

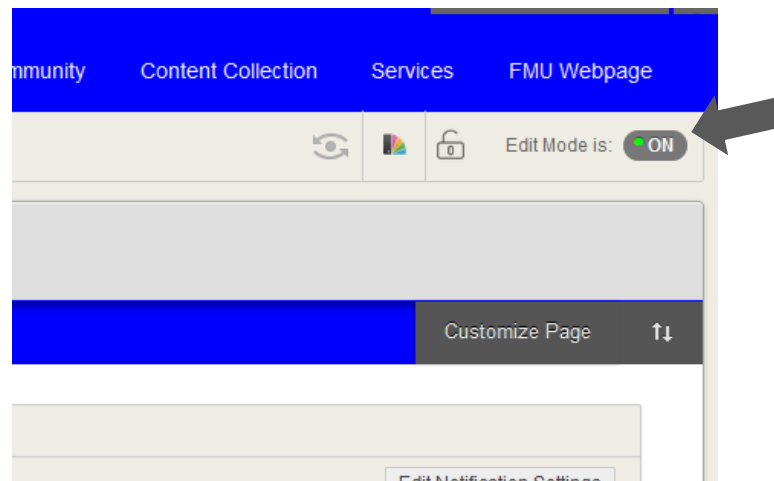


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Upload Your Syllabus

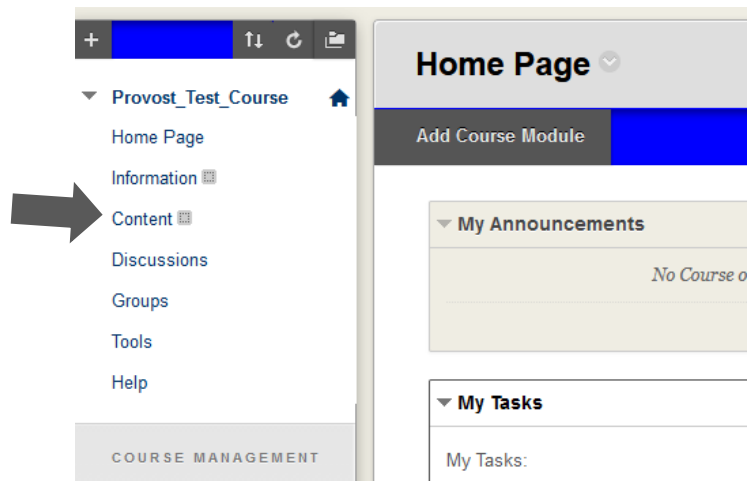
Step 1

Make sure that Edit Mode is “On” as shown below.



Step 2

Select the location where you would like to post the syllabus. In this example, we will be posting all content, including the syllabus, in the “Content” folder.

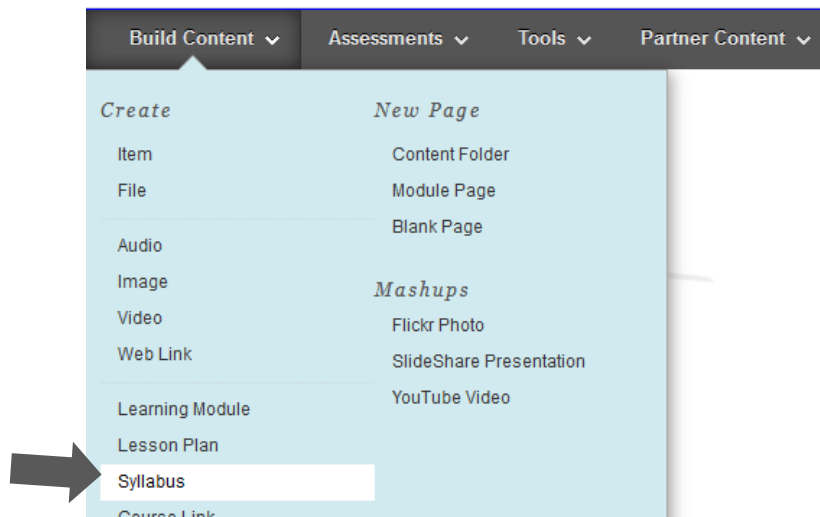




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Step 3

Once you have selected the “Content” folder, hover over the “Build Content” menu item and a number of options will appear. Select “Syllabus” from the list of options.



Step 4

Enter a name for your syllabus. Select “Use Existing File” and “Browse My Computer” to search for the correct document on your computer.

NAME _____

* Syllabus Name

SYLLABUS _____

Create New Syllabus Use Existing File

Attach File



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Step 5


Once you have attached the file you should see it under the “Attached Files” heading.

Create New Syllabus Use Existing File

Attach File Browse My Computer

Attached files

File Name

 UNIV 100 Syllabus.docx

Step 6

Hit the “Submit” button to upload the document to your course.

Cancel Submit



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Step 7

A new page will appear that will allow you to edit the item further. Scroll to the bottom of the page and hit the “Submit” button again.

Edit Item

A content item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan,

* Indicates a required field.

CONTENT INFORMATION

* Name

Color of Name

Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Path: p

Step 8

You should now be able to see the syllabus in the folder.

Content

- Build Content
- Assessments
- Tools
- Partner Content

UNIV 100 Syllabus

Attached Files: UNIV 100 Syllabus.docx (11.015 KB)

For more tutorials and tips, please visit our [Continuity of Instruction](#) page.