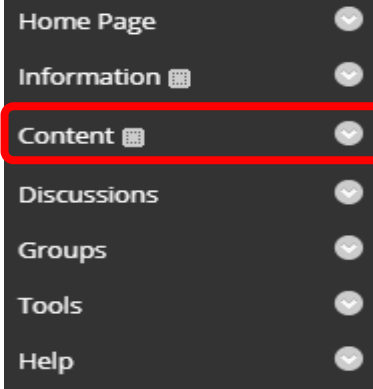
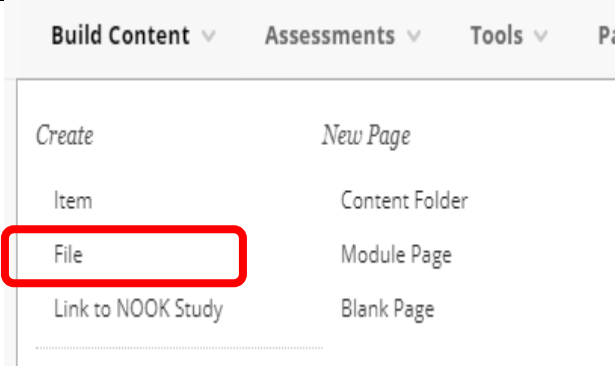
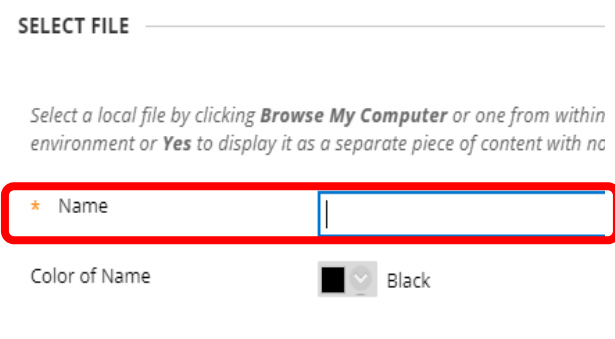
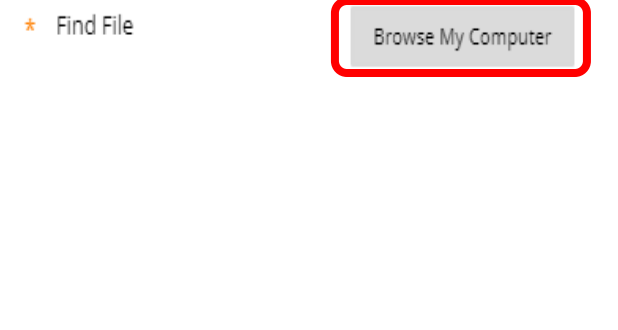
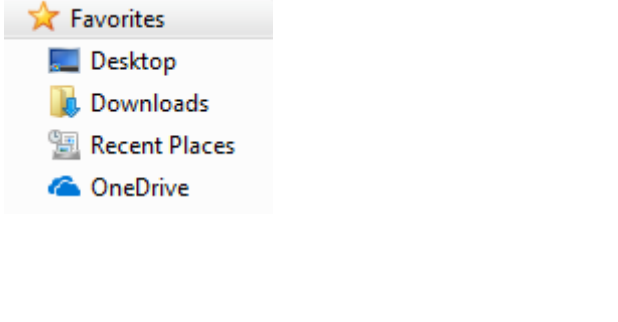
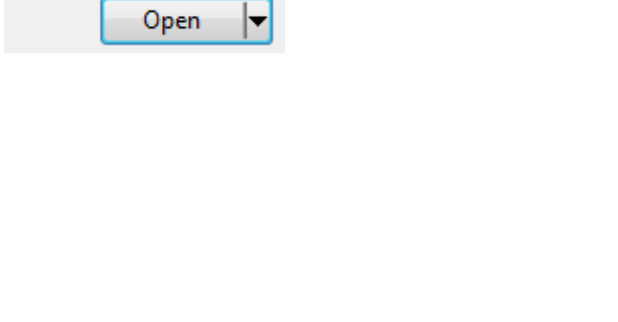
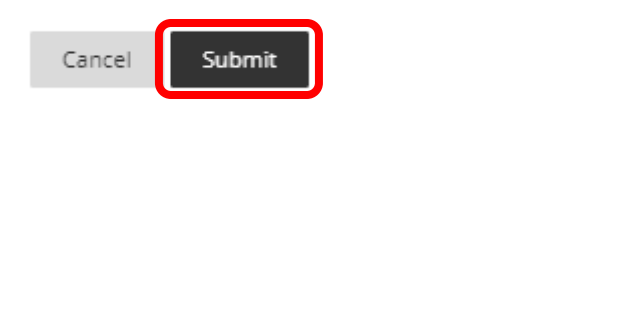


How to Upload a Syllabus to Blackboard

<p>Create the syllabus.</p> <p>Save this file and note the location.</p>	<p>If you save the file as a PDF, it will load faster, but Word is OK.</p>
<p>Go to your Blackboard Course</p> <p>Select the area in which you want to upload the syllabus, for example the Content Page:</p>	 <p>A vertical navigation menu with the following items: Home Page, Information, Content (highlighted with a red box), Discussions, Groups, Tools, and Help. Each item has a small downward arrow icon to its right.</p>
<p>Select Build Content and Choose File</p>	 <p>The 'Build Content' menu is open, showing options: Create Item, File (highlighted with a red box), Link to NOOK Study, New Page, Content Folder, Module Page, and Blank Page. The 'Build Content' label is highlighted in grey.</p>
<p>Name the item</p> <p>In this case we will name it "Syllabus"</p> <p>[This is the link that the students will click on]</p>	 <p>The 'SELECT FILE' dialog is shown. It includes a text area with instructions: 'Select a local file by clicking Browse My Computer or one from within environment or Yes to display it as a separate piece of content with no'. Below this is a text input field labeled 'Name' with a red asterisk, which is highlighted with a red box. At the bottom, there is a 'Color of Name' dropdown menu currently set to 'Black'.</p>

<p>Select "Browse My Computer"</p>	 <p>* Find File</p> <p>Browse My Computer</p>
<p>Remember where you saved the file and navigate to it</p>	 <p>★ Favorites</p> <ul style="list-style-type: none">DesktopDownloadsRecent PlacesOneDrive
<p>Click on the filename and select Open</p>	 <p>Open</p>
<p>You will be returned to the Blackboard screen.</p> <p>Scroll up or down (if necessary) and click on the Submit button.</p>	 <p>Cancel</p> <p>Submit</p>