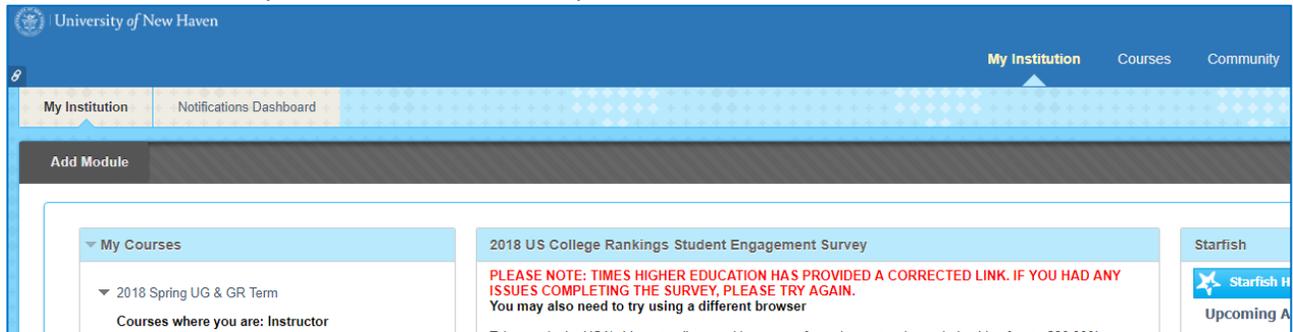


Post a Syllabus in a Blackboard Course - Concise Instructions

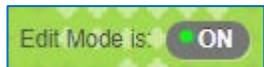


After logging into Blackboard, you will land on the Blackboard My Institution page.

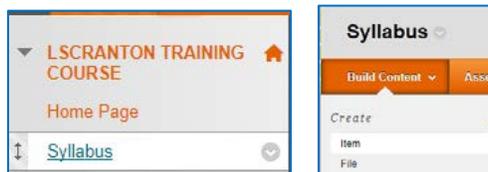
From the list under My Courses>Courses where you are: Instructor, click on the course name.



You will land on the home page of the course. Make sure the Edit Mode is ON



In the Course Menu on the left of the screen, click on the link named "Syllabus".

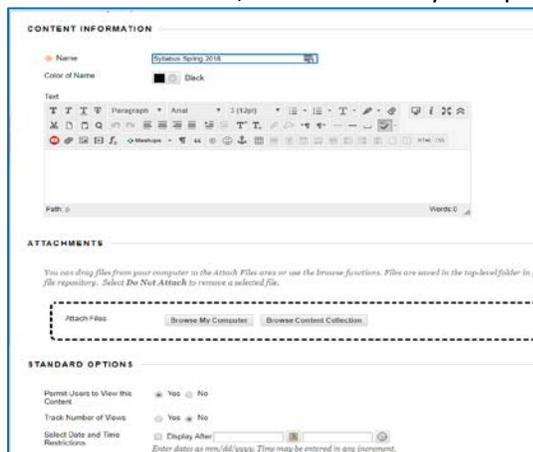


Hover your mouse over "Build Content" so that the content-type choices appear, then click on "Item".

On the Create Item screen, under Content Information, type a name for your content (ex: Syllabus Spring 2018) in the Name field.

You can type in the text box field or skip typing and move to the next area under Attachments. Most instructors opt to create their syllabus in MS Word and then attach it.

Under Attachments, click Browse My Computer to attach your previously prepared content.



You can make changes to the Standard Options default selections by selecting the other radio buttons -- but you will likely want to retain the default View (Permit Users to View this Content = Yes, and with no Date or Time Restrictions) so that your students can view the syllabus throughout the length of the course.

If you are interested in tracking how many times each student views the content, you can select Track Number of Views = Yes.

Click Submit.

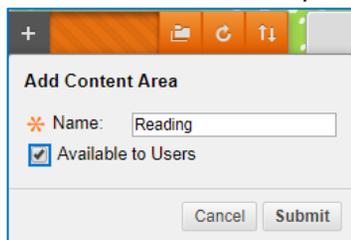


Helpful Hints:

You can create more Course Menu links so your students can easily find content.

To create a link, click on the white plus sign on the Course Menu header  then choose the type of link from the dropdown list and type a name for the link. The most common type of link is Content Area (but explore the other link options too!).

Check the Available to Users box so students can access the content or do not check the box to keep the content hidden until you are ready to show it.



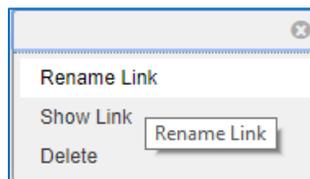
The new link appears at the bottom of the menu but you can reposition it anywhere within the menu. Hover over the left side of the link and click-hold-and drag the up/down arrow to where you want the link to stay.



The grey square indicates that the link has no content.

If links on the Course Menu are hidden from students, you will see a grey square with a slash. To make the link visible to students, hover over the link, then click on the grey options circle with the down pointing arrow, then choose Show Link.

This link has no content and is hidden.



To rename a link in the Course Menu, hover over the link so that the grey circle with the down pointing arrow appears, then click on the grey circle and choose Rename Link. Type the new name and click the green check mark.

Updated April 18, 2018