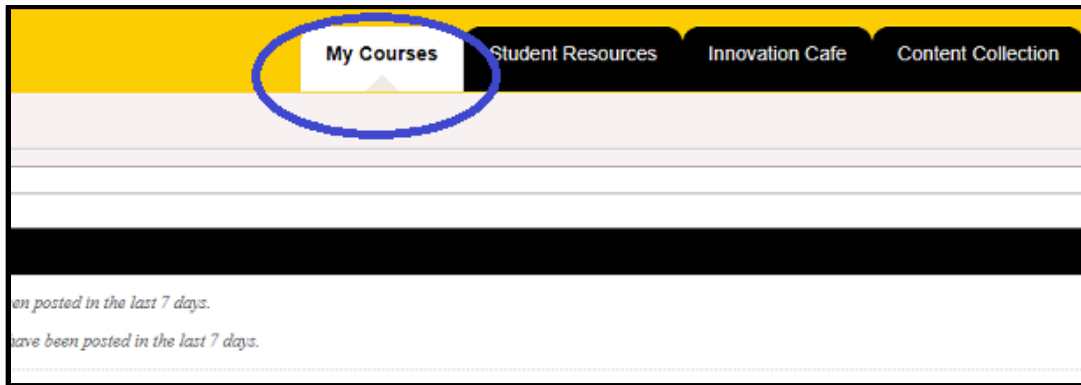




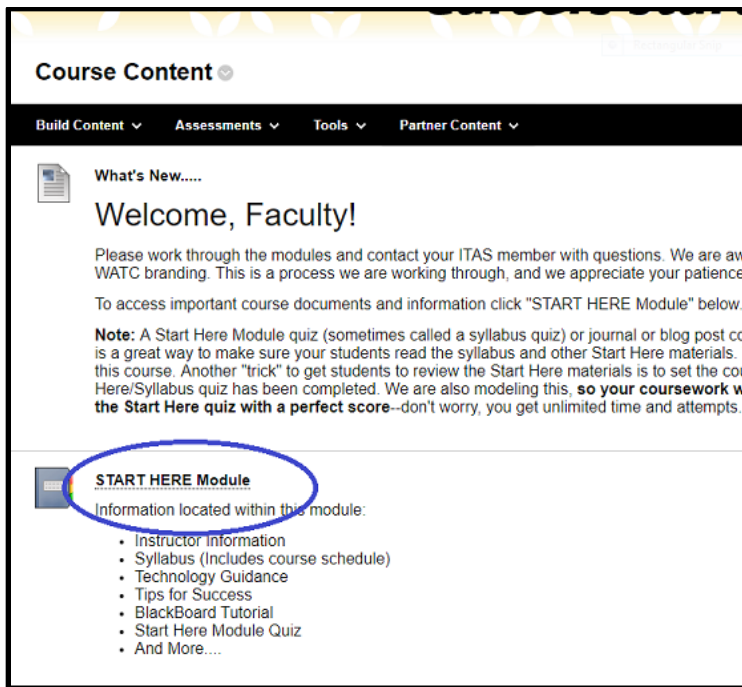
# How to Upload Your Syllabus to Blackboard

## After logging in to Blackboard:

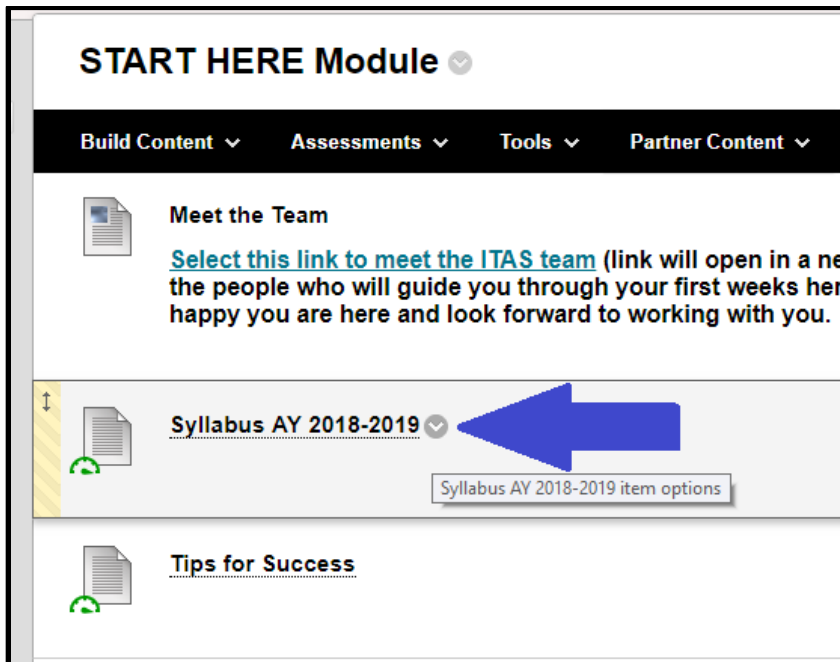
1. Select the My Courses tab.



