

Download and Edit Your Syllabus

At the beginning of each term, you need to change your syllabus to reflect the current term and contact information. At this time it is a good practice to verify that the number of points in your grading system matched the number of points shown in the gradebook.

There is a separate demonstration on how to upload the edited syllabus to your course shell.

1. First log in to your course, then select Control Panel.
2. In the Content Areas box, select Course Information.
3. At the right side of the page, click on the Modify button for the syllabus.
4. On the Modify Item page scroll down to Currently attached files
5. Click on the link for the syllabus.
6. You will be prompted to either open or save the file. Choose to Save.
7. In the Save As dialog box that appears choose to save to your desktop since you will delete the file after it is uploaded back to your shell. Do Not change the name of the file since there may be other links in your shell that point to the syllabus and changing the name will break the links.
8. When you have verified that you are going to the desktop and you have the correct name in the filename box, click save.
9. You can now minimize Blackboard and double-click the document on your desktop to open it in Microsoft Word and make the necessary changes.
10. When completed save again to the same location and use the same name.