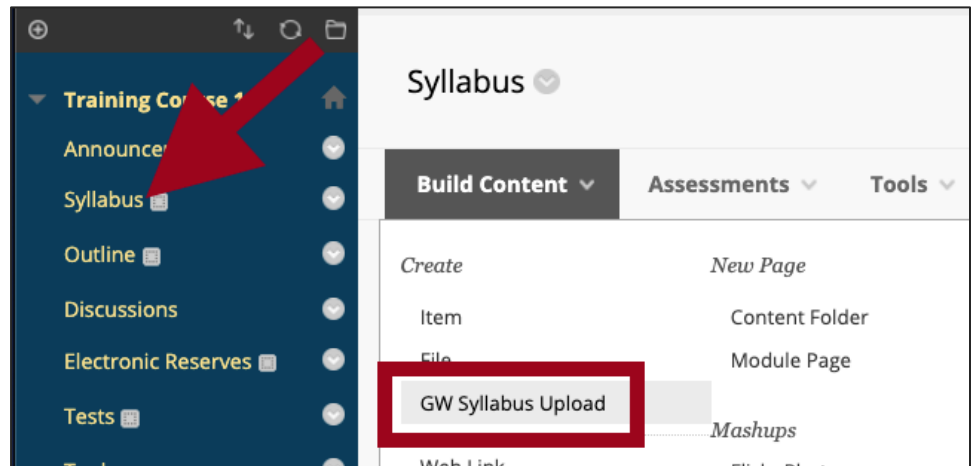# Blackboard: Add a Syllabus File

Using the process outlined below, you can also add your syllabus to the Blackboard Syllabi Repository so students who aren't enrolled in your course can view information about it before registering.

1. Open your Blackboard course and open the **Content Area** where you'd like to add your syllabus, such as *Syllabus*.

2. Select **Build Content** and click **GW Syllabus Upload**.

3. Choose a **Listing Preference** and then click **Browse Local Files** to attach your syllabus file.

4. Click **Submit** to finish.