Upload your syllabus in a Blackboard Item

It is recommended that you save your syllabus in PDF format. To add to Blackboard, it is suggested that you create *an Item* in Blackboard. Having *an Item* in Blackboard, allows you to upload multiple files if needed, include additional information/instructions for the students and, identifies the format for the files.

Create an item and upload your syllabus

1. Log on to your **Blackboard** course
2. Once you are in your desired course, look to the upper right hand corner of your screen and ensure that your **Edit Mode is On**
3. Navigate to the left, and from the **Course Menu**, select the **Syllabus** link
4. From the **Syllabus** page, click on **Build Content**
5. From the **Build Content** page, select **Create Item**
6. From the **Create Item** page, do the following:
   a. Type name of item in the **Name textbox**
   b. In the **text** box area, type any information that you would like to share with the students.
   c. Now scroll to the **attachments** link
   d. Select **Browse My Computer**
   e. Navigate to the **desired location on your computer** where you have saved your syllabus
   f. Select the **file**, and click **Open**
7. You may leave the **Standard Options** at the default setting but be sure that the

a. The check box for **Permit Users to View this Content** is selected

b. **Track Number of Views** is set to **off**

c. Select **Date and Time** Restrictions is blank (unless you desired restrict your students)

8. Now click **Submit**