

This **Blackboard Faculty Tutorial** provides instructions for adding a course syllabus to a Blackboard course site.

In the Course Menu tutorial, the course navigation menu was customized to include a content area called Syllabus. In this tutorial, we will add a sample syllabus to the Syllabus content area.

Select the **Control Panel** link.

To add a syllabus to the **Syllabus** content area, click the **Syllabus** link.

There are several ways to add content to a Blackboard course site. In this tutorial, we will first post a comprehensive syllabus in a folder called Comprehensive Syllabus. Next, we will copy/paste "chunks" of the comprehensive syllabus into topic-specific folders.

To add a folder, click the **Folder** link.

We can customize the name of the folder by typing a name in the **enter name** text box.

Optional: A brief folder description can be entered in the text box.

Since this is a syllabus and should be available for the entire semester, the default availability options are acceptable.

Click the **Submit** button.

The receipt page indicates that the folder has been added.

Click the **OK** button.

Select the **Comprehensive Syllabus** link to open the folder.

To add content inside the folder, click the **Add Item** button.

Customize the name of the item by typing a name in the **Name** text box.

Click the **Attach item** icon (first icon on the third toolbar).

The **Insert Content Link - Microsoft Internet Explorer** window opens.

Click the **Browse** button.

Locate and select the comprehensive syllabus document to be posted in Blackboard.

Click the **Open** button.

Select the **Yes** button to display the attached document in a new browser window (this option will allow the students to easily print the document).

Displaying your documents in a new browser window will make printing easier for your students.

Click the **Submit** button.

The **Content Link Added** page appears.

Click the **Submit** button on this page, too.

A link to the attached document now appears inside the text box.

Since this is a syllabus and it should be available for the entire semester, the default availability options are acceptable.

Click the **Submit** button.

The receipt page indicates that content has been added.

Click the **Submit** button.

We will now add folders for topic-specific syllabus items.

To add another folder, click the **Folder** link.

Customize the name of the folder by typing a name in the **enter name** text box.

Since this is a syllabus and it should be available for the entire semester, the default availability options are acceptable.

Click the **Submit** button.

The receipt page indicates that a folder has been added.

Click the **OK** button.

Click the **Grading Policy** link to open the folder.

Click the **Add Item** button to add content inside this folder.

Customize the name of the item by typing a name in the **enter name** text box.

Copy a "chunk" of the original Word document syllabus and paste it into this text box.

To paste content in the text box, use the paste icon on the second row toolbar or use ctrl+v on the keyboard.

The pasted content now appears in the text box.

Since this is a syllabus and it should be available for the entire semester, the default availability options are acceptable.

Click the **Submit** button.

The receipt page indicates that content has been added.

Click the **OK** button.

Click the **OK** button to return to the folder page.

Continue adding folders as necessary using the **Add Folder** button.

This concludes this tutorial.