

# How to Attach the Syllabus and Course Schedule to a Content Item

## Getting Started

Part of preparing your course for delivery to students includes uploading your syllabus and course schedule to your online course in Blackboard Learn, then attaching the files to the Syllabus and Course Schedule content items in the Kent State Online template.

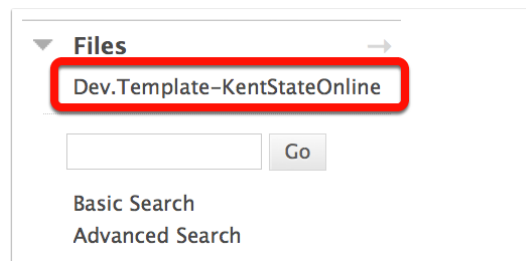
Syllabus and Course Schedule example documents have been provided for you on the Build Section of the Kent State Online Framework website. The examples have been provided as Microsoft Word .doc documents so that you may edit them. Note: Best practice is to provide students with PDF documents in your course for ease and convenience of downloading and printing, and reading in a web browser or mobile device.

In order to begin this tutorial, first save your edited version of the syllabus and course schedule examples to your computer's desktop. Then log in to Blackboard Learn and open your online course.

This tutorial will demonstrate how to attach a Syllabus file to a content item in Blackboard Learn; the steps to add your Course Schedule are the same.

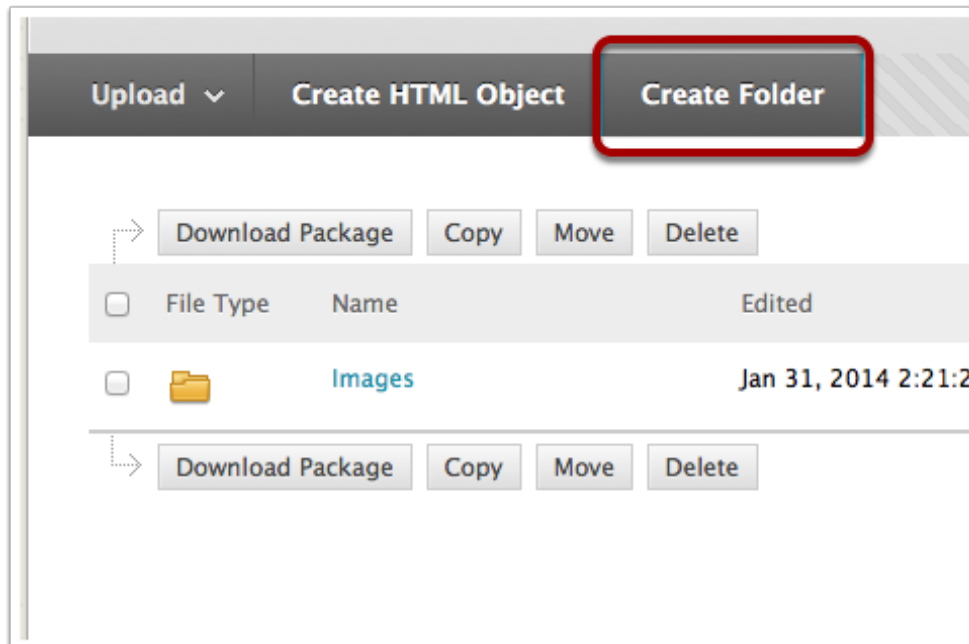
## Step 1. The Course File Manager

Click on the **Files** link in the **Control Panel** to access the link to the course file manager. The file manager for any given course should display just below the word "Files" once you have clicked on the word "Files" and should reflect the CRN, year and semester in which the course is to be taught. For instance, 12345.2014.60 (CRN 12345, summer 2014 2014.60). Once this is visible, click on it to display the file manager.



