# Adding the Syllabus and Lesson Details

*Lesson 4: Sharing Materials*

You can add a syllabus in two ways. You can upload an existing file or use the Blackboard Learn Syllabus Builder. For both options, you add the syllabus to a Content Area.

## Uploading Syllabus Files

You can upload an existing file, such as a syllabus created in Microsoft® Word, PDF, or HTML format. The uploaded files appear as links in the Content Area.

### QUICK STEPS: adding an existing syllabus file

1. Access or create the Content Area.

2. On the Content Area's Action Bar, point to **Build Content** to access the drop-down list and select **Syllabus**.

3. On the **Add Syllabus** page, type a **Syllabus Name**.

4. Select the **Use Existing File** option.

5. Browse for the file on your local computer or in **Course Files**.

6. Click **Submit**.

7. On the **Edit Item** page, select a color for the **Syllabus Name**, if you want.

8. Optionally, in the **Text** box, type a description or instructions to appear with the syllabus file link.

9. Under **Attachments**, attach more files, if you want.

10. Optionally, type names for the attached files. If link names are not added, the file names will be used.

11. To make the syllabus available, select the **Yes** option for **Permit Users to View this Content**.

12. Click **Submit**.

Figure 1

**TIP:** Additional files can be attached on the next syllabus page.

## Edit Item

Cancel    **Submit**

### 1. Content Information

**\* Name**    Introduction to Oceanography Syllabus

**Color of Name**    ■ ☒    Black

**Text**    Visual Editor: **ON**

| Normal ☒ | 3 ☒ | Arial ☒ | **B** *I* U a̶b̶e̶ x₂ x² | ≡ ≡ ≡ |

The syllabus contains the instructor's contact information, university guidelines and procedures, due dates, instructions for all assignments, and information about group work. You are expected to refer to it for all submitted work.

Path: body

☐ Save as Reusable Object

### 2. Attachments

**Attach File**    Browse My Computer    Browse Course Files

**Attached files**

| File Name | Link Title | File Action | |
|---|---|---|---|
| 📄 syllabus.doc | syllabus_Fall_2009.do | Create a link to this file | Mark for removal |

☐ Specify metadata for local files

### 3. Options

**Permit Users to View this Content**    ⦿ Yes  ○ No

**Track Number of Views**    ○ Yes  ⦿ No

**Select Date and Time Restrictions**    ☐ Display After [          ] 🗓    [          ] 🕓
☐ Display Until [          ] 🗓    [          ] 🕓

Figure 2 – The Edit Item page

If a description or instructions are typed in the **Text** box, the text will appear in the Content Area following the link to the syllabus file.
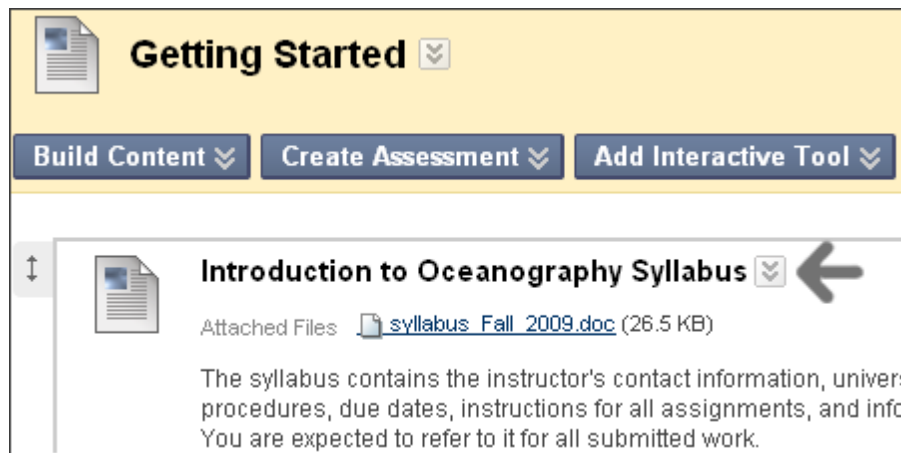


**Figure 3 – Instructor view of the syllabus file added to the Content Area**

Click the syllabus's Action Link to access the contextual menu to upload more files, make changes, or delete the syllabus item.

**Using the Syllabus Builder**

You can use the Syllabus Builder to create a comprehensive syllabus in a modular format. The Syllabus Builder contains three sections by default: Description, Learning Objectives, and Required Materials. These section headings can be edited to fit your needs. Further customize the syllabus by adding lesson sections and specifying design information.

**QUICK STEPS: using the Syllabus Builder**

1.  Access or create the Content Area.

2.  On the Content Area's Action Bar, point to **Build Content** to access the drop-down list and select **Syllabus**.

3.  On the **Add Syllabus** page, type a **Syllabus Name**.

4.  Select the **Create New Syllabus** option.

5.  Click **Submit**.

6.  On the **Syllabus Builder** page, type information in the default **Body** text boxes. Format the text using the Text Editor functions, if you want.

7.  Optionally, under **Syllabus Design**, select the **Styles** and **Colors** for the syllabus.

8.  Under **Build Lessons**, select the **Create Specified Number of Lesson Shells** option, and type a number.

9.  Select the **Yes** option for **Make the Syllabus Available**.

10. Click **Submit**.



**Figure 4**

**Figure 5 – The Syllabus Builder page**

You can edit the **Heading** titles to fit your requirements. You can paste information into the Body text boxes from an existing document.

