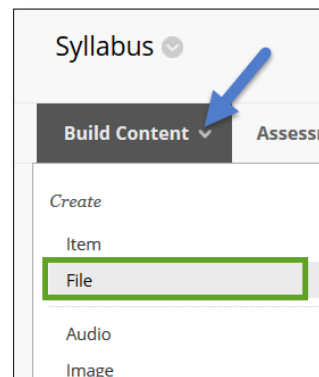


ADDING A COURSE SYLLABUS

Uploading your syllabus to Blackboard gives your students anytime-anywhere access to your course objectives, protocols, and information about student and instructor expectations.

Uploading your Syllabus as a File

1. From the Blackboard course menu, click **"Syllabus"**.
2. Hover over the **"Build Content"** tab at the top of the page. Select **"File"**.
3. Type **"Syllabus"** into the **"Name"** field.
4. Use the **"Browse My Computer"** button to find and upload your syllabus file (PDF or Word docx files are recommended). **Recommendation:** Confirm that you have attached the correct file by checking the file name displayed on the **"Selected File"** line. Use the **"Select a Different File"** button to select a different file if you attached the wrong file.

A screenshot of the 'SELECT FILE' form. The 'Name' field is set to 'Syllabus' and is highlighted with a green box. The 'Color of Name' is set to 'Black'. The 'Find File' section has two buttons: 'Browse My Computer' (highlighted with a blue arrow) and 'Browse Content Collection'. The 'Selected File' section shows 'File Name: JSmith MATH 1234 Syllabus.docx' and 'File Type: DOCX'. There is a 'Select a Different File' button at the bottom.

5. Under **"Standard Options"** confirm that **"Yes"** is selected on the **"Permit Users to View this Content"** option.

A screenshot of the 'STANDARD OPTIONS' section. The 'Permit Users to View this Content' option is selected with a radio button, and 'Yes' is chosen over 'No'. A blue arrow points to the 'Yes' radio button.

6. Click **"Submit"** at the bottom of the page. Your file will appear within your *Syllabus page*.

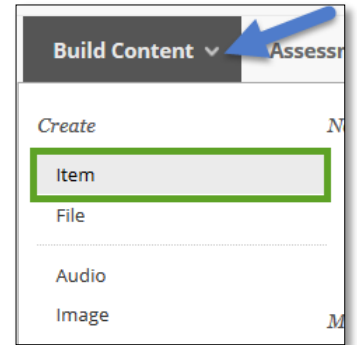
ADDING A COURSE SYLLABUS

Uploading your Syllabus as an Item

1. From the Blackboard course menu, click **"Syllabus"**.
2. Hover over the **"Build Content"** tab at the top of the page. Select **"Item"**.
3. Type the **"Syllabus"** into the **"Name"** field
4. Copy and Paste your syllabus content into the **"Text"** box. Use the keyboard short cut *ctrl + v* for PC or *cmd + v* for Mac.

Please note that your formatting will not completely carry over to Blackboard.

5. Use the **"Browse My Computer"** button to find and upload your syllabus file so that your students can have a printable version.
6. Under **"Standard Options"** confirm that **"Yes"** is selected on the **"Permit Users to View this Content"** option.



CONTENT INFORMATION

Name: Syllabus

Color of Name: Black

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

C. COURSE DESCRIPTION
U.S. History is designed to meet the scope and sequence requirements of most introductory courses. The text provides a balanced approach to U.S. history, considering the people, events, and ideas that have shaped the United States from both the top down (politics, economics, diplomacy) and bottom up (eyewitness accounts, lived experience). U.S. History covers key forces that form the American experience, with particular attention to issues of race, class, and gender.

D. PREREQUISITES AND COREQUISITES Prerequisites

Path: h1 » span Words:1128

ATTACHMENTS

You can drag files from your computer to the Attach Files area or use the browse functions. Files are saved in the top-level folder in your course's file repository. Select **Do Not Attach** to remove a selected file.

