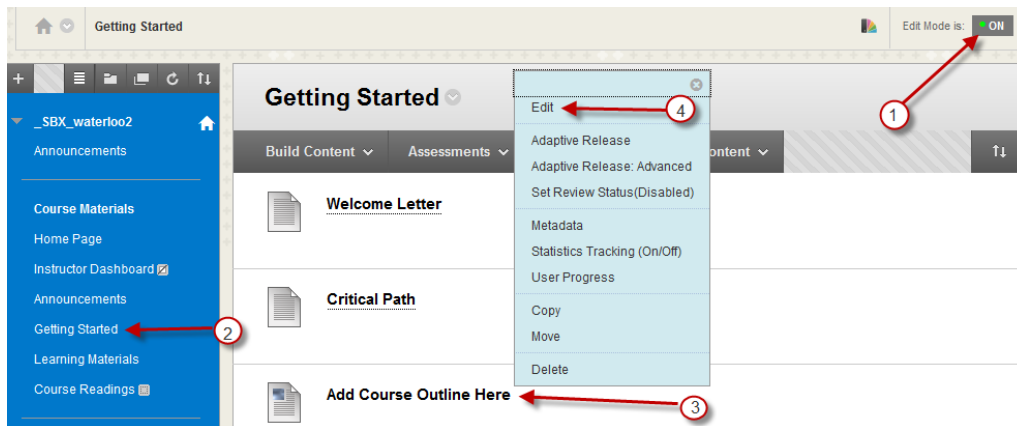


How to Upload a Course Outline

1. Make sure the Edit Mode is ON.
2. On the Course Menu under the Course Material, click on **Getting Started**.
3. Click the drop-down menu beside **Add Course Outline Here**.
4. Click Edit.



5. Edit the name of your outline in the Name field.
6. Attach your Course Outline by clicking **Browse My Computer**.

1. Content Information

Name 7.

Color of Name Black 8.

Text

(Rich text editor toolbar with various formatting options)

Path: _____ Words: 11 9.

10.

11.

12.

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

7. Scroll to the bottom of the screen and click **Submit**.

For more help on using Blackboard 9.1 go to: <http://tinyurl.com/d3zajw8>
or visit the Blackboard On Demand site at <http://ondemand.blackboard.com/>