

How to Post a Syllabus and Course Materials on Blackboard

What is Blackboard's 'Item or File' function?

Blackboard has a function, referred to as Item or File, which will allow you to upload a document (Word doc, PowerPoint presentation, pdf, etc.) and attach it to your Blackboard course so that it becomes available to your students. This is useful for posting your syllabus and other relevant files.

How to post a syllabus and course materials

- Log in to Blackboard and navigate to your course.
- From the left menu, click the link for **Syllabus** if you intend to post your course syllabus.
 - For other course materials, click **Course Documents**.
- Click on the **Build Content** menu, and select **Item or File**.
- The create item page will appear.
- Enter a title in the *Name* field.
- Scroll down to the *Attachments* section, and click the **Browse My Computer** button.
- Navigate through your computer and select the file that you would like to post. Click **Open**.
- Under Standard Options, make sure *Permit Users to View this Content* is set to **Yes**.
- Click the **Submit** button.