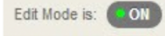
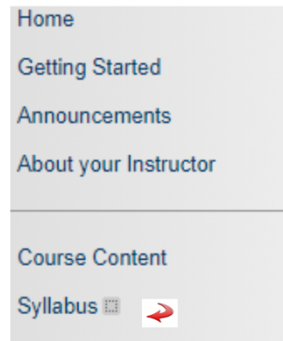


Upload A Course Syllabus

ADD A SYLLABUS

1. Turn **Edit Mode ON**. 
2. Click on **COURSE MENU** and select **Syllabus**.
3. Click Build Content > Item. Type a name for the item in the Name box.
Enter text in the Text box if desire.
4. Click Browse to locate a file on your computer or in Course Files to add to the item if desired.
5. Set **Options**: availability, time/date, restrictions, or tracking.
6. Click **Submit**.



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Monday – Friday (excluding state holidays), 8:30 AM – 5:00 PM