2. Click on the **Build Content** tab and use the dropdown arrow



3. Select **Create File**
4. **Find File** by clicking on the **Browse My Computer** tab
5. In the **Name** box, type a name for your Syllabus
6. Under **Standard Options**:
 - **Permit Users to View Content**, set to **“Yes”**
 - You can also track the number of times your students view the syllabus by setting **Track Number of Views** to **“Yes”**
 - Do not restrict date and times for the syllabus since this should be available continuously through the semester
7. Click **Submit**

A screenshot of the 'Create File' dialog box in Blackboard. It has two main sections: '1. Select File' and '2. Standard Options'. In the 'Select File' section, the 'Browse My Computer' button is selected. Below it is a text box for 'Name' and a 'Color of Name' dropdown set to 'Black'. In the 'Standard Options' section, 'Permit Users to View this Content' is set to 'Yes' and 'Track Number of Views' is also set to 'Yes'. There are also fields for 'Select Date and Time Restrictions'.

II. To Include a Viewable version on the Syllabus Page:

- For a Neater Look:
 1. In your course, at the **Course Menu**, click on the **Syllabus** tab
 2. See **Step 2** above
 3. Select **Create Syllabus**
 4. Include a **Syllabus Name**
 5. **Create New Syllabus**
 6. Click **Submit**
 7. In the **Syllabus Builder**, input your syllabus information, including headings and body (choose to copy and paste contents or type contents in the text boxes)
 8. Choose a **Syllabus Design**
 9. Build Course Lesson Shells (**optional**)
 10. Under **Options**:
 - **Make Syllabus Available**, set to **“Yes”**
 - You can also track the number of times your students view the syllabus by setting **Track Number of Views** to **“Yes”**
 - Do not restrict date and times for the syllabus since this should be available continuously through the semester.
 11. Click **Submit**

A screenshot of the 'Syllabus Builder' interface. The title is 'Syllabus Builder: Syllabus - AJ 501'. It contains a text area for 'Syllabus Name' with 'Syllabus - AJ 501' entered. Below that is a 'Heading 1' field with 'Description' entered. The main area is a rich text editor for 'Body 1' with a toolbar and a text area. Below that is a 'Heading 2' field with 'Learning Objectives' entered and another rich text editor for 'Body 2'. There are 'Cancel' and 'Submit' buttons at the top right.