

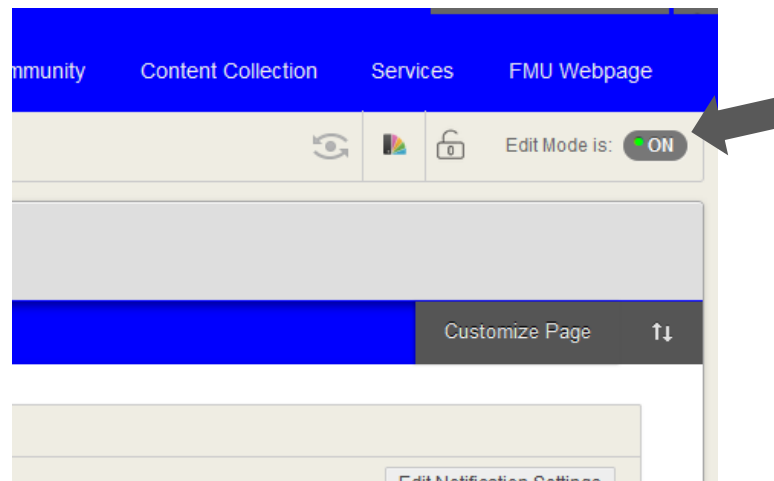


# FRANCIS MARION UNIVERSITY BLACKBOARD TRAINING ESSENTIALS

## Upload Your Syllabus

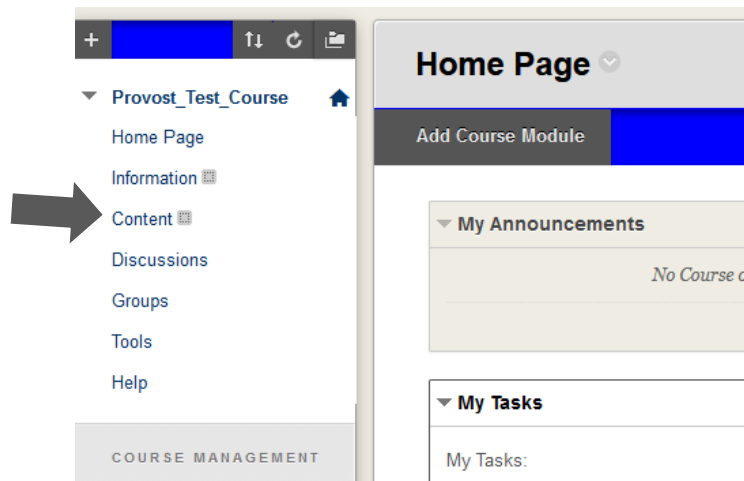
### Step 1

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.

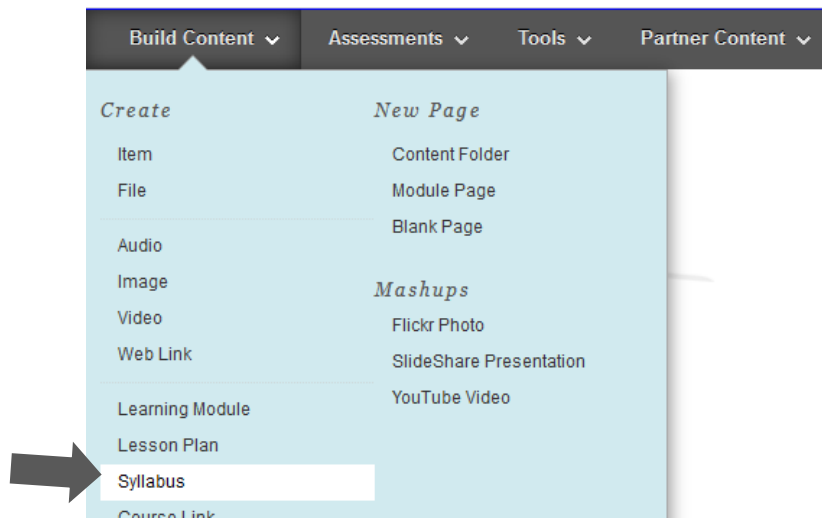




# FRANCIS MARION UNIVERSITY BLACKBOARD TRAINING ESSENTIALS

## 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



# FRANCIS MARION UNIVERSITY BLACKBOARD TRAINING ESSENTIALS

---

## 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



# FRANCIS MARION UNIVERSITY BLACKBOARD TRAINING ESSENTIALS

## 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.