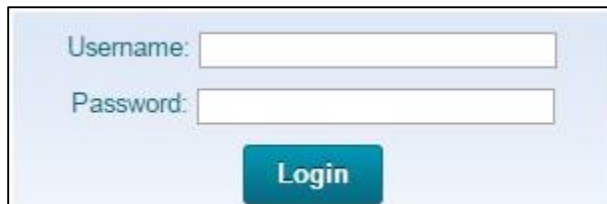


TUTORIAL

SYLLABUS POSTING IN BLACKBOARD

Follow these steps to post a syllabus that students can download from “Course Documents”.

1. Open a browser (e.g., Firefox, Internet Explorer) to <https://blackboard.pace.edu/>.
2. Enter your Pace credentials and click, “Login”.

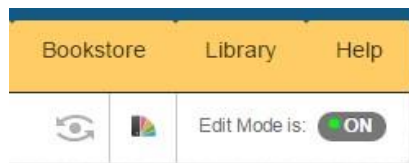
A screenshot of the Blackboard login interface. It features a light blue background with two white input fields. The first field is labeled 'Username:' and the second is labeled 'Password:'. Below these fields is a blue button with the word 'Login' in white text.

3. Click the, “Courses” tab and click on the appropriate course.



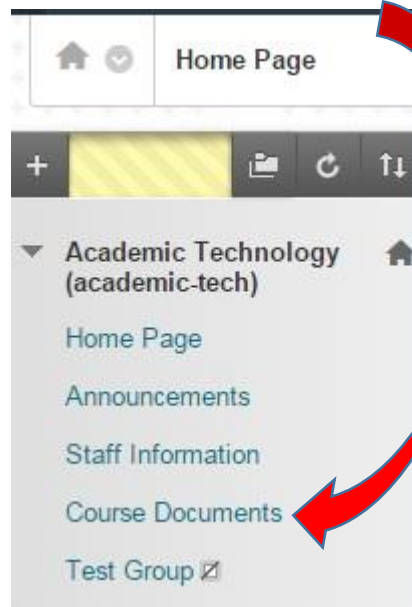
At this point, your, “Home Page” will be displayed.

4. Make sure that the, “Edit Mode” is on, displayed at the top-right of the screen. If the “Edit Mode” is off, click the  button to turn the “Edit Mode” on.

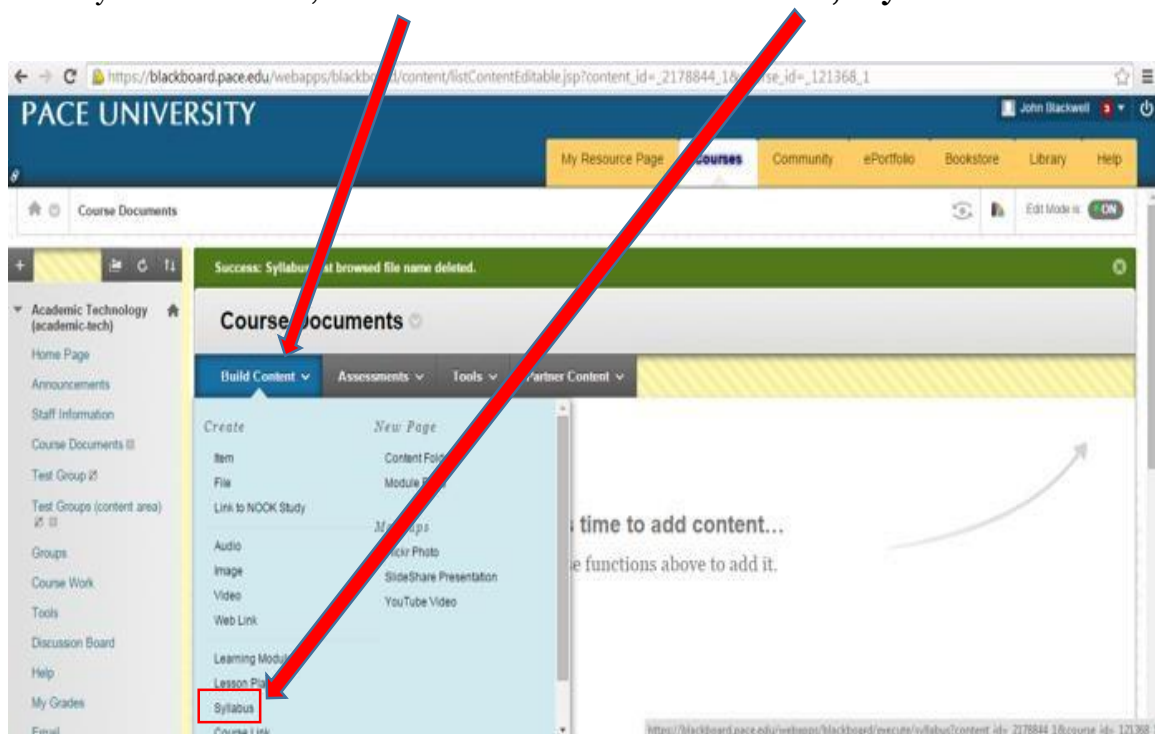


TUTORIAL

5. With the “Edit Mode” on, click **“Course Documents”**, found in the left panel.



6. Hover your mouse over, **“Build Content”** and then click on, **“Syllabus”**.



TUTORIAL

7. Enter a display name for the syllabus.

Add Syllabus
A Syllabus is an outline of a course of study. It can contain course information, information, and more. [More Help](#)

* Indicates a required field.

