

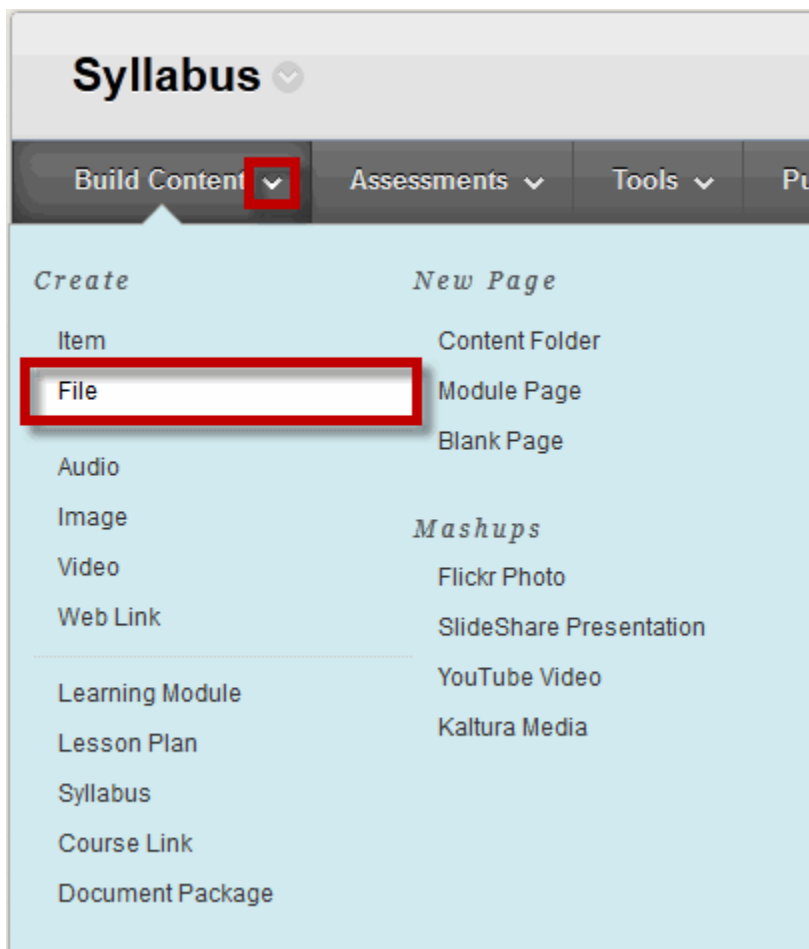
# Tunxis Distance Learning Documentation

## How to Add Your Syllabus as a “FILE”

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 a File:

1. Navigate to the content area or learning module you wish to add your syllabus to.
2. Hover over the “**Build Content**” option and choose “**File**”.



3. Enter a name in the “**Name**” field (Syllabus).

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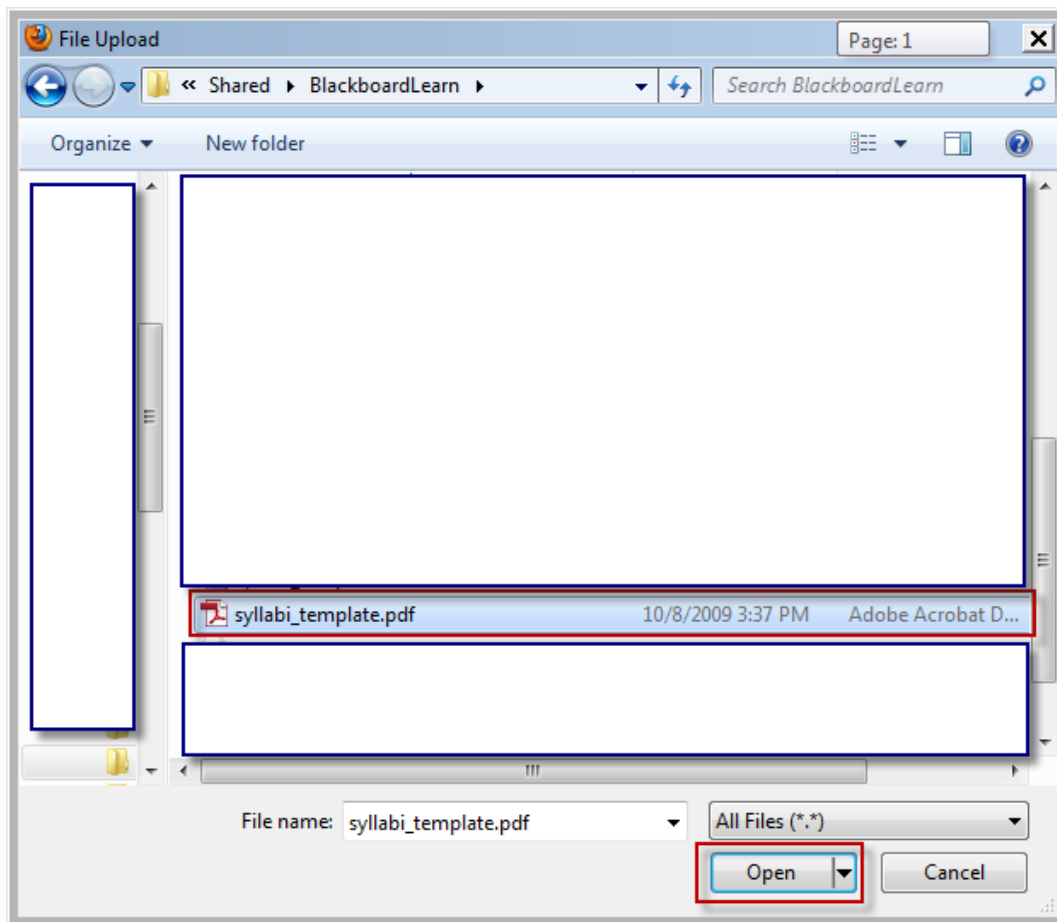
4. Choose “**Browse My Computer**” or “**Browse Course**” to navigate to the location where your syllabus exists.

