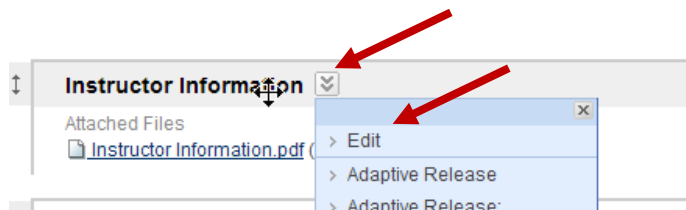


Adding Instructor Information

A sample template can be found in the **Blackboard Help for Instructors** documents under **Sample Documents**.

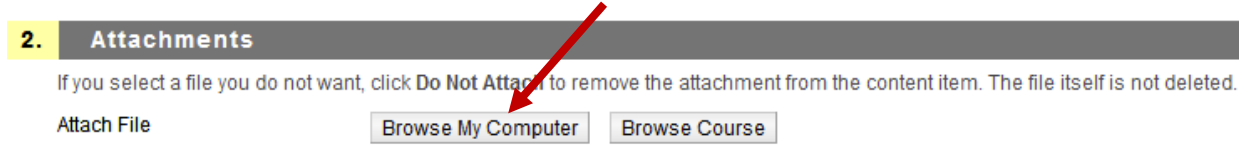
1. Create a precise, one page, in detail, and saved in PDF format document of how your course will be graded.
2. Click the down arrow beside **Instructor Information**, and click on **Edit**.



3. Remove the following highlighted text.



4. To browse for your file, click **Browse My Computer** OR **Browse Course** button.



5. Click on file from the **Choose File** dialog box.
6. Click on **Open**.
7. Click on **Submit**.

