

Adding a Syllabus

Posting course materials on your Blackboard course site allows students to have access to them anytime and from a secure central location. Posting course content to Blackboard saves you time and provides students unlimited access to your course materials to download or read at their leisure.

Entering the Edit Mode:

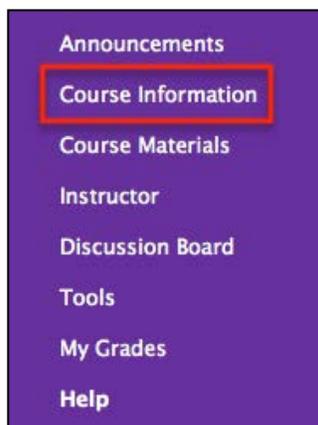
In order to add content to a **Content Area** in a Blackboard course site, you need to enter the edit mode of your course. The edit mode is located on the top right side of your screen.



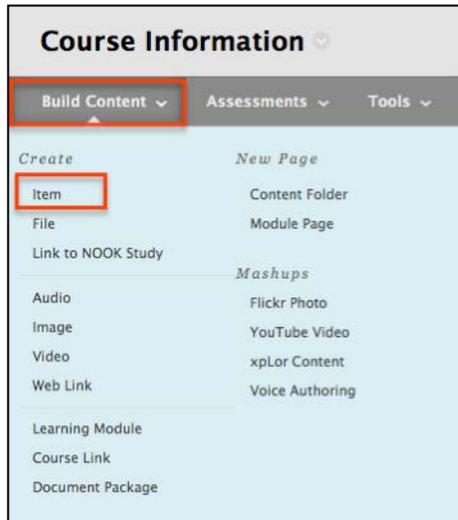
The edit mode must be “ON” in order to update the materials on your Blackboard course. You can turn the edit mode “OFF” if you would like to view exactly what your students view.

Adding Items:

1. Make sure that the edit mode of your course is “ON”.
2. Click **Course Information** or a link to a content area on the left side of your screen.



3. Click **Build Content** and a drop down menu will appear. Under the **Create** column, click **Item**.



Warning:
We strongly recommend that you do NOT copy and paste text from Word in the **Text** area as there are limitations.

a) **Content Information**

Name Type in a name for the item you are adding.

Text In this optional field, you can type a short description for the item.

b) **Attachments**

1. **Attach File** Click the **Browse** button to locate the desired file. Select the file and click **Open**. When you attach a file to an item, the file name becomes the title of the link to open it.



Warning:
Filenames MUST not contain spaces or special characters and must not be more than 18 characters.

2. The **Link Title** is an option and allows you rename the link to the attached file.

2. Attachments

*If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.*

Attach File

Attached files

File Name	Link Title	File Action	Item's Alignments
AddingASyllabus.doc	<input type="text" value="AddingASyllabus.doc"/>	Create a link to this file	<input type="checkbox"/> Add alignments to content

3. The **File Actions** option, only available after uploading a file, allows you to select the behavior of files attached to an item. The only option for a word file or a pdf file is **Create a Link to this File**.

4. Once you have uploaded an item, you will also be given the **Do not attach** option. By selecting this option, you will remove the attached file.

AddingASyllabus.doc	<input type="text" value="AddingASyllabus.doc"/>	Create a link to this file	<input type="checkbox"/> Add alignments to content	<input type="button" value="Do not attach"/>
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If you select this option, you will get a pop up window verifying that you would like to remove the attached file.

4. The **Standard Options** area has a few settings that allow you to control when and whether or not students can view the item. You can also elect to track how many times the item has been viewed. **NOTE:** In order for any date/time restriction to be in effect the matching box needs to be checked.

3. Standard Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

- 4) Click **Submit** when you are done setting your options. Once clicking **Submit**, you will be returned to the page containing links to all of the documents you have uploaded. New items are added at the bottom of the list but you can change the order that an item appears. Click on the arrow to the left of its name and drag it up or down depending on the order in which you would the links to be.



If you have further questions, faculty members can email bb@hunter.cuny.edu or contact the [Technology Resource Center](#) at 212-650-3358 and students can contact the Student Help Desk at (212) 650-EMAIL (3624) or studenthelpdesk@hunter.cuny.edu.