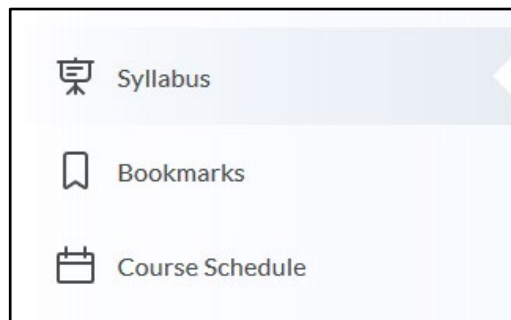


# Adding a Plan/Syllabus to Brightspace

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## □ Finding Your Syllabus Page

- ✓ From your main dashboard, **click** on the course you want to edit.
- ✓ From the toolbar at the top of the screen, **select Content**. It should appear as the second option.
- ✓ From the toolbar on the left side of the screen, **select Syllabus**.

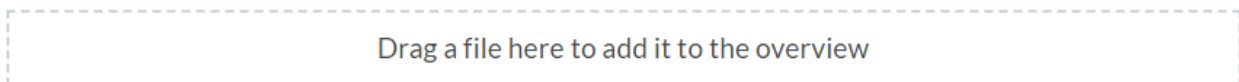


## □ Adding your Syllabus Attachment

- ✓ **Scroll** to the bottom of the screen and **click** the triangle next to **Add Attachment**



- ✓ This will open up the upload area. **Drag** your **Syllabus** to the box.



- ✓ If you want to replace the current file, you can simply **drag** the new file into the upload dialog box.

For Questions:

West Lafayette: [itap@purdue.edu](mailto:itap@purdue.edu)

Purdue Global: [TechSupport@purdueglobal.edu](mailto:TechSupport@purdueglobal.edu) or 866-522-7747 (toll-free)

Fort Wayne: [Help page](#) or [helpdesk@pfw.edu](mailto:helpdesk@pfw.edu)

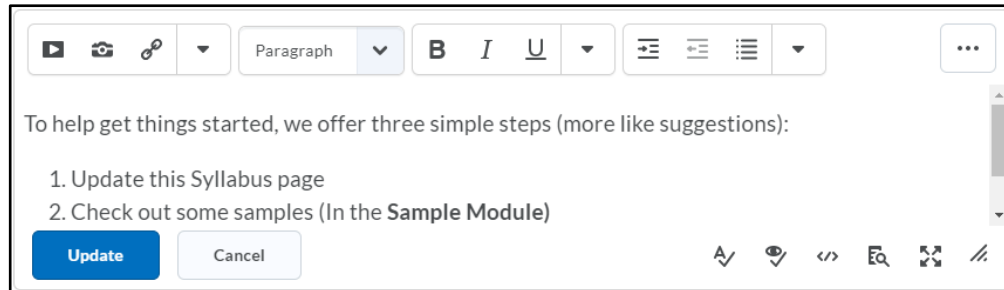
Northwest: [oit@pnw.edu](mailto:oit@pnw.edu)

Purdue Online: [noncredit@purdue.edu](mailto:noncredit@purdue.edu)

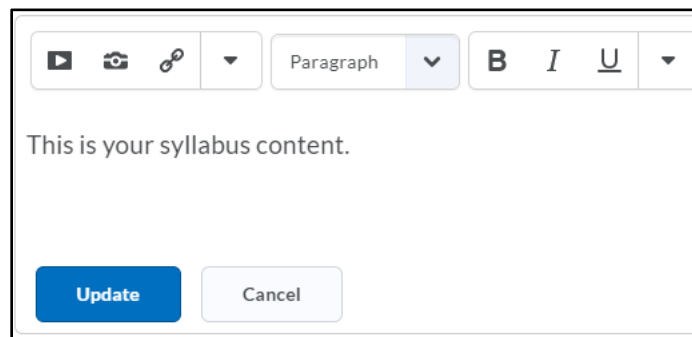
## □ Adding Text Content

Sometimes you may want to add text content to a page in Brightspace. To do so, you will need to enter that text in a dialog box available on each page.

