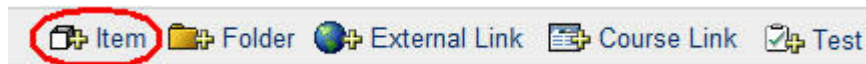


POSTING A SYLLABUS

Whether you meet face-to-face or online, students will find it helpful if you post the syllabus in your class on Blackboard.

1. Log into Blackboard at <https://pv.my.vccs.edu> (or directly at <http://learn.vccs.edu>).
2. Select the course.
3. Open a Content Area, such as Course Documents, from the Control Panel.
4. Select **Add Item** from the Action Bar.



Step 7

Files can be attached to the above information. Click **Browse** to select the file to attach an

Attach local file	<input type="text"/>	<input type="button" value="Browse..."/>
Link to Content Collection item	<input type="text"/>	<input type="button" value="Browse..."/>
Name of Link to File	<input type="text"/>	
Special Action	Create a link to this file ▼	

5. Enter a name for the item in the **Name** field.
6. Use the Visual Text Box Editor to create any text for the item.
7. Click **Browse** next to **Attach Local file**
or
Link to Content Collection. Select the file.

8. *Optional:* Complete the **Name of Link to File** field. This name appears to users; they will select this link to open the attached file.
9. *Optional:* Click either the **Yes** or **No** radio buttons to decide whether or not to **Make the Content available** and **Track Number of Views**.
10. *Optional:* Use the **Display Until** and **Display After** checkboxes and the date fields to **Choose date and time restrictions** for the item.
11. Click **Submit**.