NAME _____

* Syllabus Name

SYLLABUS _____

☐ Create New Syllabus ☒ Use Existing File

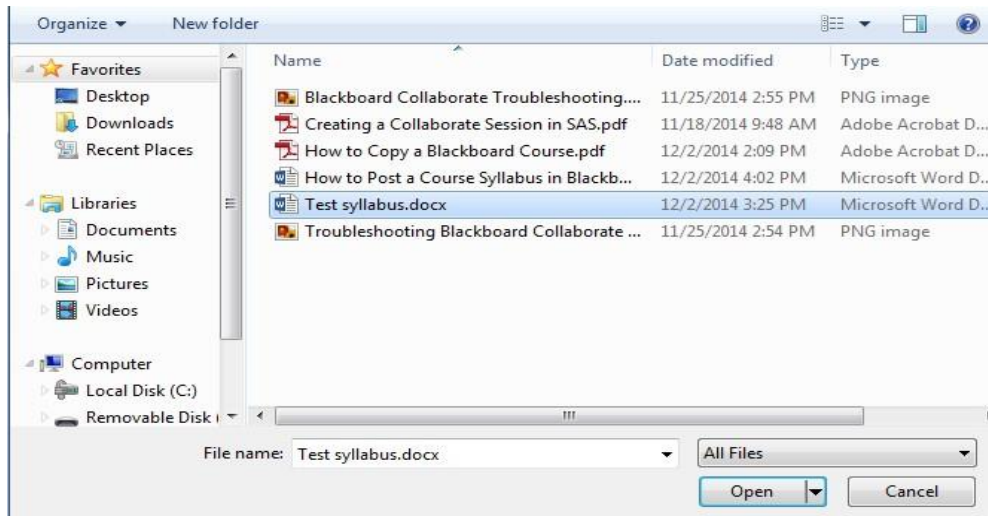
Attach File

Annotations: A red arrow points from the instruction 'Enter a display name' to the 'Syllabus Name' input field. Another red arrow points from the 'Use Existing File' radio button to the 'Browse My Computer' button.

Select the, “Use Existing File” radio button and then click, “Browse My Computer”.

TUTORIAL

8. Browse your computer for the correct syllabus **file and click, “Open”**.



9. Ensure that the correct file is indicated and **click on “Submit”**

NAME _____

Syllabus Name

SYLLABUS _____

☐ Create New Syllabus ☒ Use Existing File

Attach File

Attached files

File Name	File Action
Test syllabus.docx	Create a link to this file Do not attach

Click **Submit** to proceed. Click **Cancel** to go back.

TUTORIAL

10. In, “CONTENT INFORMATION”, enter any desired text.

CONTENT INFORMATION

* Name

Color of Name Black

Text

T T T Arial 3 (12pt) **T**

Syllabus Text Box Information...

11. Set the availability in the, “STANDARD OPTIONS” area and click, “Submit”.

STANDARD OPTIONS

Permit Users to View this Content ☒ Yes ☐ No

Track Number of Views ☐ Yes ☒ No

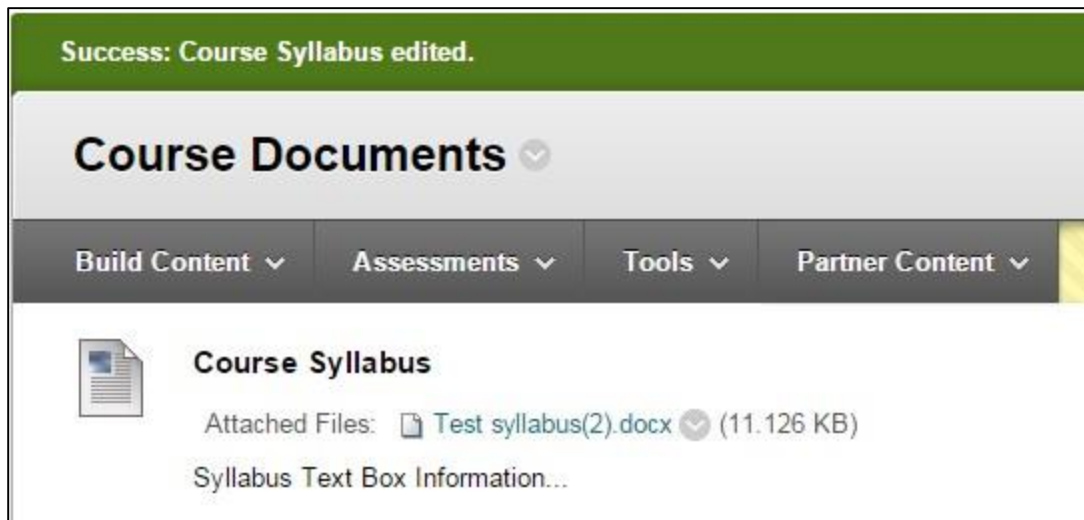
Select Date and Time Restrictions

☐ 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.

TUTORIAL

12. The syllabus is now available for students to download from, “**Course Documents**”.



13.