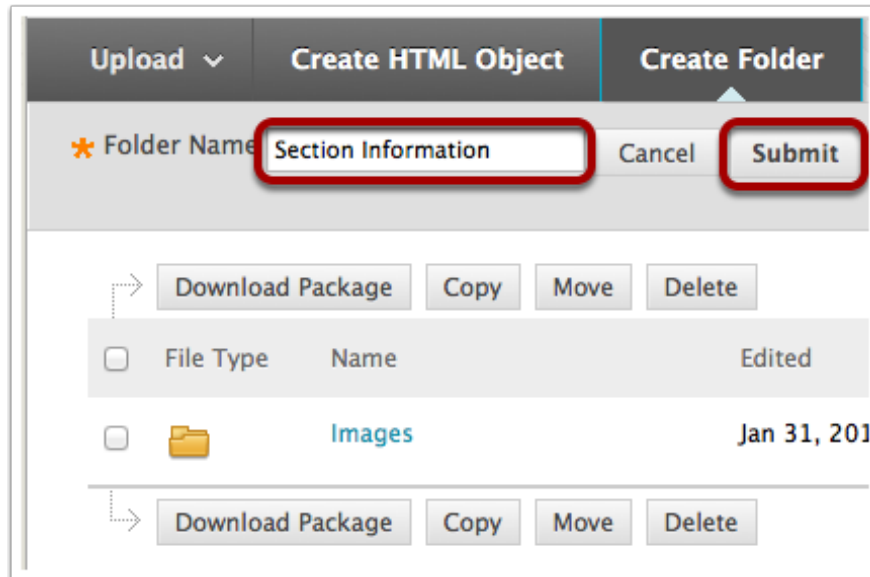
## Step 2. The Course File Manager Folder Structure

Best practice is to organize your file manager into a logical folder structure either before or during uploading files into the file manager. The Kent State Online Template has one existing folder in the file manager named Images. Click on **Create Folder** to add a folder to your list.



### Step 3. Creating a Folder

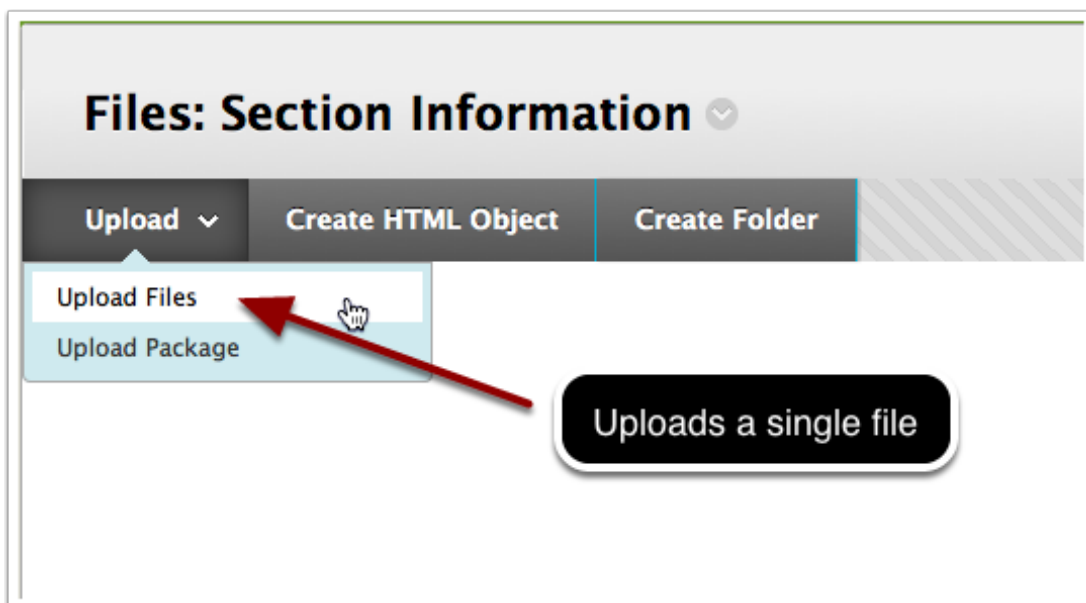
Adding additional folders can help keep your files organized. **Name the folder** and click **Submit**. You can create additional folders for your own organizational purposes.



## Step 4. Uploading Files to the Course File Manager

To upload files directly to a folder, you must first navigate to and open the folder. Then click on the **Upload** button and select **Upload Files** to upload a single file.

Although you will be attaching the PDF version of your document to a course content item, you may want to upload the edited word .doc(x) as well so that you will have a saved copy in your course which can be downloaded and revised for the next term the course is offered.



