



Instructional Technology Support - VITRC 248.204.3750 [vitrc@ltu.edu](mailto:vitrc@ltu.edu)

## Blackboard Faculty FAQs

### Topic: Blackboard Basics Posting Documents

<p><b>Question:</b> How do I add a Syllabus to the Content System?</p>	<p><b>Question:</b> How do I add a Syllabus to a Bb Course?</p>
<p><b>Answer:</b></p> <ol style="list-style-type: none"><li>1. Login to Blackboard (Bb). At the top, Select the <b>Content tab</b>.</li><li>2. From the top menu, Select <b>Folder</b>.</li><li>3. Enter a <b>Folder Name</b> e.g. Syllabus</li><li>4. Scroll Down.</li></ol> <p><b>Note: Select from options for Quota, Lock, Comment, Version, Tracking, and Metadata.</b></p> <ol style="list-style-type: none"><li>5. Click <b>Submit</b>.</li><li>6. <b>Click on the link</b> of the <b>Folder Name</b> e.g. Syllabus</li><li>7. From the top menu, Click <b>Item</b>.</li><li>8. Click <b>Browse</b>. Locate the file on your computer. <b>Select it</b>. Click <b>Open</b>.</li><li>9. Scroll Down. Select from options for Lock File, Share Comments, Enable Versioning, and Enable Tracking.</li><li>10. Click <b>Submit</b>.</li></ol> <p><b>Note: the Item is now added to the Content System.</b></p>	<p><b>Answer:</b></p> <ol style="list-style-type: none"><li>1. At the top, Select the <b>myCourses tab</b>.</li><li>2. <b>Select a Course</b> in myCourses.</li><li>3. To the left side near the page bottom, Select <b>Control Panel</b>.</li><li>4. Select a <b>Content Area</b> e.g. Syllabus.</li><li>5. Near the top left, Select <b>Item</b>.</li><li>6. <b>Enter a Name</b> for the item. e.g. Course Syllabus</li></ol> <p><b>Note: An option is to use the Text box. Enter or copy and paste text in this box. Scroll Down.</b></p> <ol style="list-style-type: none"><li>7. To the right of <b>Link to the Content Collection Item</b>, Click <b>Browse</b>.</li><li>8. <b>Click in the circle</b> in front of the Folder or File name you want to attach. Click <b>Submit</b>.</li></ol> <p><b>Note: A message displays, "Read Permission for this item: to members of this course or organization."</b></p> <ol style="list-style-type: none"><li>9. Click <b>OK</b>. Scroll down.</li></ol> <p><b>Note: The file name displays in the Name of Link File text box.</b></p> <ol style="list-style-type: none"><li>10. Options are to Select <b>Yes (default)</b> to make the item available to users.</li></ol> <p><b>Note: Selecting No will make the item unavailable for users to view.</b></p> <ol style="list-style-type: none"><li>11. Select from the option to <b>track the number of views</b> by users for this document.</li><li>12. Another option is to specify the <b>date/time restrictions</b> for the item. Select <b>Display After</b> and <b>Display Until</b>, then click the down Arrows .</li><li>13. Click <b>Submit</b>. A message "Added: Course Syllabus" indicates success.</li><li>14. Click <b>OK</b>.</li></ol>

## For Further Support Please Contact

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