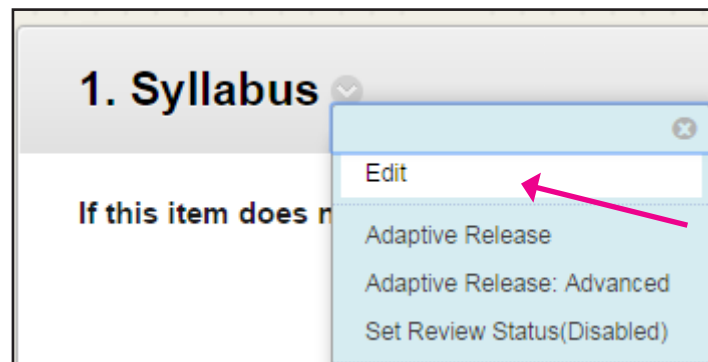
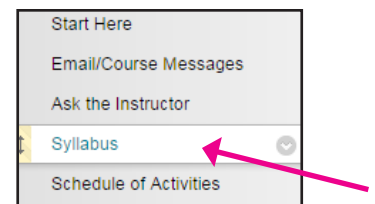


How to Upload your Syllabus/Schedule of Activities into Blackboard

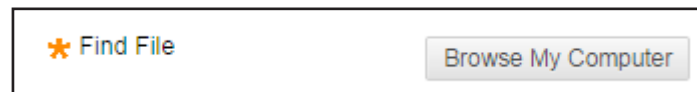
Uploading a Syllabus/Schedule of Activities into your Course

When you access your course for the first time, you may notice that there is a placeholder for your syllabus and/or schedule of activities or an old version. The following instructions will walk you through uploading new documents into your course. The process is the same for the syllabus and the schedule of activities. Please be sure to upload PDF versions of your files. PDF documents can be created by using the “Save As” function in Microsoft Word.

1. Log in to Blackboard and navigate to your course.
2. Locate and click **Syllabus or Schedule of Activities** in the left hand course menu.
3. When the page opens, click the chevron next to the page title.
4. Click edit.



5. Click **Select a Different File** under Section 1, File Information. If this button is not present or there is not already a file uploaded, please move on to step #6.
6. Click **Browse My Computer** under Section 1, File Information.



7. Find the PDF version of the file you wish to upload, select it, and click **Open** in the dialog box.
8. Rename the file. Please use the following naming convention if you are teaching a Virtual Campus Course: “1. Syllabus” or “2. Schedule of Activities”.
9. When you are finished with your changes, click **Submit**.
10. After a few minutes, the system will update your file and the new version will be visible.