Blackboard v9.1 for Faculty
Adding a Course Syllabus

This document describes, for faculty, how to add a syllabus to the Syllabus area in a Blackboard course.

Brief Instructions

From anywhere within your Blackboard course site:
- Click the Syllabus entry.
- Mouse-over the Build Content button.
- Click the Item option in the menu.
- Enter display text in the Name field in section 1. Content Information. (required)
- Enter display text in the Text field. (recommended)
- Click the Browse My Computer button in section 2. Attachments.
- Click to select the official San Jacinto College syllabus.
- Click the Open button.
- Click the Submit button in section 4. Submit.

Process complete.

Detailed Instructions

1. Click the Syllabus entry.

2. Mouse-over the Build Content button.
3. Click the Item option in the menu.

4. Enter display text in the Name field in section 1. Content Information. (required)

5. Enter display text in the Text field. (recommended)

6. Click the Browse My Computer button in section 2. Attachments.
7. Click to select the official San Jacinto College syllabus.

8. Click the Open button.

9. Click the Submit button in section 4. Submit.