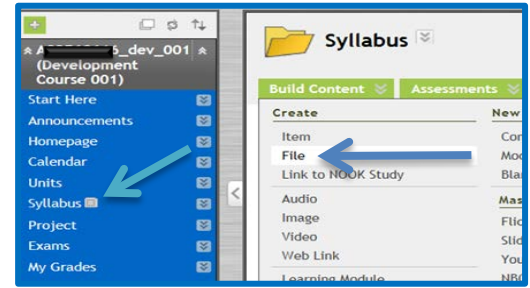


Add syllabus to your online course

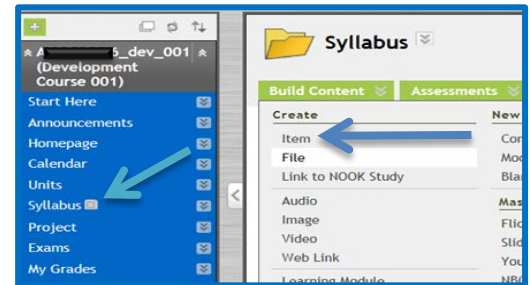
I. Add syllabus as a file:

1. Access your course in Blackboard.
2. Click on the Syllabus link in the left menu.
3. Click the Build Content button to open the drop-down menu.
4. Click **File** option. On the next screen --
 - a. Type in the title of the document for students (eg. Printable Syllabus).
 - b. Use "Browse My Computer" button to navigate to your file and select it.
 - c. Set other options as needed. Click Submit.



II. Add syllabus as a text:

1. Access your course in Blackboard.
2. Click on the Syllabus link in the left menu.
3. Click the Build Content button to open the drop-down menu.
4. Select **Item** option. On the next screen:
 - a. Enter name, e.g. ABCD 1234 Syllabus
 - b. Click in the Text box – and copy/paste the text of your syllabus from the word file. Use either keyboard short cuts or the "paste" icon in the text box editor tool bars.
 - c. You have an option to attach your syllabus file in section 3 as well.
 - d. Adjust other standard options as needed.
 - e. Click Submit.



1. CONTENT INFORMATION

Name: ABCD 1234 Syllabus
 Color of Name: Black
 Text: Copy/paste your text here.
 Path: p Words: 3

2. ATTACHMENTS

Attach File:

File Name	Link Title	File Action	Item's Alignments
SyllabusOnlineCert.docx	SyllabusOnlineCert.docx	Create a link to this file	<input type="checkbox"/> Add alignments to content <input type="button" value="Do not attach"/>

3. STANDARD OPTIONS

Permit Users to View this Content: Yes No
 Track Number of Views: Yes No
 Select Date and Time Restrictions:
 Display After: [] [] [] []
 Display Until: [] [] [] []

4. SUBMIT

Click Submit to proceed. Click Cancel to quit.

NOTE: When you copy and paste directly from Microsoft Word to most text boxes in Blackboard, extra formatting data is carried over. Blackboard now works better at processing Microsoft Word formatting than previous versions but still may make the text look funny or disappear depending on what browser/operating system you or the viewer is using. Also note that this is not limited to Blackboard but other technologies as well, such as SharePoint.

Possible Solutions:

- "Wash" the Text in NotePad (PC) or TextEdit (Mac)

Type up your text in Word then paste to NotePad or TextEdit. THEN copy the text that is in Notepad/TextEdit and paste THAT into Blackboard. Doing so will remove any hidden formatting.

- Back up Your Text:

Start out typing in Blackboard. Then copy and paste text into Word as a backup.