


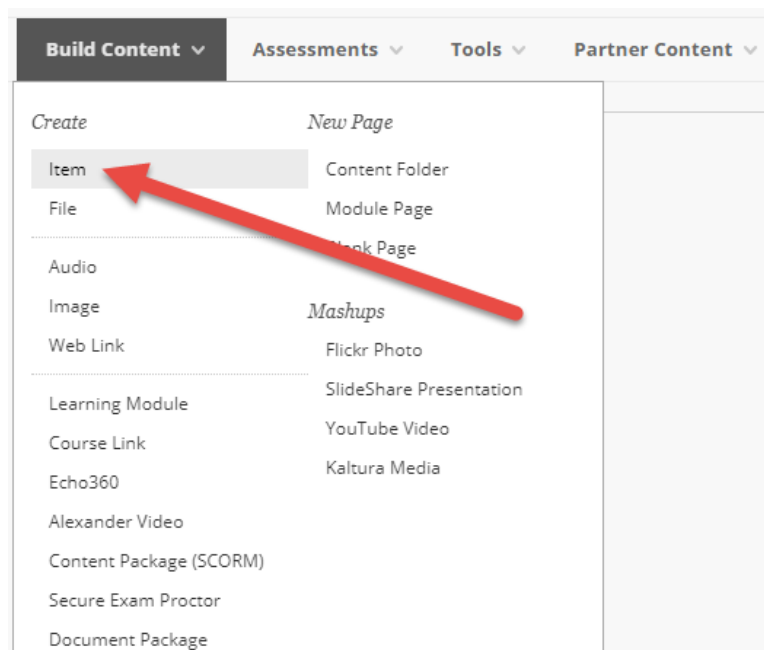
# Tunxis Library & Instructional Technologies

## How to Add Your Syllabus (or Course Outline) as An Item:

Blackboard provides instructors with the ability to choose the method of delivery that works best for them in each instance. One of the choices an instructor can make is how to deliver their “syllabus”.

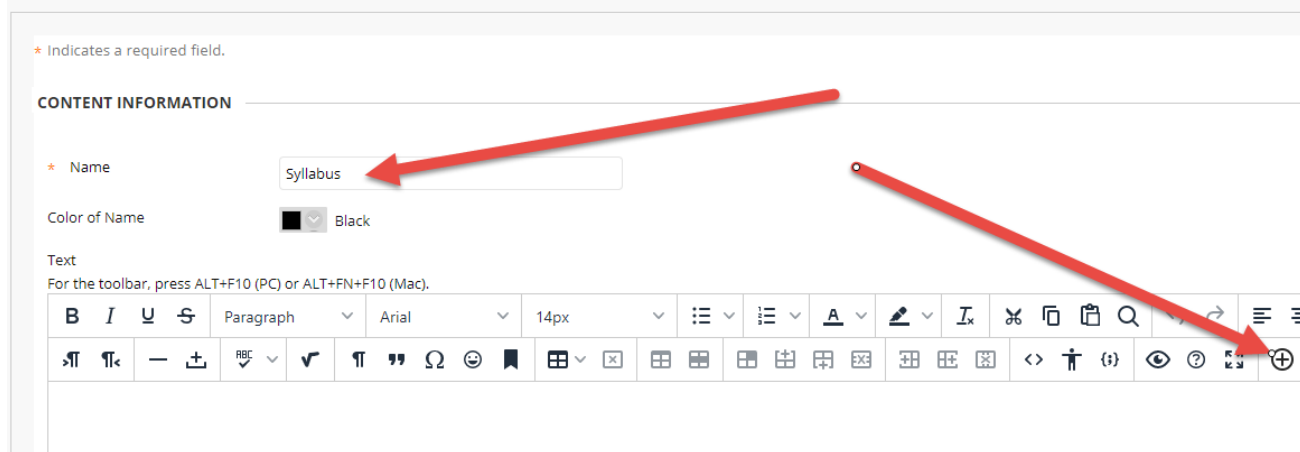
### To Add Your Syllabus as an Item:

1. Navigate to the content area or learning module you wish to add your syllabus (or Course Outline) to.
2. Hover over the “**Build Content**” option and choose “**Item**”.
3. Enter a name in the “**Name**” field (*Syllabus or Course Outline*) and click on the  icon in the content editor.



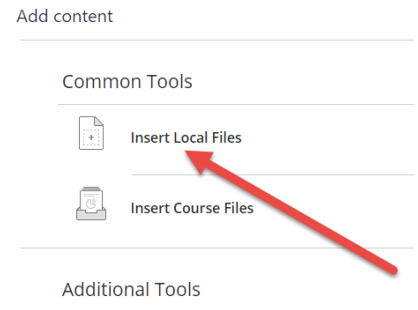
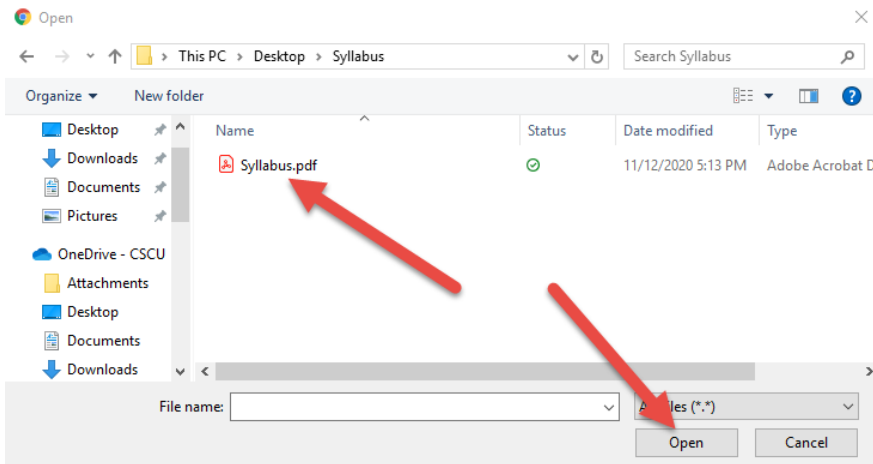
### Create Item

A content item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or content folder. [More Help](#)

A screenshot of the Blackboard 'Create Item' form. The form is titled 'Create Item' and has a subtitle 'A content item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or content folder. More Help'. The form is divided into sections. The 'CONTENT INFORMATION' section has a required field for 'Name' with the value 'Syllabus'. Below it is a 'Color of Name' dropdown menu set to 'Black'. The 'Text' section has a toolbar with various icons. A red arrow points to the plus icon in the toolbar. Another red arrow points to the 'Name' field.

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4. In the **Add content** window select **“Insert Local Files”**.
5. In the **Open** window navigate to the folder containing your Syllabus, then select this file and click on the **“Open”** button.



6. You will see the link created in the Content Editor.

You can right-click the link and select **“Link...”** to change the text that is displayed.

You can also add additional text: (e.g., *Be sure to review this COURSE SYLLABUS carefully. You are responsible for familiarizing yourself with the course policies and information it contains.*)

7. Click **“Submit”**.

