



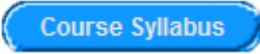
Posting A Syllabus

Blackboard Basic 7.0

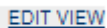
INFORMATION SYSTEMS & SERVICES

POSTING A SYLLABUS


1. As an Instructor, log into the course you wish to post a Syllabus.
2. Click on the **Content Area** button of the area you wish to post a syllabus. For this example, I'm using a content area labeled Course Syllabus. However, the syllabus can be posted anywhere you wish.



3. Select **Edit View** in the upper right corner of the content area. This will allow you to add content to the area.

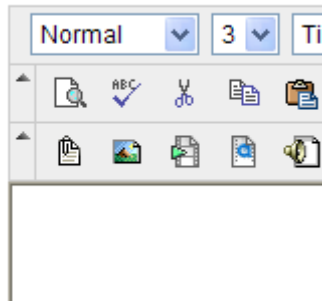


4. Click the **Item** button to add a content item. You can add any item using this button. It is not limited to a syllabus.



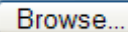
5. Provide information for each of the **Add Item** areas.
6. **Content Information**
 - Provide a name for the item (required).
 - You may choose a color for the name to appear.
 - Provide any descriptive text for the item. Alternatively, if you don't wish to attach the item as a separate document, you may copy and paste from a Word document into the Text Box. For example, you may open your Syllabus in Word then copy and paste the contents of the Word document into the Text box. However, there may be some formatting that is lost.

Text



7. Content

- You may **Attach** a local file (such as a Word document) by clicking the **Browse** button and locating the file on your computer.



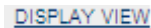
- You may provide a **name** for the file link. If no name is given, it will default to the actual file name.

8. Options

- Make content available or unavailable.
 - Select to track number of views.
 - Choose release criteria if desired.
9. Submit the item by using the **Submit** button.



10. The item will now be added to the content area. To view how it will be displayed to the students, select **Display View** in the upper right corner of the content area.



11. If needed, you can repeat these steps to add more content, or to add content to other areas of Blackboard.

If you have any questions or comments, please contact Instructional Technology at 3807 or instruction@berea.edu.