Figure 6

Lesson shells can be created later. You can also select not to create lesson shells.

**Adding Syllabus Lesson Details**

When using the Syllabus Builder, you can add lesson details to the syllabus. For example, add information about each unit or each week's lesson. Lesson details appear at the end of the syllabus.

**QUICK STEPS:  adding syllabus lesson details**

1. Access the Content Area where the syllabus has been added.
2. Click the syllabus's Action Link to access the contextual menu.
3. Select **Edit**.
4. On the syllabus page, click a lesson's Action Link.
5. Select **Edit**.
6. On the **Edit Lesson** page, type the lesson title.
7. If applicable, select a date and time when the lesson will appear in the syllabus.
8. In the **Lesson Description** text box, type information. Format the text using the Text Editor functions, if you want.
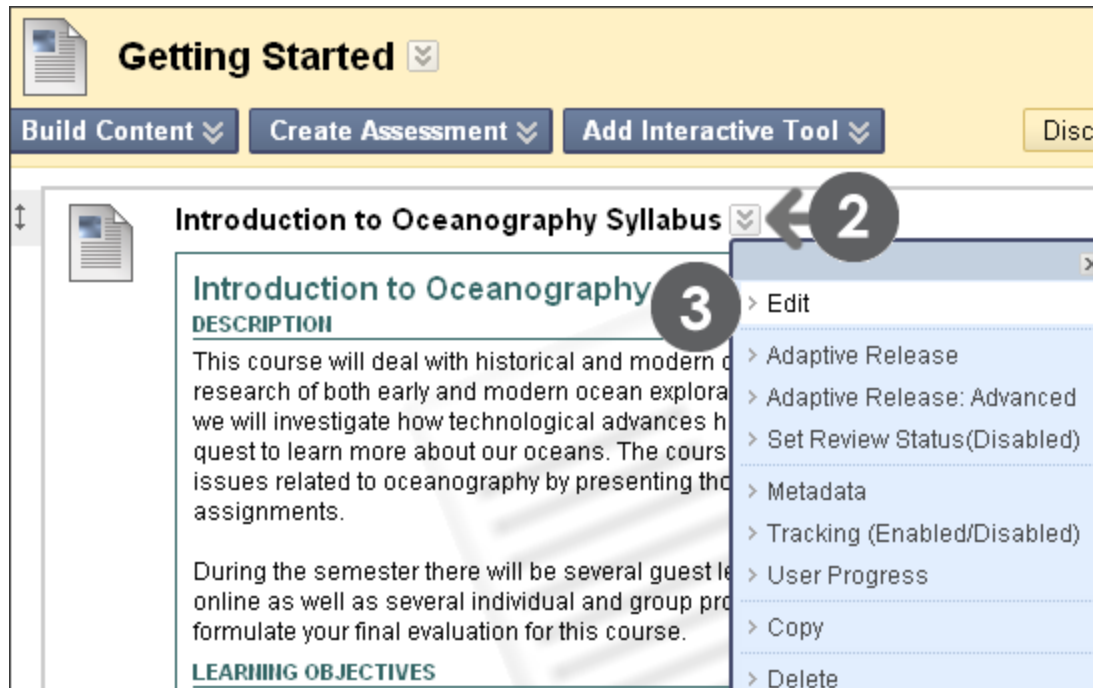9. Click **Submit**.



**Figure 7**

Figure 8



Figure 9

## Editing the Syllabus and Adding Lessons

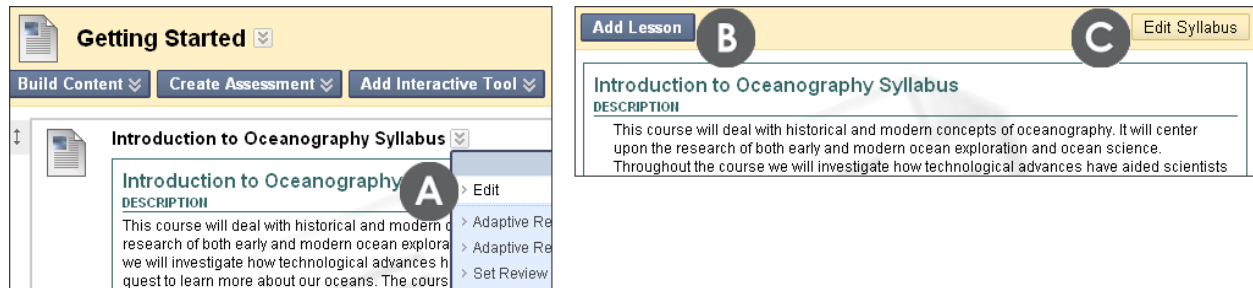At any time, you can edit the syllabus information and add lessons.



Figure 10

## Take Note

A. To edit the syllabus or add lessons, select **Edit** from the syllabus's contextual menu.

B. If you chose not to add lessons, or want to add more lessons, click the **Add Lesson** function on the Action Bar.

C. Click the **Edit Syllabus** function on the Action Bar to edit the Syllabus Name, Headings, Body text, Syllabus Design, and Options, such as availability.