Instructions for Posting Your Syllabus on Blackboard

Here are the steps you need to follow to post your syllabus and other course information on the Blackboard server.

1. Login to Blackboard from the Blackboard Support Site.

2. The first screen you will see is Blackboard’s “Welcome” page. Find the “My Courses” box in the upper right hand corner of the page. Click on the link for the course you wish to add a syllabus to. (Tip: Just as in all web pages, links appear as an underlined word or phrase.)

3. From the left side menu options in your course web site, look for the Control Panel button. To enter content into your course, you must click on the Control Panel button. This is the only way to modify or add content to your course!

4. Once in the Control Panel, look in the Content Area to determine where you wish your class syllabus to reside. (Content areas for your course are established in the Course Settings section. See the appropriate tutorial for more assistance in course design.) Click on the appropriate button, and then click on Add Item. You can use the name Syllabus (the default setting), or you can choose from one of the drop-down selections, or you can type your own heading in the space provided.

5. In the text area, you can paste text or HTML code. If you paste in HTML code, be sure to select the HTML button at the bottom of the text entry area.

6. If you prefer to attach a Word document or some other file, you can do so in Section 2, Content Attachments. You can disregard Section 3, Options for now.

7. Click the Submit button at the bottom of the page.

Online instructions and support are available at:
http://www.ccsj.edu/blackboard/helpdocs.htm