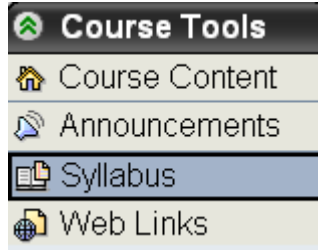
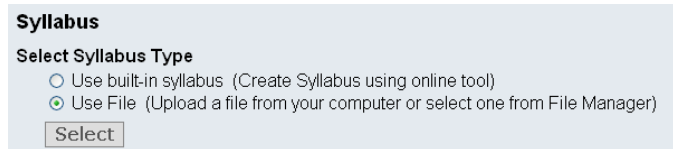


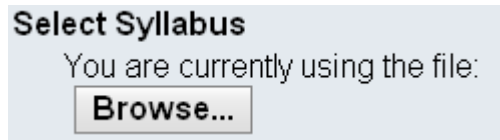
## Using Blackboard's Syllabus Builder



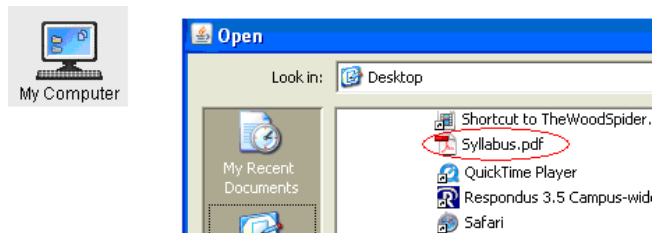
- 1) Starting from the **Build** tab view, click on the **Syllabus** link, located in the Course Tools sidebar.



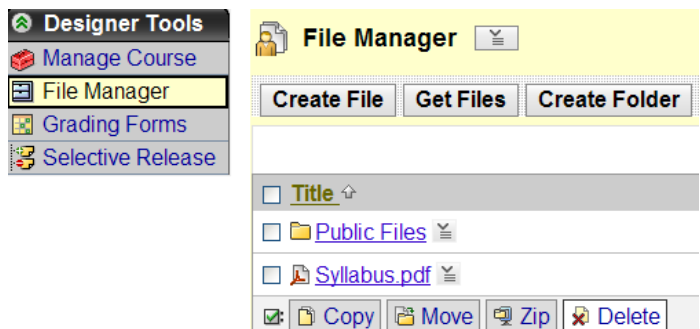
- 2) Click on the **Use File** radio button (to upload a file from your computer or select one from File Manager).
- 3) Then click the **Select** button to browse for the syllabus that you saved as a .pdf file.



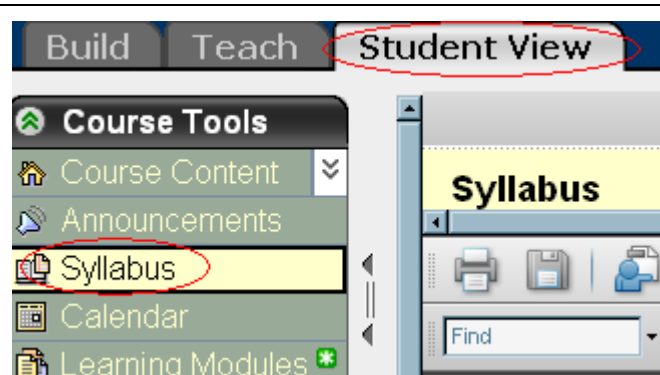
- 4) Click the **Browse** button in order to locate the file.



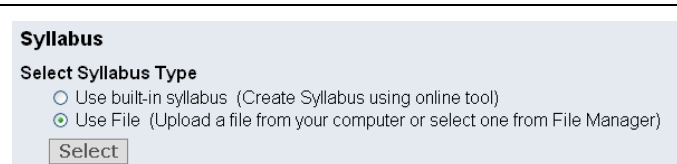
- 5) Click on the **My Computer** icon to bring up a file search box, select your Syllabus.pdf file, and click on the Open button in the lower right hand corner of the selection box.



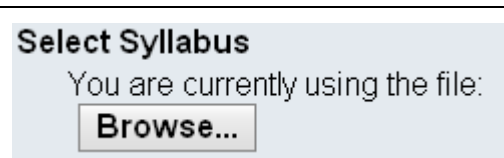
- 6) Make sure that you are still in the **Build** tab, and click on the **File Manager** link to check that the Syllabus.pdf file loaded properly. The **File Manager** link is in **Designer Tools** sidebar.
- 7) You should see the Syllabus.pdf file in your file manager list. You may need to scroll down the page if you have many other files in the front screen of your file manager.



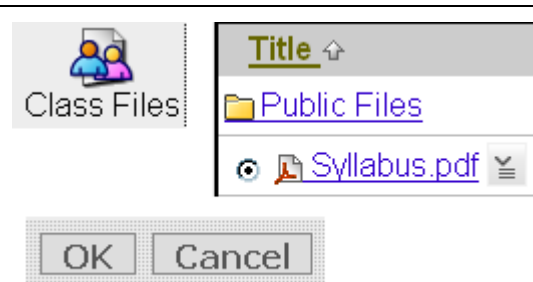
8) Switch to the **Student View** tab, and click on the **Syllabus** link within the **Course Tools** sidebar. Is the syllabus displayed? If you cannot see the syllabus in student view, go back to the **Build** tab and click on the **Syllabus** link in the **Course Tools** sidebar.



9) Click on the radio button in front of the words "Use File"; then click on the select button



10) Click on the Browse button to go back to your filing cabinet.



11) This time, click on the **Class Files** icon  
 12) Go back to the **Student** view tab to ensure that the syllabus will be visible to students.



Distance Learning Department  
 4/8/2008