Center for Online and Distance Education
Division of Academic Affairs
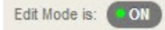Blackboard "How-To" Resource

Upload A Course Syllabus

ADD A SYLLABUS

1. Turn **Edit Mode ON**. Edit Mode is: ON
2. Click on **COURSE MENU** and select **Syllabus**.
3. Click Build Content > Item. Type a name for the item in the Name box. Enter text in the Text box if desire.

4. Click Browse to locate a file on your computer or in Course Files to add to the item if desired.
5. Set **Options**: availability, time/date, restrictions, or tracking.
6. Click **Submit**.

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Course Content

Syllabus
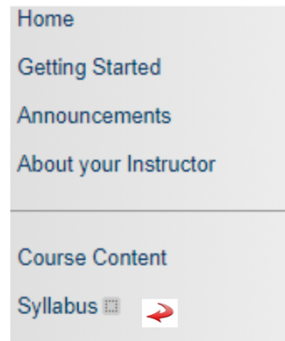
Contact the Center for Online and Distance Education for assistance with Blackboard: ctles@scsu.edu, Monday – Friday (excluding state holidays), 8:30 AM – 5:00 PM