5. Select the file.

\*pdf files are the most widely recognized file format and are recommended over application specific files such as Word, PowerPoint, etc...

6. Choose Open.

\*You will see your file listed to the right of the “Selected File” area.



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7. Choose “Yes” next to the “Track Number of Views” Standard Option.
8. Set any “Date and Time Restrictions” that you wish.
9. Click “Submit”.

## Create File

\* Indicates a required field.

Cancel

Submit

### 1. Select File

\* Name

Syllabus

Color of Name



Black

\* Find File

Browse My Computer

Browse Course

Selected File

File Name

syllabi\_template.pdf

File Type

PDF

Select a Different File

### 2. File Options

Open in New Window  Yes  No

Add alignment to content  Yes  No

### 3. Standard Options

Permit Users to View this Content  Yes  No

Track Number of Views  Yes  No

Select Date and Time Restrictions

Display After



Display Until



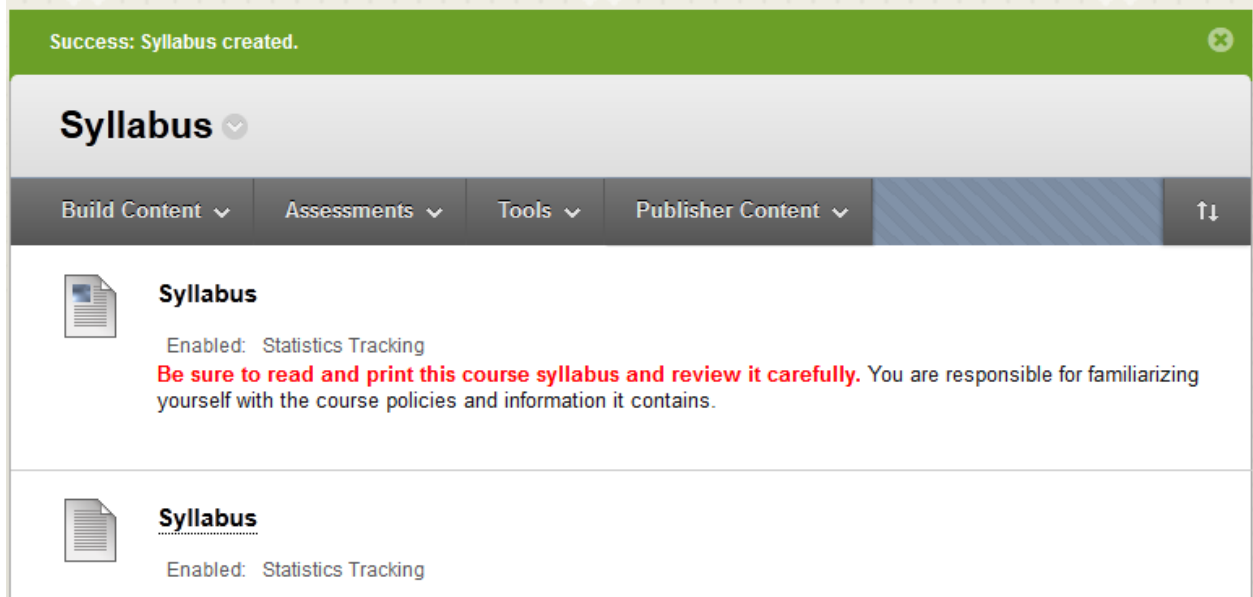
### 4. Submit

Cancel

Submit

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10. You will see the “Success: Syllabus Created” status message appear!



The screenshot displays a user interface for course management. At the top, a green notification bar contains the text "Success: Syllabus created." with a close button (X) on the right. Below this is a header section titled "Syllabus" with a dropdown arrow. Underneath the header is a navigation bar with several menu items: "Build Content", "Assessments", "Tools", "Publisher Content", and a blue button with a double-headed arrow. The main content area shows a list of syllabus items. The first item is titled "Syllabus" and includes a document icon, the text "Enabled: Statistics Tracking", and a red warning message: "Be sure to read and print this course syllabus and review it carefully. You are responsible for familiarizing yourself with the course policies and information it contains." The second item is also titled "Syllabus" and includes a document icon and the text "Enabled: Statistics Tracking".