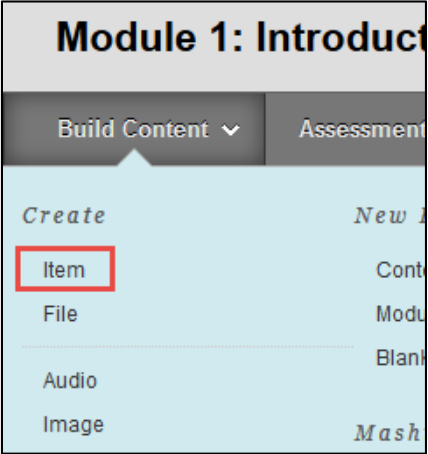


## Posting a Syllabus or Other File

Use the Item content type in Blackboard to post nearly any file, such as a syllabus, course reading, PDF, or PowerPoint. Note: students must have the applicable software installed on their computers to view the file.

1. Enter a course and click on any content area, such as Course Modules, from the Course Menu.
2. Hover over the **Build Content** button to reveal the dropdown menu and select **Item**.



3. Enter a **Name** and a **Description** for your file and then select **Browse Computer** to locate the file you wish to attach and share with students. Click **Submit** when done.

*\* Indicates a required field.* Cancel

### 1. Content Information

**Name**

Color of Name █ Black

Text

Paragraph - Arial - 3 (12pt)

Rich text editor toolbar with icons for bold, italic, underline, list, link, unlink, etc.

Path: p Words: 0

### 2. Attachments

*If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.*

Attach File Browse My Computer