Attach Files Browse My Computer Browse Content Collection

Attached files

File Name	Link Title	File Action	Item's Alignments
JSmith HIST 1234 Syllabus.docx	JSmith HIST 1234 Syllabus.c	Create a link to this file	<input type="checkbox"/> Add alignments to content Do not attach

STANDARD OPTIONS

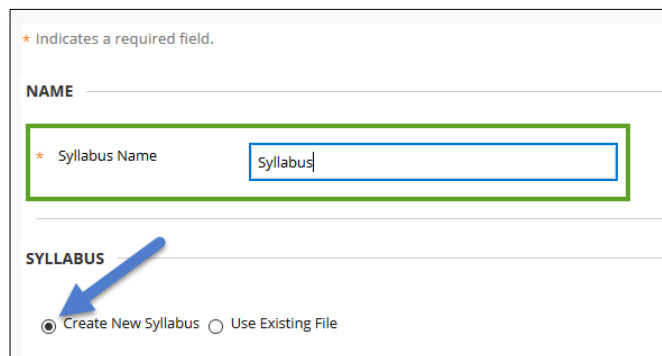
Permit Users to View this Content ☒ Yes ☐ No

7. Click **"Submit"** at the bottom of the page. Your Syllabus text and file will appear within your *Syllabus* page.

ADDING A COURSE SYLLABUS

Building your Syllabus with the Syllabus tool

1. From the Blackboard course menu, click **"Syllabus"**.
2. Hover over the **"Build Content"** tab at the top of the page. Select **"Syllabus"**.
3. Type the **"Syllabus"** into the **"Name"** field.



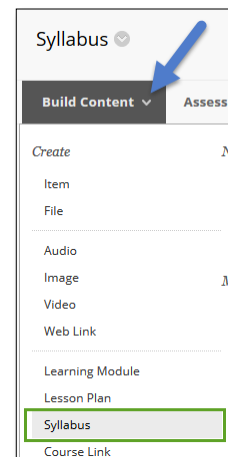
* Indicates a required field.

NAME

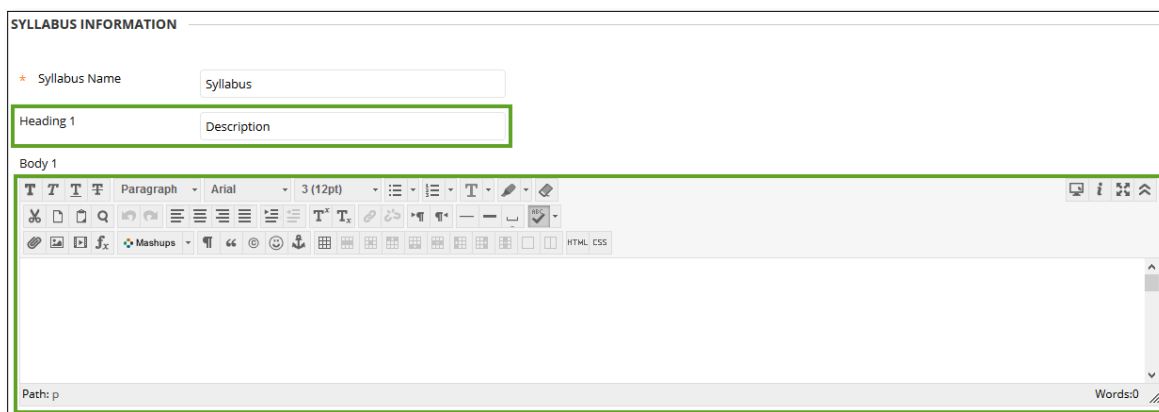
* Syllabus Name

SYLLABUS

☒ Create New Syllabus ☐ Use Existing File



4. In the **"Syllabus"** field select **"Create New Syllabus"**. Click **"submit"** to proceed.
5. Rename the 3 **"Headings"** as you see fit.
Please note you will be unable to add more than 3 headings.
6. Type or Copy/Paste your syllabus text into the **"Body"** boxes beneath each heading.



SYLLABUS INFORMATION

* Syllabus Name

Heading 1	Description
Body 1	

Path: p Words:0

7. Under **"Standard Options"** confirm that **"Yes"** is selected on the **"Permit Users to View this Content"** option.
8. Click **"Submit"** at the bottom of the page. Your syllabus will appear within your *Syllabus page*.



STANDARD OPTIONS

Permit Users to View Content ☒ Yes ☐ No