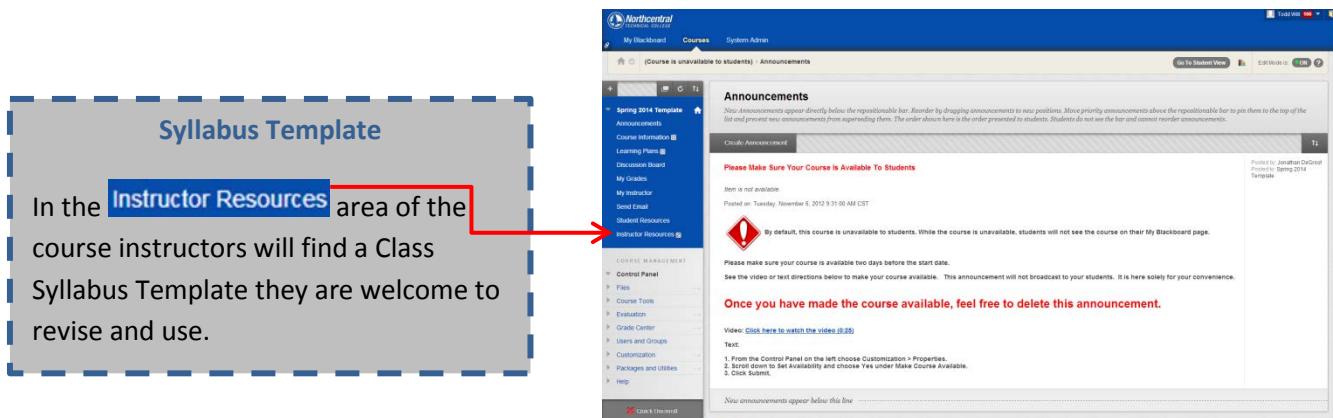




Flexible Learning - Blackboard

Adding a Syllabus

The NTC standard Blackboard template has an area for instructors to post important course information such as a course syllabus and class schedule. This document will guide you through the process of adding important documents to the Course Information area of a Blackboard course.



Syllabus Template

In the **Instructor Resources** area of the course instructors will find a Class Syllabus Template they are welcome to revise and use.

Course Information Menu Item

Instructors should add the course syllabus to the **Course Information Menu Item**. To do so follow the directions below:

- Click on the **Course Information** menu item
- Hover over **Build Content**
- Select **Item**
- Enter a **Name** for your item such as **Course Syllabus**
- If desired, enter a description in the text editor
- In the Attachments area, click **Browse My Computer**
- Locate the course syllabus on your computer
- Select the file and click open
- In the **Standard Options** area make sure **Yes** is selected in the **Permit Users to View this Content** area
- Click **Submit**

