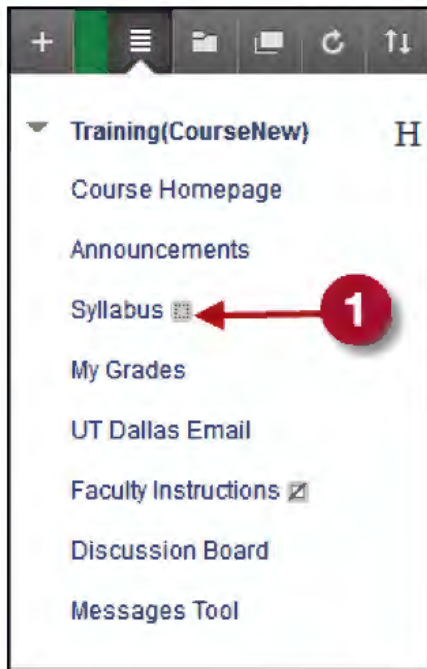# How to Add a Syllabus to a Course

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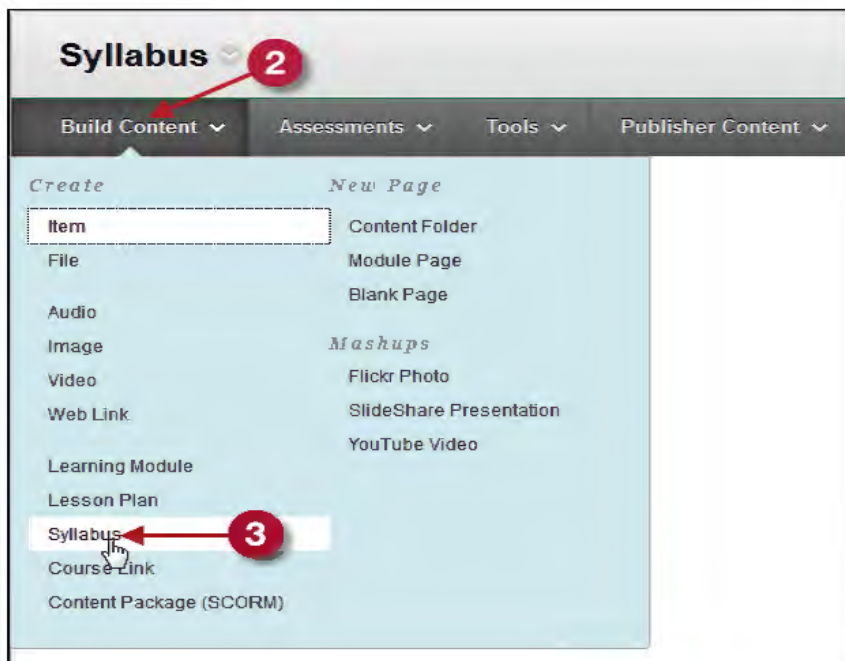
Steps 4 – 7: Create a name for the **Syllabus**. Select **Use Existing File.** Click **[Browse My Computer]** button. Select the syllabus file on your computer that you want to use. Click the **[Submit]** button.

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

The syllabus has now been successfully added to the course.