

## Upload Your Corrected Syllabus to Blackboard

After making corrections to your syllabus you will need to upload it back to Blackboard.

1. Log in to Blackboard and navigate to your course.
2. On the main window, click on the **Control Panel** link.
3. In the **Content Areas** section, select **Course Information**.
4. In the next window click the **Modify** button for the syllabus.
5. In the **Modify Item** window that appears, scroll down to the **Content** section of the page.
6. Click on the **Browse** button across from **File to Attach**.
7. Navigate to where you have the file stored; in this case the **Desktop**.
8. Select the syllabus document by single-clicking on it.
9. Click the **Open** button on the **Choose file** dialog box.
10. Scroll down to the **Options** section of the page to make the content or syllabus available or unavailable.
11. Finally, scroll to the bottom of the page and click the **Submit** button.
12. You may be asked if you want to replace the file of the same name. If so, choose Yes, otherwise just click OK to complete the upload process.