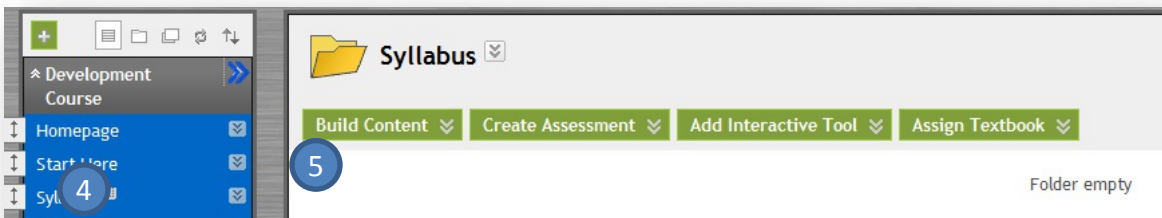
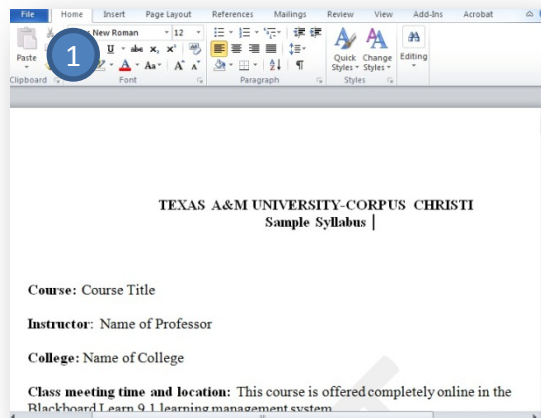


Adding Your Syllabus to Your Blackboard Course Using the Text Editor

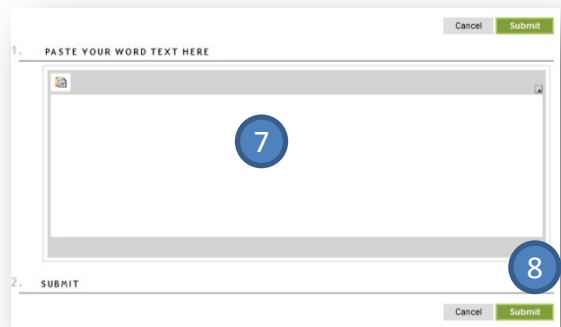
- 1 Open a syllabus document on your computer. You will be using it to copy and paste the text into Blackboard 9.1
- 2 Log in at <http://bb9.tamucc.edu> using your Net ID (Active Directory) account.
- 3 Select the course in which you want to add the syllabus.
- 4 Click on the Syllabus link in the Course Menu.
- 5 Click on Build Content > Create > Item.



- 6 Go back to your syllabus in Word or other application, copy it, then return to your Blackboard Course.
- 7 Paste the text into the text box.
- 8 Click Submit at the top or bottom of the Create Item screen to complete the action of adding your syllabus.

An attachment of the syllabus can also be uploaded (optional)
Select Yes to permit users to view the content (document).

- If you want to track the number of times users access the file, select Yes on Track Number of Views.



- Setting Date and Time Restrictions will place parameters on when the file will be visible to students.

NOTE: If you want your students to be able to view the file all semester, you can leave the dates and times blank.