- ✓ For this example, you will add text content to this page.
- ✓ **Click** in the text dialog box. If your course already has text, you should click the existing text to open the dialog box. The edit window will look like the image below (or may be on the next page).



- ✓ Since your sample course already has content, **delete** everything in the text dialog box.
- ✓ **Enter** your new text for a description of the syllabus.
- ✓ Click the blue **Update** box to save your new content.



## □ Entering Video or Image Content

You can also add content like an introductory video to the top of any page.

- ✓ **Click** the text dialog box. If your course already has text, you should click the existing text to open the dialog box.
- ✓ **Click** the **insert stuff** icon in the top left corner.

For Questions:

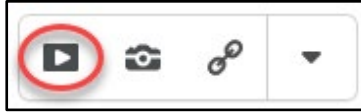
West Lafayette: [itap@purdue.edu](mailto:itap@purdue.edu)

Purdue Global: [TechSupport@purdueglobal.edu](mailto:TechSupport@purdueglobal.edu) or 866-522-7747 (toll-free)

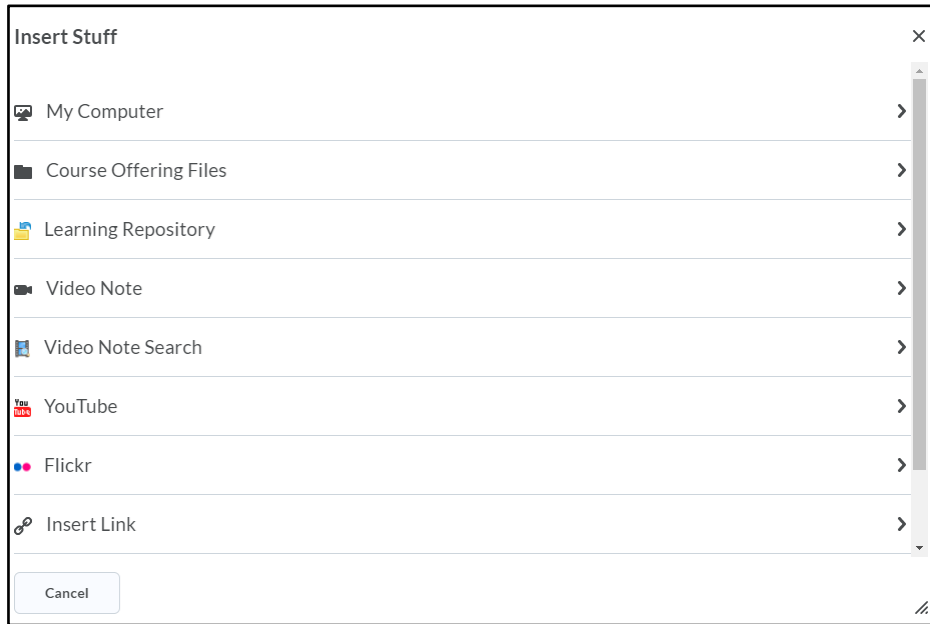
Fort Wayne: [Help page](#) or [helpdesk@pfw.edu](mailto:helpdesk@pfw.edu)

Northwest: [oit@pnw.edu](mailto:oit@pnw.edu)

Purdue Online: [noncredit@purdue.edu](mailto:noncredit@purdue.edu)



- ✓ **Select** your video from either your video host or uploaded course materials. If you need a sample course video, please let one of the facilitators know.



- ✓ Choose a video and **select Save**.

You can also add images or website links the same way.

\*If you want to learn more about how to make your course syllabus, videos, or other materials accessible, please contact [tlt@purdue.edu](mailto:tlt@purdue.edu) to set up a personal consultation.

For Questions:

West Lafayette: [itap@purdue.edu](mailto:itap@purdue.edu)

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