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.

![Course Menu with Syllabus Highlighted](image)

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

![Syllabus Menu](image)
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.

Step 8: Click the [Submit] button.

The syllabus has now been successfully added to the course.