

## **How to upload documents to the CU Learn Blackboard System**

How to upload a Syllabus:

1. Log in to your CU Learn account using your Identikey username and password; once logged in, click on the course name.
2. Click on the Build Tab.
3. From the Course Tool's list (located directly below the Build Tab), click on the Syllabus link.
4. Underneath the heading Select Syllabus Type, click the circle next to Use File.
5. Underneath the heading Select Syllabus, click Browse and select the file you wish to upload. Click on the My Computer\* link and select the file from the location where it is saved on your computer.
6. After you have selected your file using Browse you should be able to preview the document at the bottom of the page or view a printable version.

\*When using some internet browsers, the My Computer icon may not be visible. Usually, you can still click on the empty space below the Class Files icon and still be able to access the files on your computer. If this does not work, please contact [iris.kolberg@colorado.edu](mailto:iris.kolberg@colorado.edu) for support.