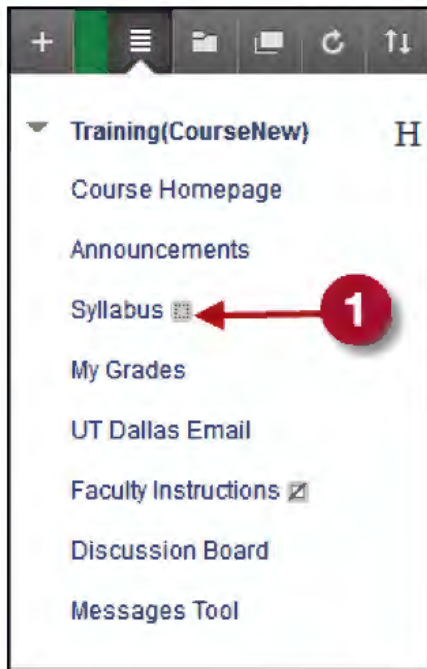


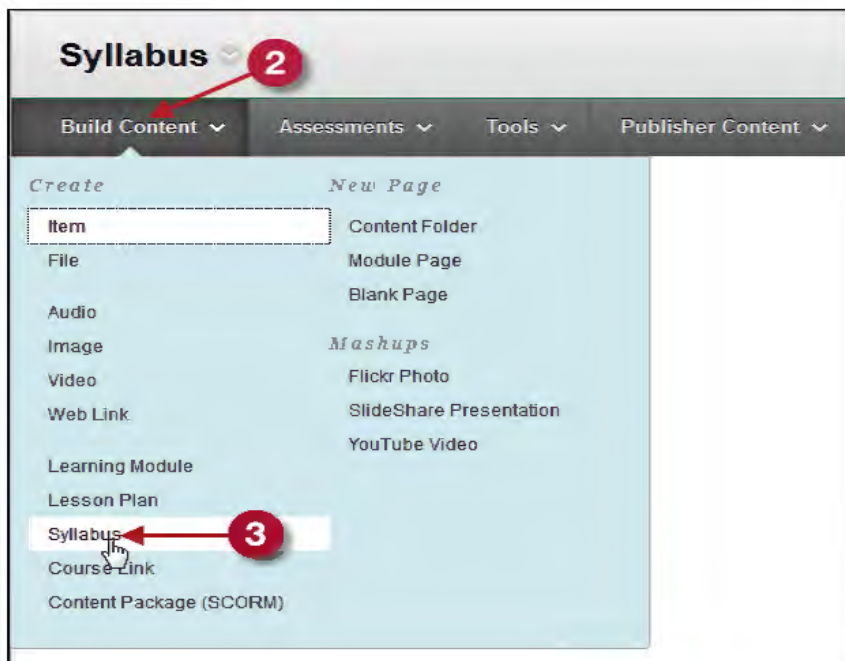
How to Add a Syllabus to a Course

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 **Syllabus** link in the course menu.



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



Steps 4 – 7: Create a name for the **Syllabus**. Select **Use Existing File**. Click **[Browse My Computer]** button. Select the syllabus file on your computer that you want to use. Click the **[Submit]** button.

Add Syllabus

A Syllabus is an outline of a course of study. It can contain course information, goals, instructor contact information, assignments, class meeting dates, textbook information, and more. [More Help](#)

✖ Indicates a required field.

1. Name

✖ Syllabus Name

2. Syllabus

☐ Create New Syllabus ☒ Use Existing File

Attach File

3. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel

Cancel

Callout 4 points to the Syllabus Name input field.

Callout 5 points to the 'Use Existing File' radio button.

Callout 6 points to the 'Browse My Computer' button.

Callout 7 points to the 'Submit' button in the final section.

Step 8: Click the **[Submit]** button.

Edit Item

A content item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or content folder. [More Help](#)

* Indicates a required field.

Cancel Submit

- Content Information**

Name

Color of Name Black

Text

Paragraph Arial 3 (12pt)

[Rich Text Editor Toolbar]

[Large Empty Text Area]

Path: p Words: 0

The syllabus has now been successfully added to the course.