

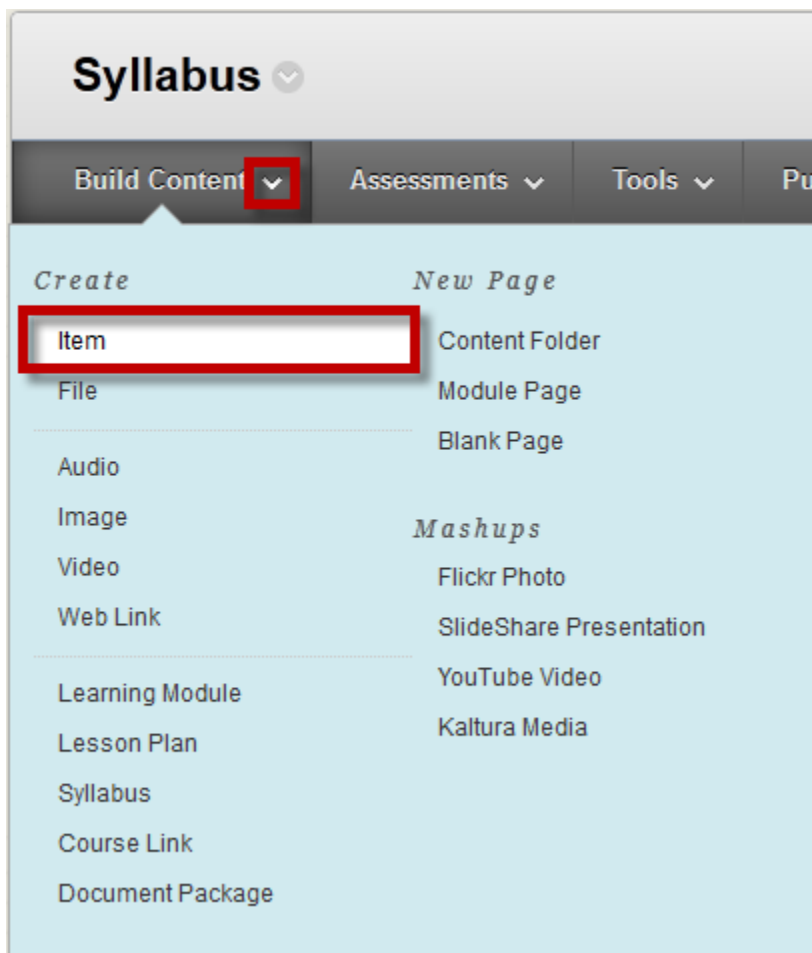
Tunxis Distance Learning Documentation

How to Add Your Syllabus 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 to.
2. Hover over the “**Build Content**” option and choose “**Item**”.



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

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4. Enter some descriptive or accompanying text in the “Text” field.

Create Item

** Indicates a required field.* Cancel Submit

1. Content Information

** Name*

Color of Name Black

Text

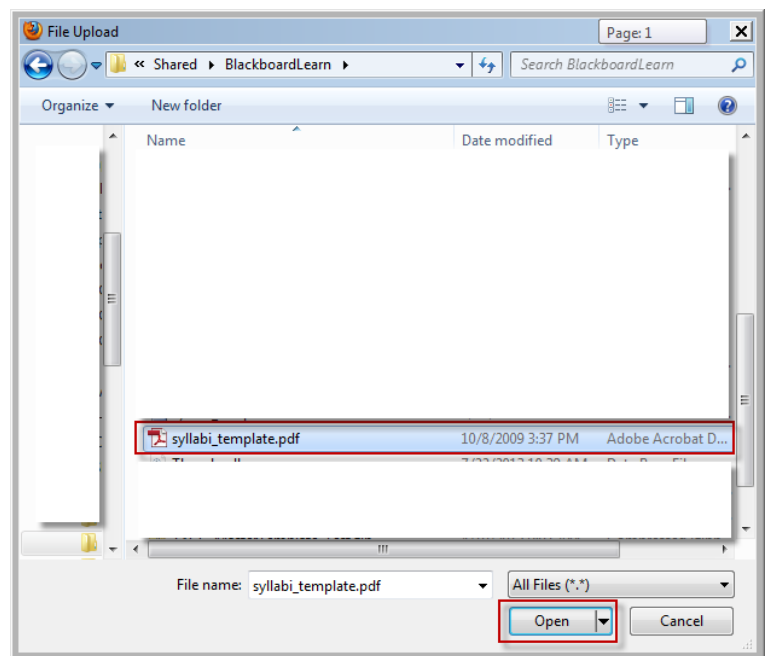
Be sure to read and print this course syllabus and review it carefully. You are responsible for familiarizing yourself with the course policies and information it contains.

Path: p Words:27

5. Under “Number 2 Attachments”: choose “Browse My Computer” or “Browse Course” to navigate to the location where your syllabus exists.

6. Select the file.

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



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7. Choose **“Open”**.

*You will see your file listed below the **“Attached files”** area.

8. Choose **“Yes”** next to the **“Track Number of Views”** Standard Option.


9. Set any **“Date and Time Restrictions”** that you wish.

10. Click **“Submit”**

2. Attachments

Attach File

Attached files





File Name	Link Title	File Action	Item's Alignments
 syllabi_template.pdf	syllabi_template.pdf	Create a link to this file	<input type="checkbox"/> Add alignments to content Do not attach

3. Standard Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

<input type="checkbox"/> Display After	<input type="text"/>		<input type="text"/>	
<input type="checkbox"/> Display Until	<input type="text"/>		<input type="text"/>	

4. Submit

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

Success: Syllabus created. 

Syllabus

Build Content  Assessments  Tools  Publisher Content  

 **Syllabus**

Enabled: Statistics Tracking

Attached Files:  syllabi_template.pdf  (133.184 KB)

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