## Step 5. Select your file

Click the **Browse** button. A popup window will appear with your files. Choose the file you want to upload. Click **Submit**.

### 1. File Information

*Browse to select a file to upload.*

\* File

**Browse...**

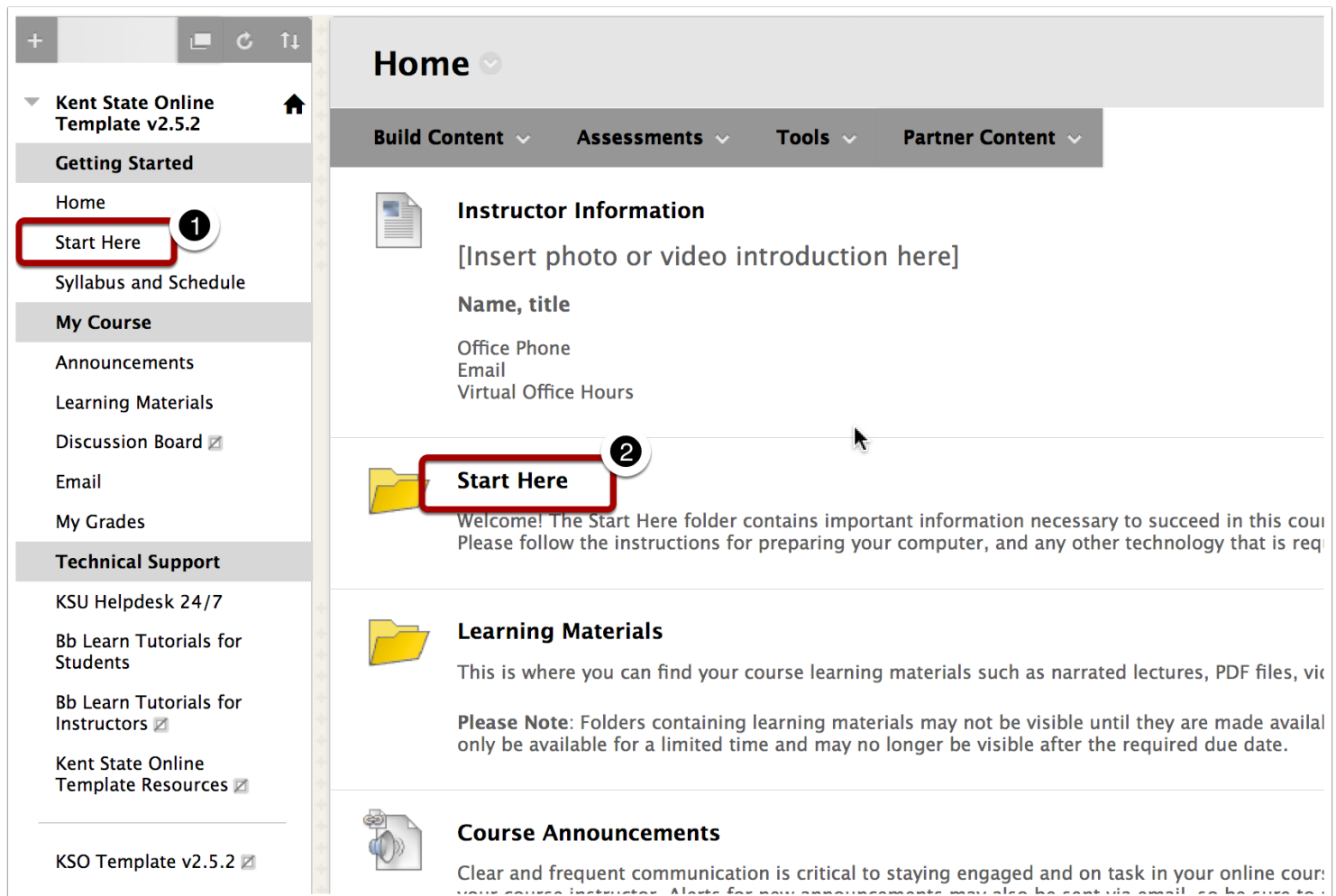
No file selected.

If selected, the system automatically overwrites the existing file with the same name.