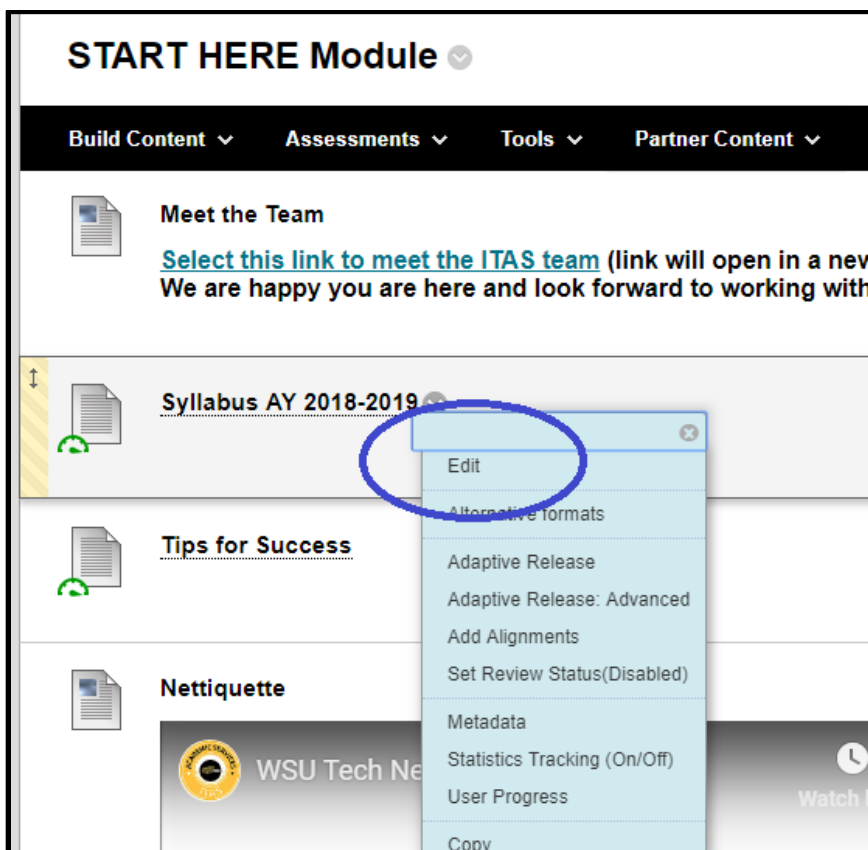
2. From the course list in the My Courses module, select the course you wish to put the syllabus in.
3. Select the Start Here Module.



4. Select the gray chevron next to Syllabus.



5. Select Edit from the dropdown menu.



6. Choose the option to “Select a Different File.”
7. Choose where to browse for the file at: your computer or the content collection. Ensure you choose a PDF version of your syllabus.

### Edit File

Select a local file by clicking **Browse My Computer** or a file from within Course Files by clicking **Browse Course**. Provide environment or click **Yes** to display it as a separate piece of content with no Course page heading.

\* Indicates a required field.

#### FILE INFORMATION

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Course**. Enter a Name for the separate piece of content with no Course page heading.

|               |  |
|---------------|--|
| * Name        | <input type="text" value="Syllabus AY 2018-2019"/>   |
| Color of Name | <input type="color" value="Black"/> Black  |
| * Find File   | <input type="button" value="Browse My Computer"/> <input type="button" value="Browse Content Collection"/>                 |
| Selected File | File Name: Foundations of Instructional Practice Syllabus(1).pdf<br><input type="button" value="Select a Different File"/> |

FILE OPTIONS

8. Enter the name of the document as you want it to appear to students in the “Name” field.
9. Select “Submit.”