


## How to upload your syllabus in to blackboard

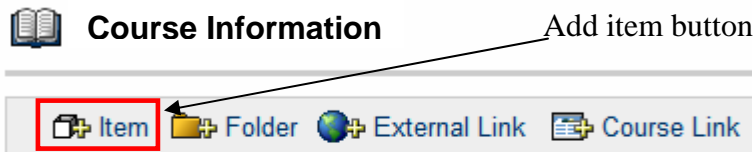
- \* First convert your syllabus into .pdf
- \* Then, log into Blackboard
- \* Click the name of your course.
- \* Click the course information button
- \* To the far right of your screen, you should see a link that says “edit view”

COURSES > USING A DIGITAL CAMERA > COURSE DOCUMENTS

 **Course Documents**

EDIT VIEW

- \* Click the edit view link.



- \* This will take you inside your learning unit.
- \* Click the add Item button
- \* Name the item
- \* In section two, browse for the file containing your syllabus
- \* Give it a name
- \* Click the submit button.