## Step 6. Locate the Syllabus and Course Schedule Content Items in Your Course

Now that the syllabus and course schedule have been uploaded to the file manager, you can make them available for your students within the course.

1. The most direct way to navigate to the Syllabus and Course Schedule content items is by selecting the **Syllabus and Schedule** link in the main course menu. This will open the **Syllabus and Course Schedule** content folder located in the Start Here folder.
2. Another way to access the Syllabus and Course Schedule content items is from the **Start Here** folder on the Home page.



The screenshot displays the 'Home' page of a course management system. On the left sidebar, the 'Start Here' link is highlighted with a red box and a circled '1'. The main content area shows the 'Home' page with a 'Start Here' folder highlighted with a red box and a circled '2'. The 'Start Here' folder contains a welcome message and a link to 'Syllabus and Schedule'.

## Step 6 (Continued). The Syllabus and Course Schedule Content Folder

The Syllabus and Course Schedule content items are located in the **Syllabus and Course Schedule** folder, click on the link (the folder name) to open it.



 **Syllabus and Course Schedule** 

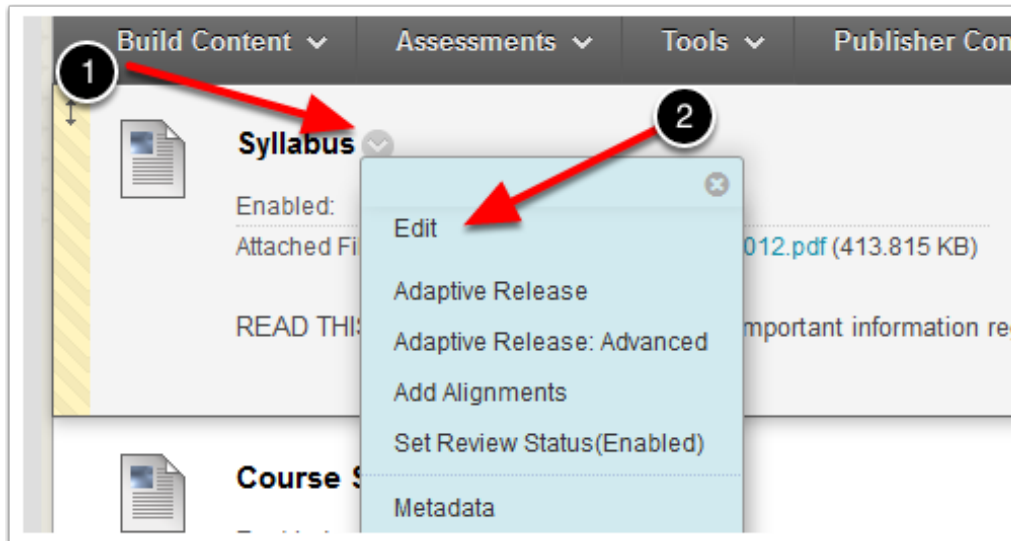
Enabled: Statistics Tracking

This folder contains essential information necessary to successfully complete your online course. Please carefully re



## Step 7. Edit the Syllabus Content Item

1. Click on the Syllabus content item options drop-down menu
2. Select **Edit** from the drop-down menu



## Step 8. Attach a File to the Content Item

Scroll down within the option Edit page to the **Attachments** section. Select **Browse Course** to locate your Syllabus from within your File Manager.

If you have not uploaded your Syllabus, you can select **Browse My Computer**. The best practice is to upload your file into the File Manager first so you save yourself the work of reorganizing your file structure later.

Note: To change the title of your document, click in the Link Title field and edit the file name. You can return and edit this at any time.

**2. Attachments**

Attach a file from a local drive or Course Files. Attached files are saved in Course Files. Click **Do Not Attach** to remove the attachment.

Attach File

Browse My Computer    Browse Course

Attached files

File Name	Link Title	File Action	Item
ENG 30063 Syllabus Fall 2012.pdf	ENG 30063 Syllabus Fall 2	Create a link to this file	

## Step 9. Submit to Save Your Changes



## Finished

Your personalized syllabus is now attached to the Syllabus content item for your students to access. Follow the same steps to upload and attach your course schedule to the Course Schedule content item in your course.

If you used the "Browse My Computer" button in the previous step, the file has been uploaded to the root level of the file manager.