

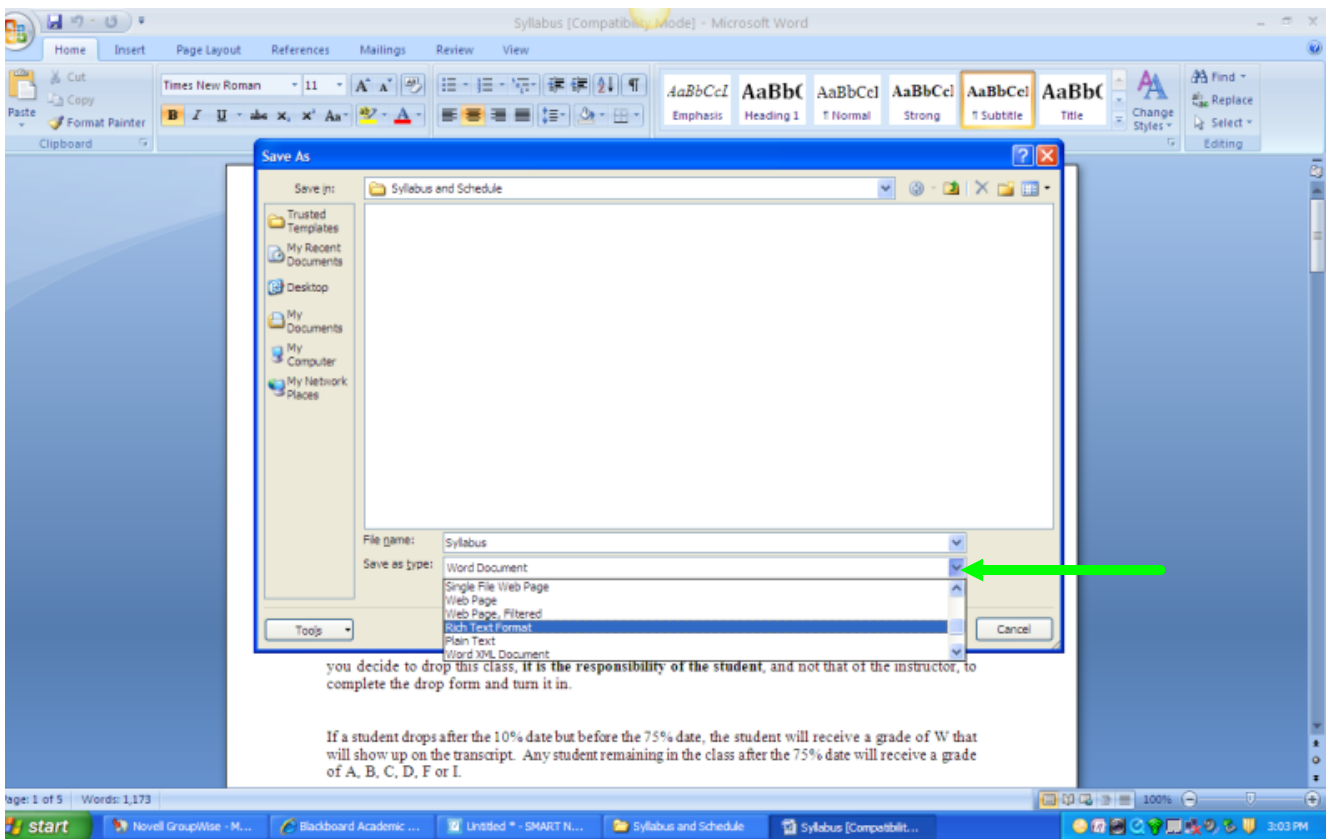


Davidson County Community College  
**Your Connection to the Future**

How to add your syllabus  
or any item to a Blackboard  
course.

It is recommended to upload a word document as a "rtf" or rich text file so that it is easily accessible by most people.

To do this, open your syllabus and choose Save As. In the drop down menu, you should be able to change the format of the file (see next slide for visual).



Now that your document is saved correctly, navigate to where you want the syllabus to be posted.

- Announcements
- Course Information
- Staff Information
- Course Documents
- Communication
- Discussion Board
- External Links
- Tools



Click on Edit View so that you can edit within this page.

Edit View is like an Instructor's View. Display View is like a Student's View.



## Course Information



Item



Folder



External Link




Course Link



Test

Folder empty

Click Add Item or Plus Item.

 Add Item

**1 Content Information**

\* Name

Choose Color of Name

Text

Normal 3 Times New Roman



Type the name of the document you want displayed in the first text box. Any further instructions can be typed in the bigger text box below.

## 2 Content

Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name for the link to this file.

Attach local file	<input type="text" value="F:\271\Syllabus and Schedule\Sylla"/>	<input type="button" value="Browse"/>
Name of Link to File	<input type="text" value="click here to access the syllabus (ric"/>	
Special Action	<input type="button" value="Create a link to this file"/>	

Click on Browse and navigate to where the rich text file is saved.

Then click within the text box and type the name of the link. It is recommended that the link name has some meaning. For example, not just click here. Instead, click here to...

### 3 Options

Make the content available  Yes  No

Track number of views  Yes  No

Choose date and time restrictions

Display After

Dec 28 2009  
03 10 PM

Display Until

Dec 28 2009  
03 10 PM

Finally, make sure the content is set to be available. If you select Yes to track number of views, then you'll be able to see who has opened the attached file.

Then scroll down and click Submit.

Cancel

Submit



## Success

Added: Syllabus.

Monday, December 28, 2009 3:19:18 PM EST



OK

A receipt is displayed. Simply click OK.

CALCULUS II - FALL08 - A (MAT-272-A-2008FA) > COURSE INFORMATION

**Course Information**

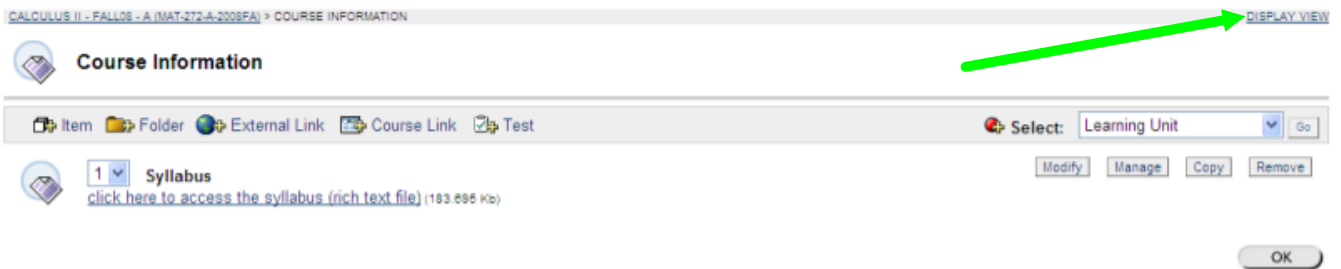
Item Folder External Link Course Link Test

Select: Learning Unit Go

1 Syllabus  
[click here to access the syllabus \(rich text file\)](#) (183.695 Kb)

Modify Manage Copy Remove

OK



If you want to see the student's view, click on Display View in the upper right hand corner.



## Course Information

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### Syllabus

[click here to access the syllabus \(rich text file\)](#) (183.695 Kb)

The syllabus is added.