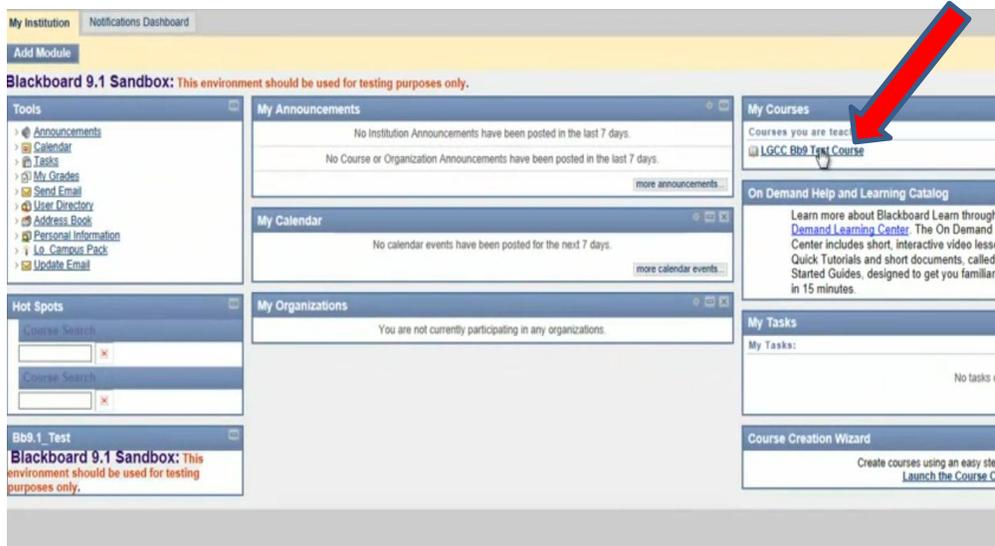
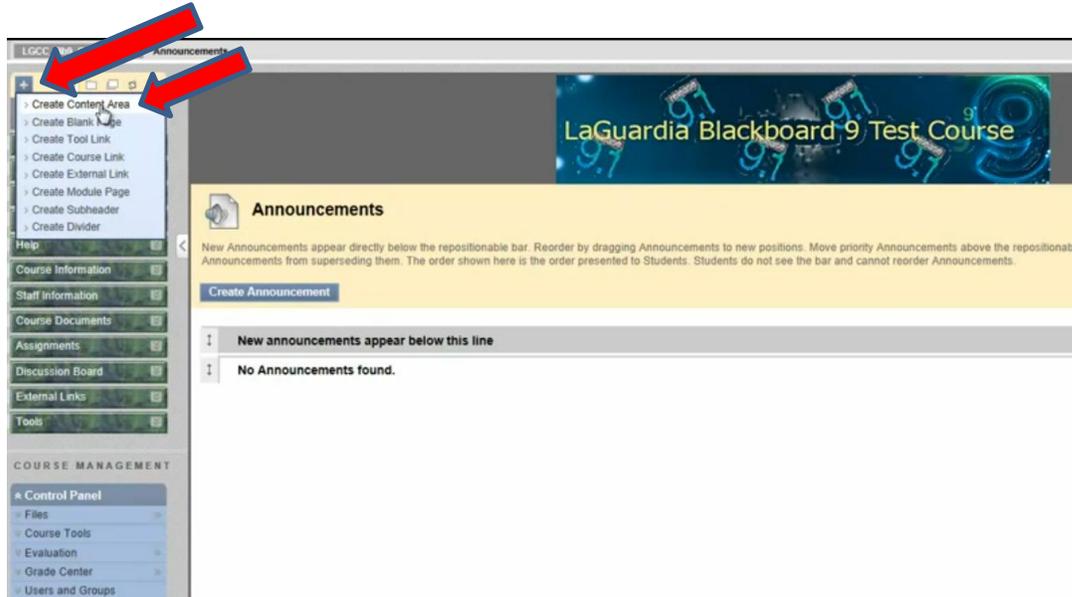


