

Faculty Tutorial: Update Course Syllabus and Schedule

Purpose: To remind instructors how to update a course syllabus and schedule without having to update any links in Blackboard.

For detailed tutorials with screenshots, please refer to these tutorials:

- Content Collection: [Overview](#)
- Content Collection: [Upload Documents](#)
- Content Collection: [Maintain](#)

Steps to update the Syllabus and Schedule

1. Access the previously offered course in Blackboard.
2. Go to the Content Collection located below the Control Panel, click the course-specific link, and then click the **00** subfolder.
3. Locate the Word version (source file).
4. Open the file and save it to your computer.

Important: Keep the file name the exact same as the file name in Blackboard so you do not have to update hyperlinks to the file within your course. This is why we recommend using a general file name instead of including date-related identifiers.

5. Update the document to reflect dates for the new term.
6. Review for any other necessary changes.
7. Save the final version to your computer.
8. Save the document as a PDF using the exact same file name as in Blackboard.
9. Return to the **00** folder in the Content Collection.
10. Hover your mouse over **Upload** and then select from the options. You can upload one document (or more) at a time.
11. To overwrite the existing file, select the check box next to “If selected...”

If selected, the system automatically overwrites the existing file with the same name.

12. Click **Open** and then click **Submit**. The page will refresh to display the Content Folder.
13. Click the **Refresh** button/tab on the Content Folder screen.
14. Click a link to the item in your course to ensure the link opens the updated file.

If the updated file does not open: clear your cache and refresh the screen, try again, or reach out to the instructional technologist.

15. After you confirm the files have uploaded correctly to Blackboard, you can delete them from your computer if you want.