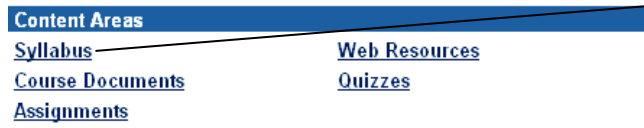


# Adding Your Course Syllabus

The **course syllabus** is placed in the **Course Documents** area.

**Step 1:** Click on the **"Control Panel"** button (at bottom left of screen)

**Step 2:** Click on the **Syllabus** link in the *Content Areas*.



Click on the **Syllabus** link.

**Step 3:** Click on the **Item** button in the *Syllabus* area.



Click on the **Item** button.

**Step 4:** Type in **"Course Syllabus"** in the second form field of the *Content Information* area. Type the information you wish to give regarding the syllabus in the **Text** field.

A screenshot of the 'Content Information' form. It has a title bar with a '1' and the text 'Content Information'. Below the title bar are three main sections: 1. 'Name' field with a red asterisk, containing the text 'Course Syllabus'. 2. 'Choose Color of Name' section with a black color swatch and a 'Pick' button. 3. 'Text' field containing the text: 'You will find a complete week by week outline of the material presented in this course. All test dates and assignment due dates are listed in this course syllabus.'

Type "Course Syllabus" in the "Name" field.

Click on the "Pick" button to choose a color for the Name.

Type in whatever information you wish to give about the syllabus. You may also decide to enter no information in the **Text** field.

**Step 5:** Click the **Browse** button to search your file management system for your course syllabus MS Word document file.

A screenshot of the 'Content' form. It has a title bar with a '2' and the text 'Content'. Below the title bar is a paragraph: 'Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name for the link to this file.' Below this are four rows of form fields: 1. 'Attach local file' with an empty text box and a 'Browse...' button. 2. 'Link to Content Collection item' with an empty text box and a 'Browse...' button. 3. 'Name of Link to File' with an empty text box. 4. 'Special Action' with a dropdown menu showing 'Create a link to this file'.

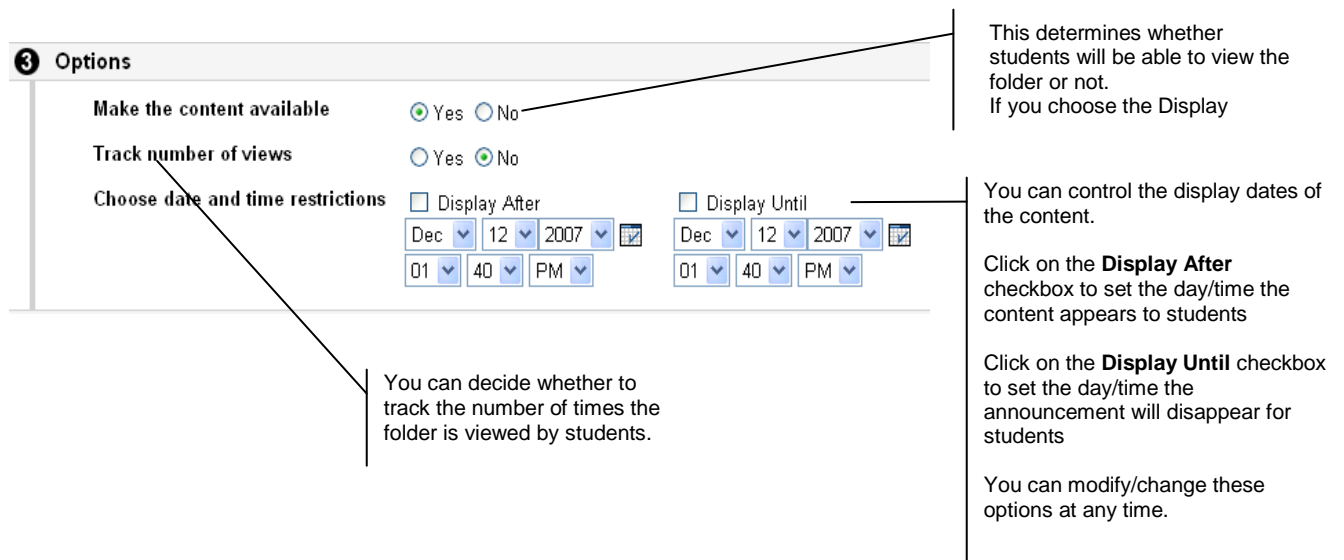
Click on the **Browse** button to search your hard drive for the MS Word document that contains the *syllabus* for this particular course.

**OR**

Click on the **Browse** button to select your syllabus if you have placed it in your Content Collection. **NOTE: You may only choose one of these.**

Type in "Click here to view Course Syllabus" in the **Name of Link to File** field.

**Step 6:** From the **Options** menu, choose availability, tracking or time and date restrictions.



The screenshot shows the 'Options' menu with the following settings:

- Make the content available:**  Yes  No
- Track number of views:**  Yes  No
- Choose date and time restrictions:**
  - Display After: Dec 12 2007 01:40 PM
  - Display Until: Dec 12 2007 01:40 PM

Annotations:

- A line points from the 'Make the content available' section to the text: "This determines whether students will be able to view the folder or not. If you choose the Display".
- A line points from the 'Track number of views' section to the text: "You can decide whether to track the number of times the folder is viewed by students."
- A line points from the 'Display After' section to the text: "You can control the display dates of the content." and "Click on the **Display After** checkbox to set the day/time the content appears to students".
- A line points from the 'Display Until' section to the text: "Click on the **Display Until** checkbox to set the day/time the announcement will disappear for students" and "You can modify/change these options at any time."

**Step 7:** Click the **Submit** button to upload the syllabus to your Blackboard course.



A button labeled "Submit" is shown with a line pointing to the text: "Click the **Submit** button at the bottom of the page."