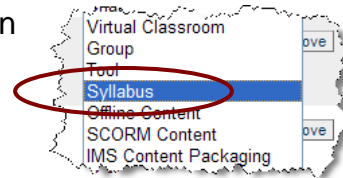



## How do I Create a Syllabus for My Course?

To create a syllabus in Blackboard:

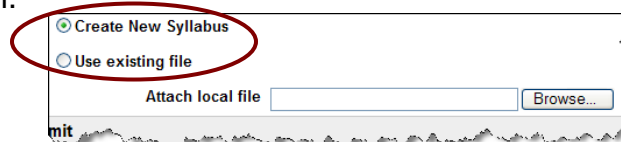
1. While in your Blackboard Course, go to the content area where you would like to add the syllabus.
2. Select Syllabus from the “add content” selection drop down menu.

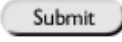


3. Click the  button.
4. Type in a name for your Syllabus in the provided space.



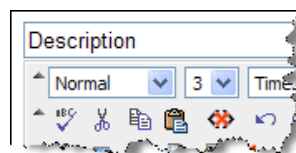
5. Select to either create a new Syllabus or use an existing syllabus by clicking on the appropriate radio button.



- If you choose to Use an existing syllabus:
  - a. Click the browse... button and upload your file.
  - b. Click the  button and you're done!

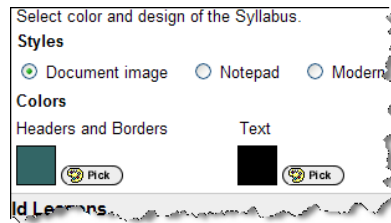
6. Click the  button.

7. Type a header for your top section of your syllabus (some default choices have already been entered for you if you want to keep them).

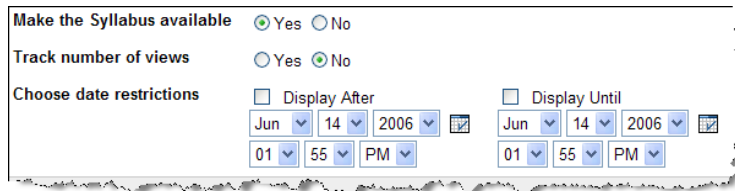


8. Type in your syllabus content for this area in the WYSIWYG editor field.
9. Repeat this process for the entire syllabus form!

10. Select your style choices & colors.



11. Select your display options for the syllabus.



12. Click  .

13. Click  .