Upload Syllabus on BB 9.1

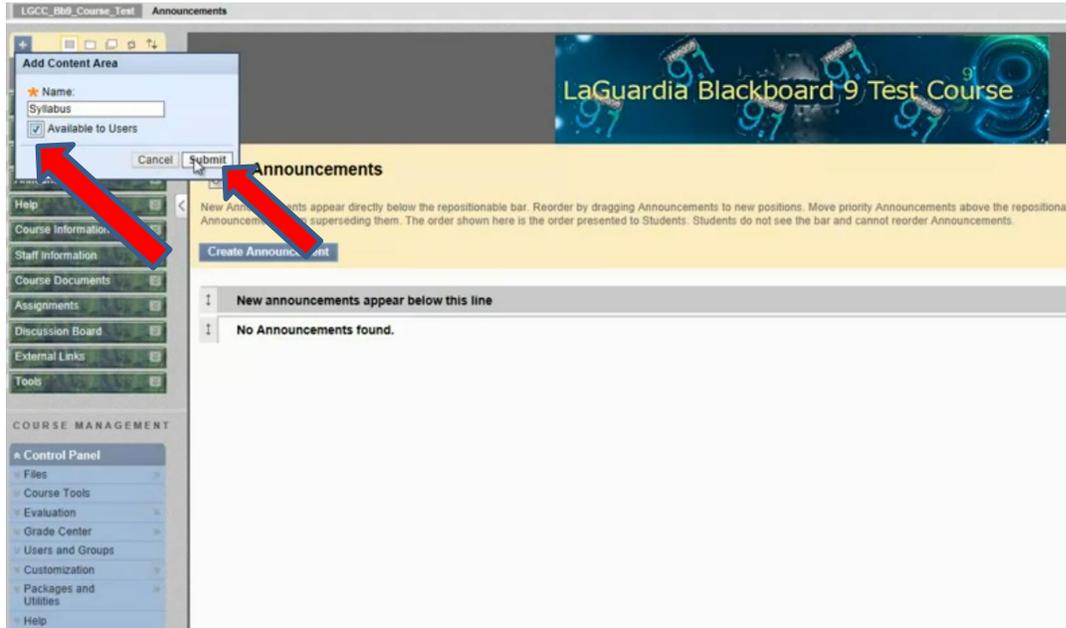
1. Click on the **Course**.



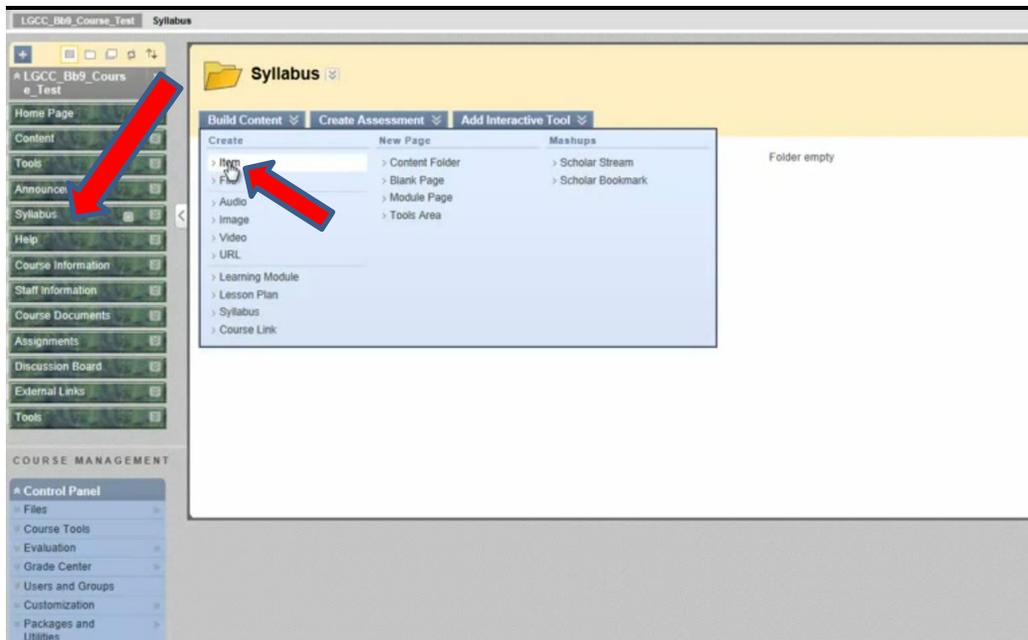
2. (Optional) Create a syllabus link. Hover over **Plus Sign** and click **Create Content Area**.



