

## Adding Your Syllabus

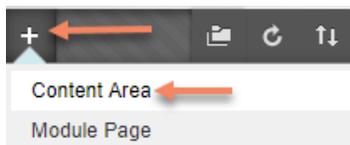
In the event of campus closures due to inclement weather, it is helpful to know that you can use Blackboard to keep in touch with your students and allow them to continue working in your course. Some easy methods to ensure your students are connected include providing them with ready access to the course syllabus and posting course announcements.

1. Log into Blackboard & Access your course(s)

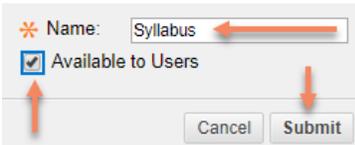
2. Be sure your course's **Edit Mode** is on.



3. Place your mouse pointer on the Add Menu button and select **Content Area** from the menu that pops out.

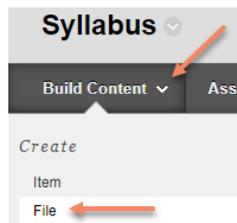


4. Give your content area a **name** (Syllabus), check the *Available to Users* checkbox and click the **Submit** Button.



5. Next click the **Syllabus** item in your menu so you can add something to it.

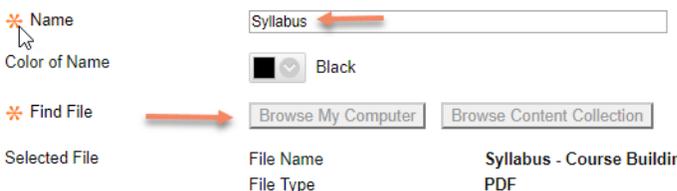
6. Hover over the **Build Content** button and choose **File**.



7. Type in the **Name** of the file you will be uploading: *Fall 2017 Syllabus*, for example.

8. **Browse** your computer for a copy of the file.

Note: Convert your Syllabus to a PDF so it can be easily accessed.

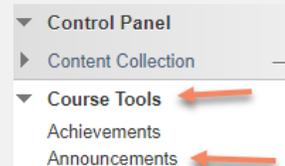


9. Click **Submit**.

## Course Announcements

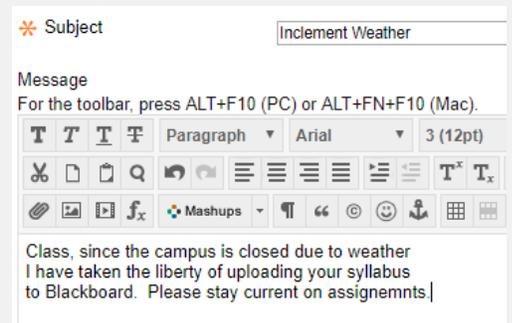
A great tool that allows you to post and e-mail out course bulletins is Blackboard's **Announcement** tool.

1. Select **Course Tools** and then **Announcements** from the course's Control Panel.



2. Click the **Create Announcement** button.

3. Fill in the announcement **Subject** and **Message**.



4. To send a copy of the announcement out immediately via e-mail, be sure that the *Send a copy of this announcement immediately* checkbox is checked.
5. Click **Submit**.

## Support Desk Contact Info

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### Hours of Operation

Open: Mon-Fri 24hrs | Sat 7am – Midnight  
Sun 1pm - Midnight