

Upload Syllabus on BB 9.1

1. Click on the **Course**.

My Institution Notifications Dashboard Add Module		
Blackboard 9.1 Sandbox: This environ Tools	Imment should be used for testing purposes only. My Announcements	My Courses
 ♦ Announcements Isolatendar Isolatendar M. Grades Sond Ermail 	No Institution Announcements have been posted in the last 7 days. No Course or Organization Announcements have been posted in the last 7 days. more announcements.	Courses you are teach
O Later Directory O Address Book O Orenson Information O Lo. Camous Pack So Update Email	My Calendar	Learn more about Blackboard Learn through Demand Learning Center, The On Demand L Center includes short, interactive video lesso Quick Tutorials and short documents, called Started Guides, designed to get you familiar i in 15 minutes.
Hot Spots Course Search	My Organizations	My Tasks My Tasks: No tasks d
Bb9.1_Test Blackboard 9.1 Sandbox: This environment should be used for testing purposes only.		Course Creation Wizard Create courses using an easy step Launch the Course Cr

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.

LGCC_Bb9_Course_Test Announ	cements
Add Content Area Name: Syllabus Valable to Users	LaGuardia Blackboard 9 Test Course
Cancel Help Course Information Starf Information Course Documents	Announcements Announcements New Anna Ne
Assignments 🛛	1 New announcements appear below this line
Discussion Board El External Links El Tools El	I No Announcements found.
COURSE MANAGEMENT COURSE Tools Course Tools Evaluation Grade Center Users and Groups Customization Packages and Utilities Help	

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

LGCC_B80_Course_Test Syllabus					
LGCC_Bb9_Cours e_Test Home Page	Build Content 😵 Cree	ate Assessment 😵 🛛 Add Inte	sractive Tool ⊗		
Content	Create	New Page	Mashups		
Tools	> ltgm	> Content Folder	> Scholar Stream	Folder empty	
Announce	S FIN	> Blank Page	> Scholar Bookmark		
	> Audio	> Module Page			
Syncious	> Image	> Tools Area			
Help	> Video				
Course Information) Unit				
Staff Information	> Lesson Plan				
Course Documents	> Syllabus				
Assignments	> Course Link				
Discussion Board					
External Links					
Tools					
COURSE MANAGEMENT					
* Control Panel					
* Files *					
Course Tools					
 Evaluation 					
Grade Center					
Users and Groups					
Packages and					
Utilities					

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

Announcements	1. Content Information	
Syllabus 🛛 🗐 😫 🤇	★ Name	Syllabus
Help	Color of Name	Black
Course Information	Test	
Staff Information	I GAI	
Course Documents	▲ Normal ■ 3 ■ Arial	■ ■/豆━━ ちメ ■吾湯 □,即 注田徳徳
Assignments 13	- NEADARE	
Discussion Board		
External Links		
Tool of the second second		
Manager and Provide A		
COURSE MANAGEMENT		
A Control Panel		
v Files		
V Course Tools		
· Evaluation		
# Grade Center >>	+ Path: body	
9 Users and Groups	- unit Electronic and a second s	=0=
· Customization	Save as HTML Object	
Packages and Utilities		
- Help	2. Attachments	
	Attach a file from a local drive or Course	Files. All attached files are set Course Files. Click Do Not Attach to remove the attachment. The file itself is not deleted.
	Attach File	Browne My Computer Browse Course
		Browse My Computer
	3. Options	
	Permit Users to View this Content	a Yes O No
	Submit	
		Cancel Submit

6. Your Syllabus has been uploaded as shown below.

LGCC_B/0_Course_Test Syllabors		
	Success: Syllabus created.	
e_Test		
Home Page		
Content	Build Content 😵 Create Assessment ×dreractive Tool 😵	
Tools		
Announcements	1 Syllabus 😸	
Syliabus 🗳 <	Attached Files: Sviatous docs (12.336 KB)	
Help		
Course Information	N	
Staff Information	4	
Course Documents		
Assignments		
Discussion Board		
External Links		
Tools		
COURSE MANAGEMENT		
* Control Panel		
Files		
Evaluation		

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

http://youtube.com/LAGCCISMD