

Upload your Syllabus to a Blackboard Course

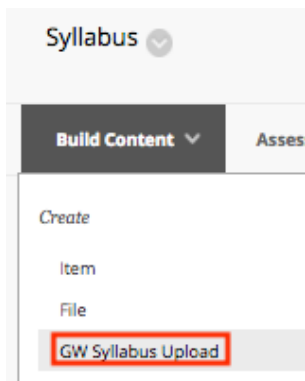
Upload a syllabus file into a Blackboard course for your students to view. The following method also adds your syllabus to the [Blackboard Syllabus Bank](#) so that students who aren't enrolled in your course can see more information about it before registering.

1. Open your Blackboard course, and 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. On the next page, click **Browse My Computer** and select your saved syllabus file. Click **Submit** to finish.

Note: Uncheck the box to include your syllabus in the GW Repository if you want to opt-out.

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.