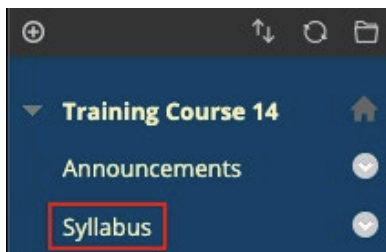


Upload a Syllabus to a Blackboard Course

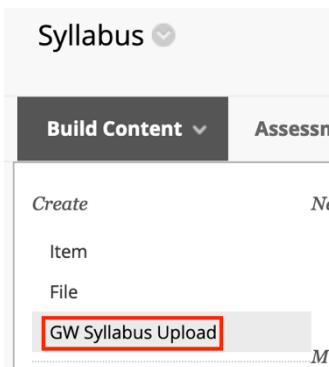
The following method also adds your syllabus to the [Blackboard Syllabus Bank](#) so that students who aren't enrolled in your course can see more information about it before registering.

1. On the *Course Menu*, click on the Content Area named **Syllabus**.



Note: You can add a syllabus file to any [Content Area](#), not just Syllabus. (e.g., Electronic Reserves, Outline, Week 1, etc.)

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



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

UPLOAD YOUR SYLLABUS

This tool allows you to upload a .pdf file or Word document 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 prior 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.

* Attach Syllabus

Click **Submit** to proceed.

4. Click **Submit** to finish.