

Uploading a Syllabus to the Blackboard Learning System

Although Blackboard has a built-in Syllabus tool, many people prefer to maintain their syllabi using a word processor, and then upload them to Blackboard as .PDF or .DOC/.DOCX documents. We highly recommend the .PDF format. If you are using Microsoft Office 2007, [a free PDF export add-in is available from Microsoft](#). Most versions of WordPerfect and Mac OS/X can both create .PDF documents right out of the box.

OVERVIEW

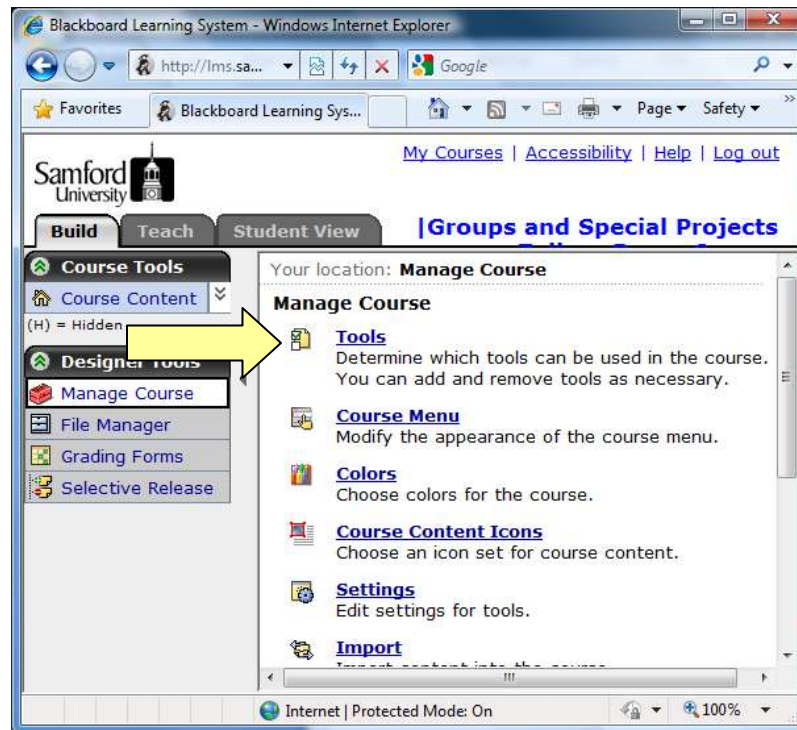
1. Make sure the **Syllabus** tool is enabled.
2. Upload and link the syllabus to the **Course Content** Home Page.
3. Test functionality using **Student View**.

DETAILED STEPS

1. Make sure the **Syllabus** tool is enabled.
 - a. From the **Build** tab, click **Manage Course** under **Designer Tools**.



b. Click **Tools**:

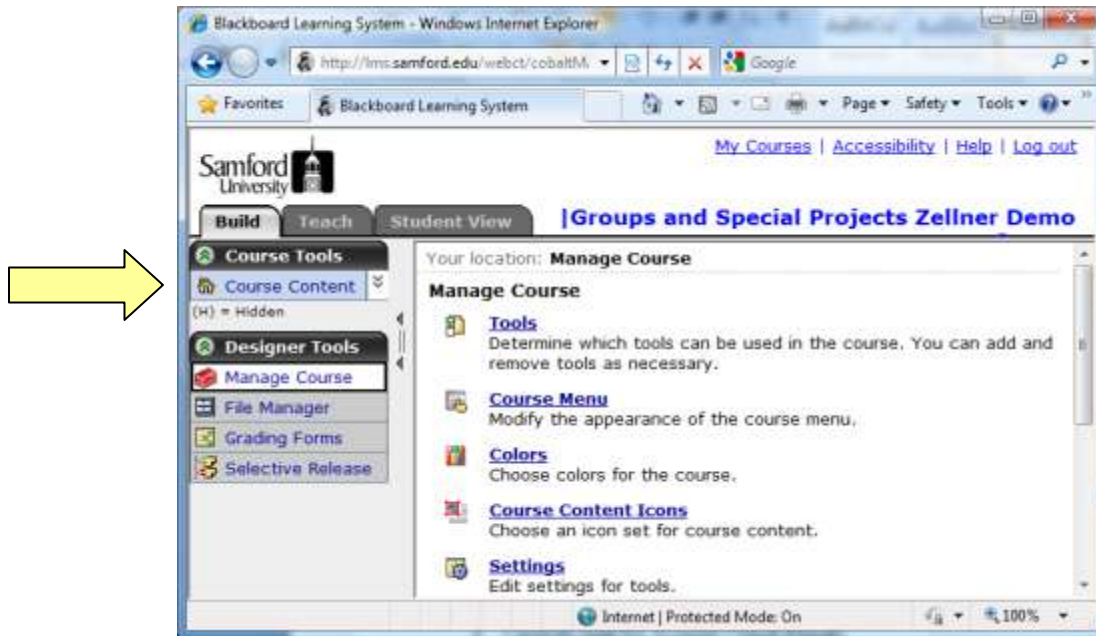


c. Place a check mark next to the **Syllabus** item, then scroll to the bottom of the page and click **Save**:

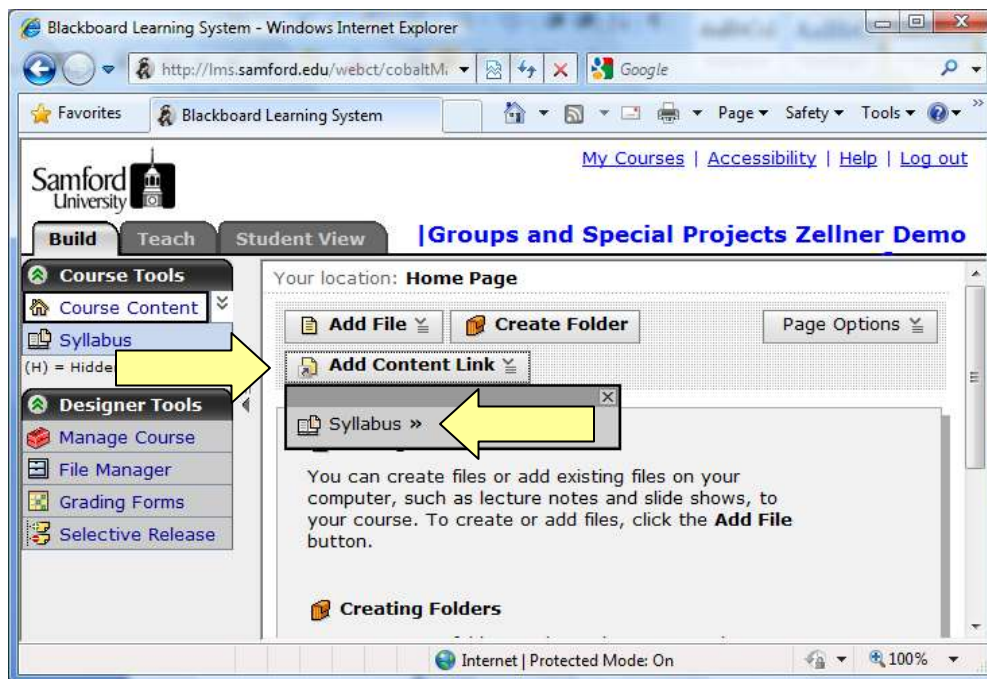


2. Upload and link the syllabus to the **Course Content** Home Page.

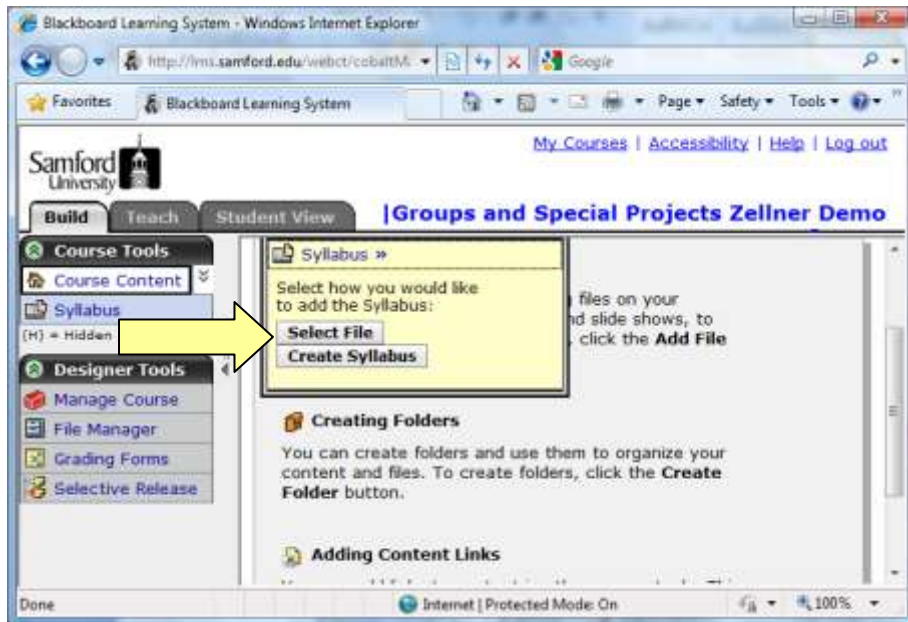
a. Go back to the **Course Content** home page:



