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How to attach a syllabus

A syllabus is often seen as a simple document that faculty members hand out to students in the beginning of the semester. Actually, the quality of the syllabus is, among others, an important indicator of teaching quality. Thus, the instructors should make the necessary effort to build a high-standard syllabus. It will be beneficial for both the instructor and the student.

Of course, Blackboard Learn has a way to attach a syllabus so that the students take advantage of it and follow up during the whole semester.



Attachment Steps

To attach a syllabus in Blackboard:

- 1- Prepare a syllabus and save it on your computer.
- 2- Enter Blackboard and open the course.
- 3- Be sure that Edit Mode is On.
- 4- Click the Syllabus link on the Course Menu.
- 5- Mouse over Build Content.
- 6- Select Item.
- 7- In Section 1, enter a title, such as Syllabus.
- 8- In Section 2, click Browse My Computer to attach your syllabus file.
- 9- In Section 3, click Yes for Permit Users to View this Content.
- 10-Click Submit when finished.

References

How Can I attach a syllabus:

http://www.cod.edu/It/blackboard/Upload_Syllabus/Upload_Syllabus.html

Youtube video

<https://www.youtube.com/watch?v=Tcpsu-eh87g>

ccis shared folder – Excel sheet prepared for online attendance system:

<\\10.10.70.70\Blackboard\video>