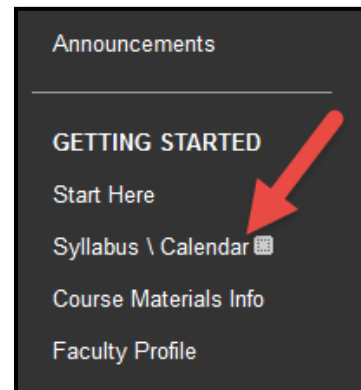

Blackboard for Employees

Adding a Course Syllabus

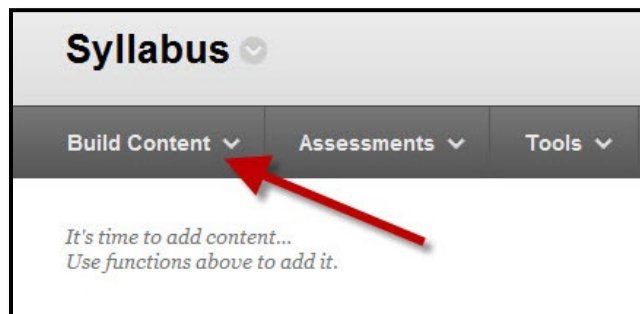
This document describes how to add a syllabus to the Syllabus area in a Blackboard course.

Instructions

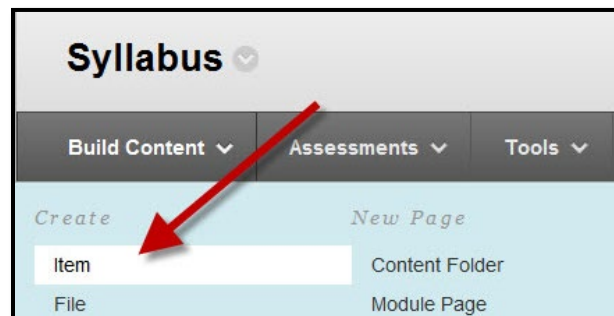
1. Click the **Syllabus \ Calendar** menu area.



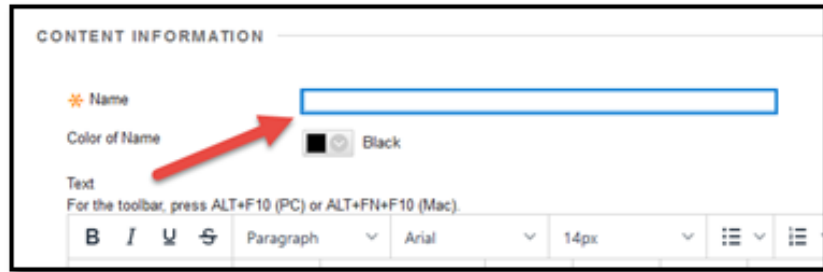
2. Mouse-over the **Build Content** button.



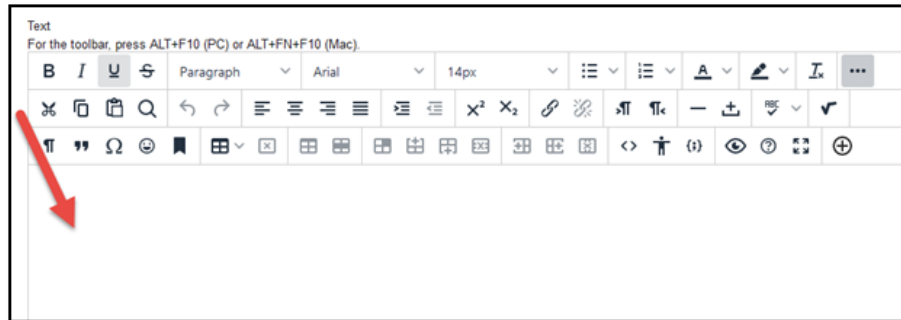
3. Click the **Item** option in the menu.



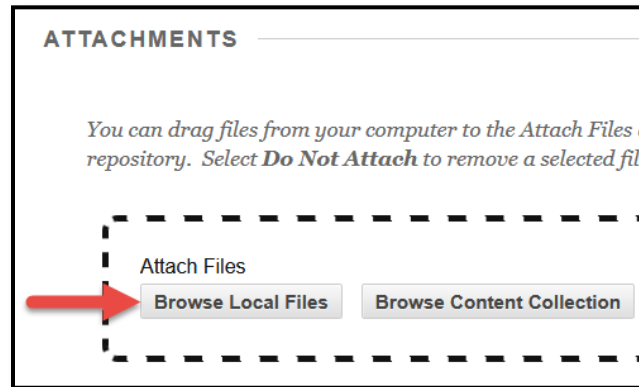
4. Enter display text in the **Name** field in the **Content Information** (**required**) section.



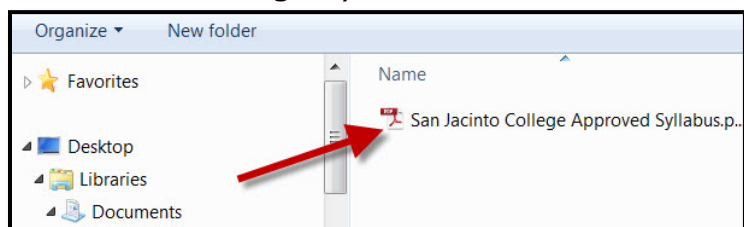
5. Enter display text in the **Text** field (**recommended**).



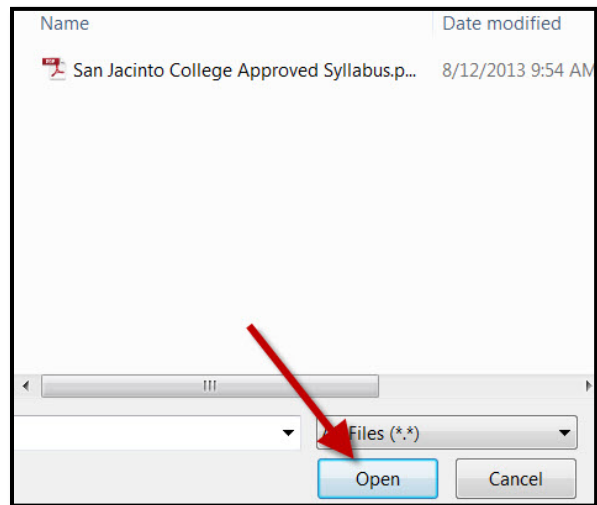
6. Click the **Browse My Computer** button in the **Attachments** sections.



7. Click to select the official San Jacinto College syllabus.



8. Click the **Open** button.



9. Click **Submit**.

