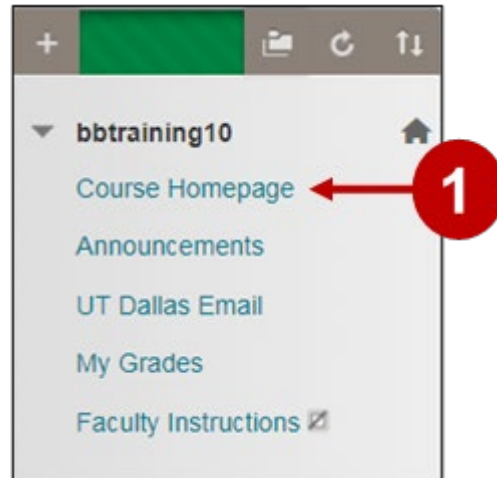


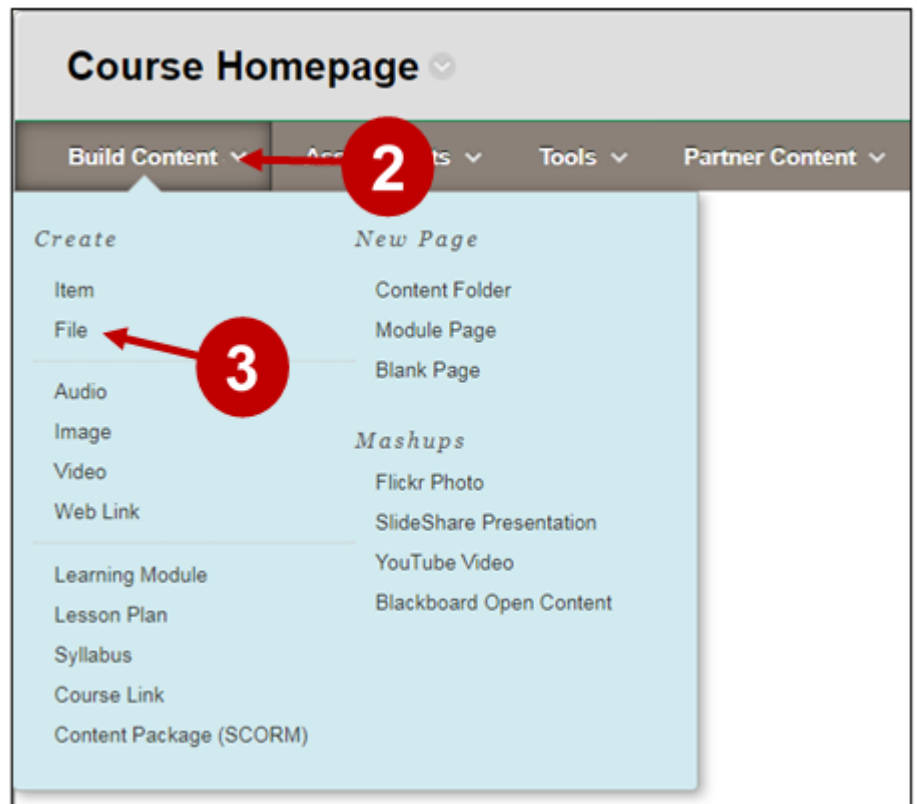
How to Add a Syllabus to a Course

Providing effective student navigation through using the course menu is important in order for students to be able to locate information within a course. The following steps describe how you as the instructor can add a syllabus to a course.

Step 1: Click on the **Course Homepage** link in the course menu.



Steps 2 and 3: Hover over the **Build Content** button and then click **File**.



Note: Although the **Syllabus** command can be used, it requires additional steps.

Steps 4-6: Create a name for the **Syllabus**. Select **Use Existing File** and click **Browse My Computer** to upload a file from your computer. Select the syllabus file on your computer that you want to use. Click the **Submit** button.

Create File

Use the **File** content type to add a file that can be selected and viewed as a page within the course or as a separate piece of content in a separate browser window. Also, a collection of files or an entire lesson, including cascading style sheets (CSS), can be developed offline and uploaded into a course from a local drive and viewed in order. [More Help](#)

* Indicates a required field.

SELECT FILE

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Course**. Enter a Name for the file and choose a Color for the text to appear in the list of content. Click **No** to display the file within the Course environment or **Yes** to display it as a separate piece of content with no Course page heading.

* Name

Color of Name Black

* Find File

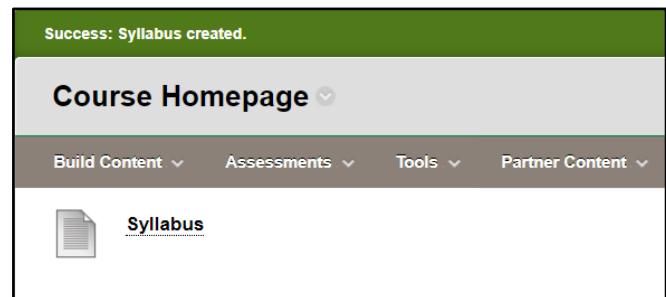
Selected File
File Name **Syllabus Template.doc**
File Type **DOC**

FILE OPTIONS

Click **Submit** to proceed. Click **Cancel** to go back.

Callout 4 points to the Name field. Callout 5 points to the Find File button. Callout 6 points to the Submit button.

The syllabus has now been successfully added to the course.



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Special Training Requests:

If you have a special training request for you or your area, please feel free to complete the eLearning Special Training Request form, found at the link below.

[eLearning Special Training Request Form](#)