Upload Syllabus on BB 9.1

Step 1. Click on your Course

Step 2. (Optional) Create a syllabus link. Hover over Plus Sign and click Create Content Area.
Step 3. Enter the **Name / Check the box** to make available then click **Submit**.

Step 4. Click on the new **Syllabus Link**

Step 5. Hover over **Build Content** click **Item**.
Step 6. Fill out **Content Information** then scroll down and click **Browse My Computer**. Finally, locate your syllabus click **Open**.

Step 7. Click **Submit**

Step 8. Your Syllabus has been uploaded as shown below.

To view the Video Tutorial for this handout access the link below.

http://youtube.com/LAGCCISMD