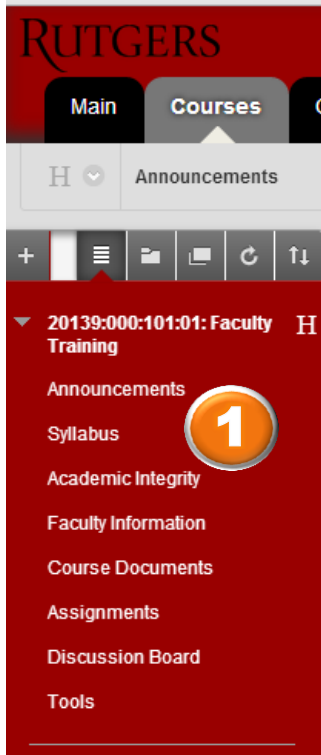


Post Your Syllabus

1. Once in your course, click on **Syllabus** on the left side of the screen
2. Click on **Build Content**
3. Select **File**



4. In the **Name** field, type the name of your syllabus (e.g., Psychology 101 Syllabus)
5. In the **Attachments** section, click on **Browse My Computer**

Create Item
A content item is any type of file, text, image, or link that appears to users in a Content Area, Learning M...

* Indicates a required field.

1. Content Information

* Name 4

Color of Name Black

Text

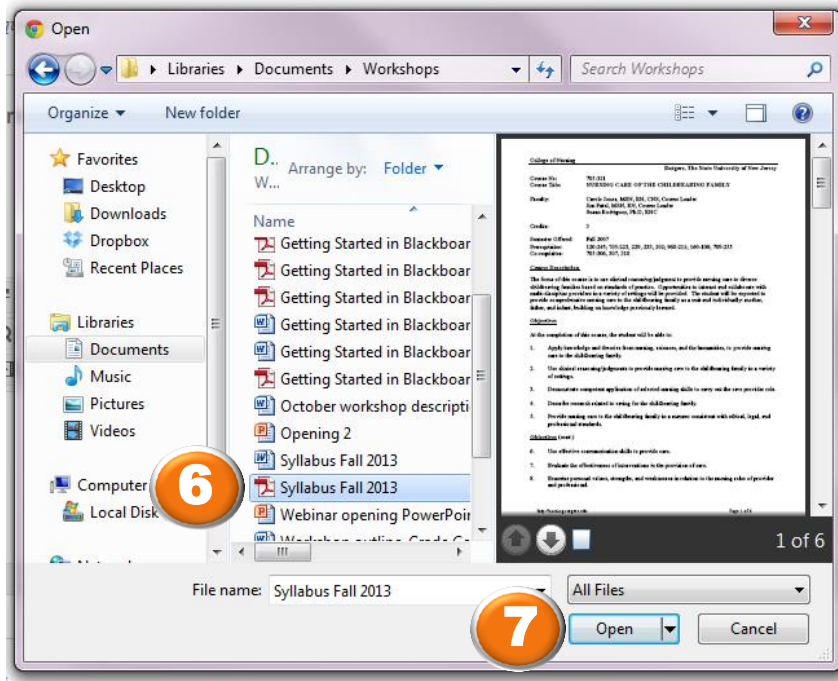
Path: p

2. Attachments

If you select Attach File, click Do Not Attach to remove the attachment from the content item. The fi...

Attach File 5

6. Click on the name of the file for your syllabus
7. Click **Open**



8. Click **Submit**

2. Attachments

If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.

Attach File Browse My Computer Browse Content Collection

Attached files

File Name	Link Title	File Action	Item's Alignments
Syllabus Fall 2013.pdf	Syllabus Fall 2013.pdf	Create a link to this file	<input type="checkbox"/> Add alignments to content Do not attach

3. Standard Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

4. Submit

Click **Submit** to proceed. Click **Cancel** to quit.



Additional Blackboard tutorials and instructions can be found here:

<http://blackboardinfo.newark.rutgers.edu/tutorials.html>