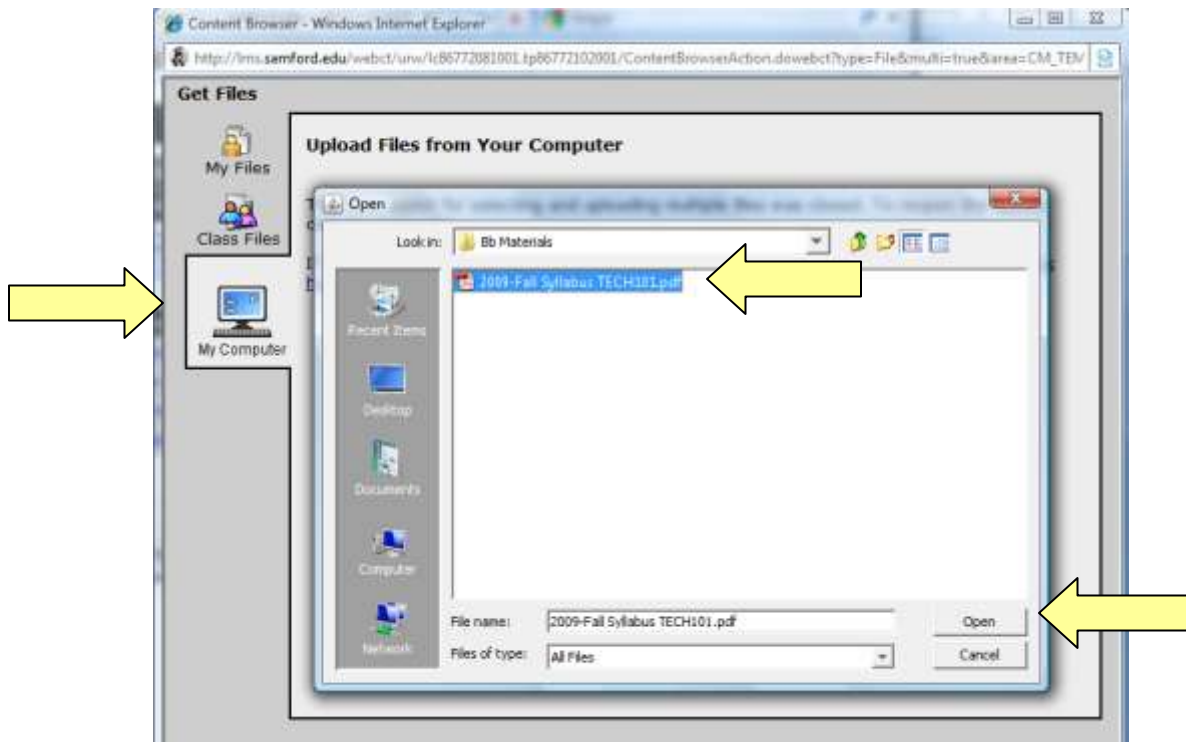
b. Click **Add Content Link**, then select **Syllabus** from the drop-down list:



c. Click **Select File**:

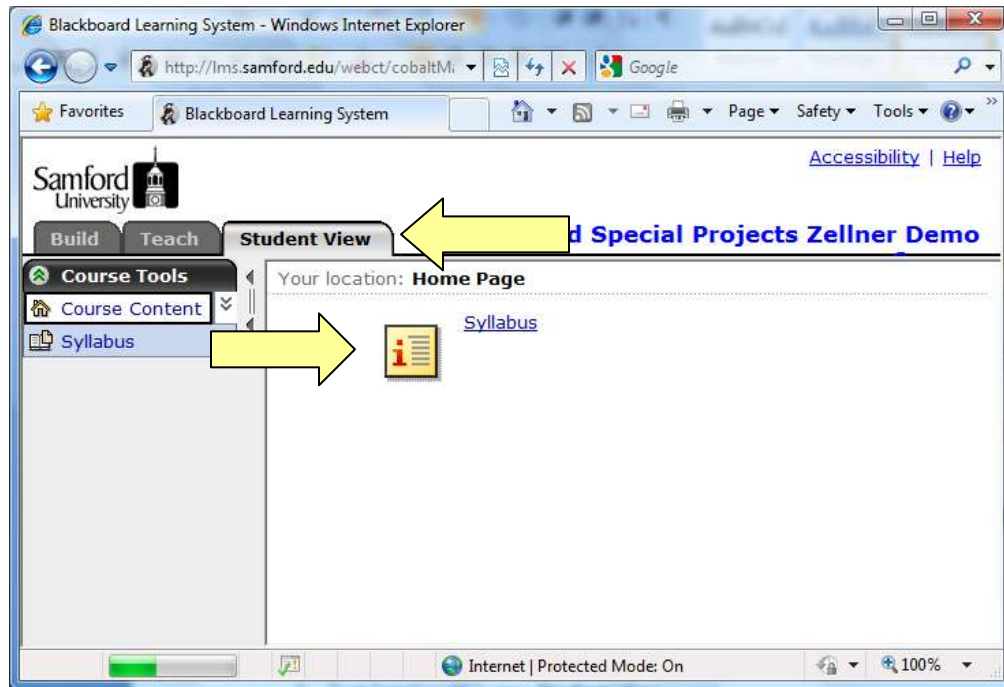


d. When the **Content Browser** window opens, click **My Computer**, then navigate to the folder where the syllabus is located on your computer. Select the file, then click **Open**:



3. Test functionality using **Student View**.

- a. Click the **Student View** tab, then click the **Syllabus** icon or text label:



- b. If the syllabus does not display correctly, please review your browser settings in the document *Preparing your Computer to Run Blackboard CE8*.

Need more help?

- For additional assistance configuring your browser or Java, please contact the Technology Services Help Desk at 726-2662.
- For additional assistance using Blackboard, please contact Joe Zellner:

Joe Zellner
jmzellne@samford.edu
726-2108