3. Enter the **Name** / **Check the box** to make available then click **Submit**.



4. Click on the new **Syllabus Link** then under **Build Content** click **Item**.

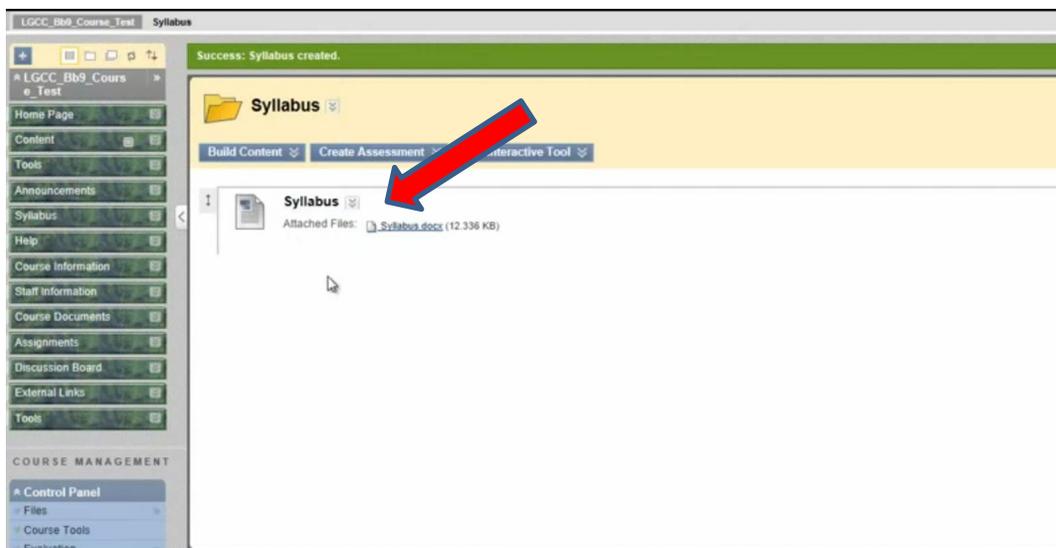


5. Fill out **Content Information** then scroll down and click **Browse My Computer**. Finally, locate your syllabus click **Open** then click **Submit**.

The screenshot shows a web interface for creating content. On the left is a navigation menu with categories like 'Announcements', 'Syllabus', 'Help', 'Course Information', 'Staff Information', 'Course Documents', 'Assignments', 'Discussion Board', 'External Links', and 'Tools'. Below this is a 'COURSE MANAGEMENT' section with a 'Control Panel' and sub-items like 'Files', 'Course Tools', 'Evaluation', 'Grade Center', 'Users and Groups', 'Customization', 'Packages and Utilities', and 'Help'. The main area is titled '1. Content Information' and contains a form with the following sections:

- 1. Content Information:** Includes a 'Name' field with 'Syllabus' entered, a 'Color of Name' dropdown set to 'Black', and a 'Text' editor with a rich text toolbar.
- 2. Attachments:** Includes a text instruction: 'Attach a file from a local drive or Course Files. All attached files are stored in Course Files. Click Do Not Attach to remove the attachment. The file itself is not deleted.' Below this are three 'Attach File' buttons: 'Browse My Computer' (highlighted with a red arrow), 'Browse Course', and another 'Browse My Computer' button.
- 3. Options:** Includes a checkbox 'Permit Users to View this Content' with 'Yes' selected.
- 4. Submit:** Includes 'Cancel' and 'Submit' buttons (the 'Submit' button is highlighted with a red arrow).

6. Your Syllabus has been uploaded as shown below.



To view the Video Tutorial for this handout access the link below.

<http://youtube.com/LAGCCISMD>