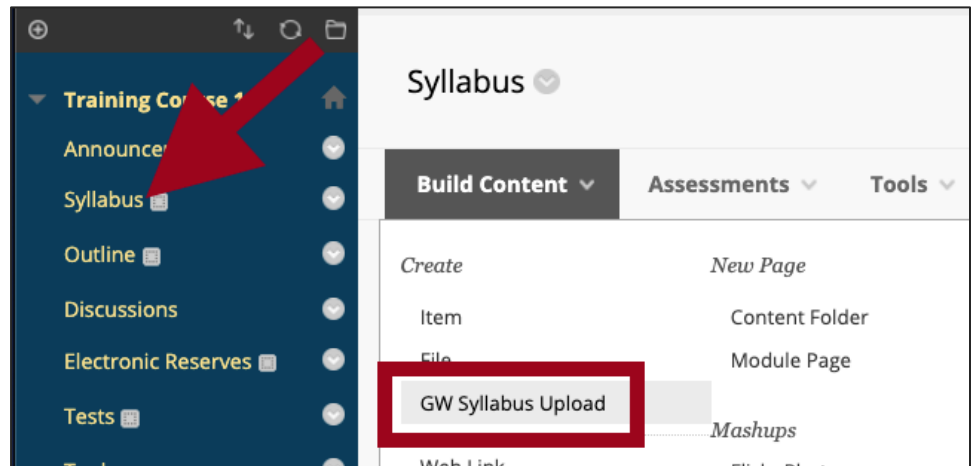


Blackboard: Add a Syllabus File

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.

UPLOAD YOUR SYLLABUS

This tool allows you to upload a PDF file or Word document file that will be made available to all GW users to assist students in the course selection process. The document can be a syllabus from a previous semester, a draft syllabus for the upcoming term marked as "tentative and subject to revision" or something else that you feel will help a student better understand the course content and the expectations of enrolled students.

* Listing Preference Include in the GW Syllabi Repository
Uncheck this box to opt-out of having your syllabus included in the GW Repository.

* Syllabus

*Click **Submit** to proceed.*

4. Click **Submit** to finish.