Updating a Syllabus in Blackboard Learn

-> On your course “Home Page” or “Content” page, navigate to the current syllabus

-> Hover and click the “Action” arrow (small gray upside down button)

-> Click “Edit”

-> Click “Select Different File”

-> Click “Browse My Computer” and browse for your new syllabus

-> Enter a “Name” for your syllabus

-> Click “Submit”

Your syllabus is now updated.