

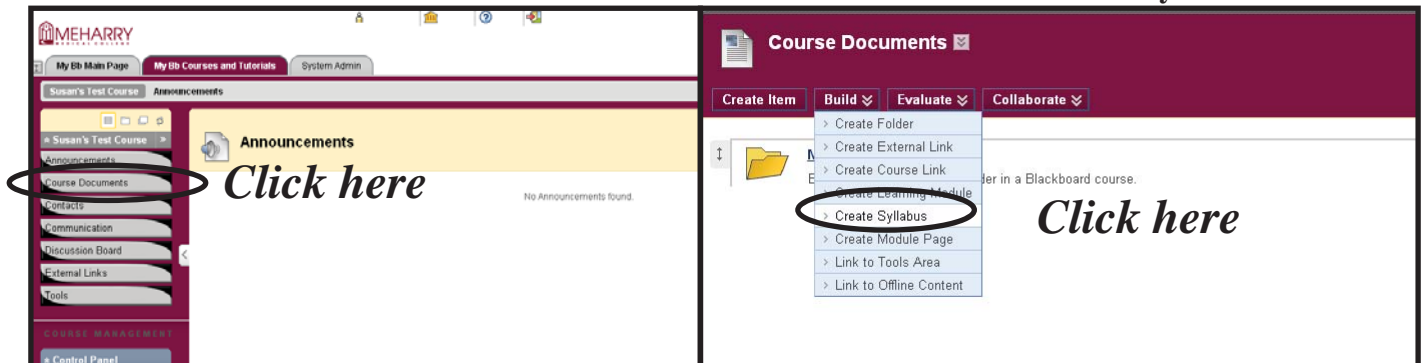


# Uploading Your Syllabus

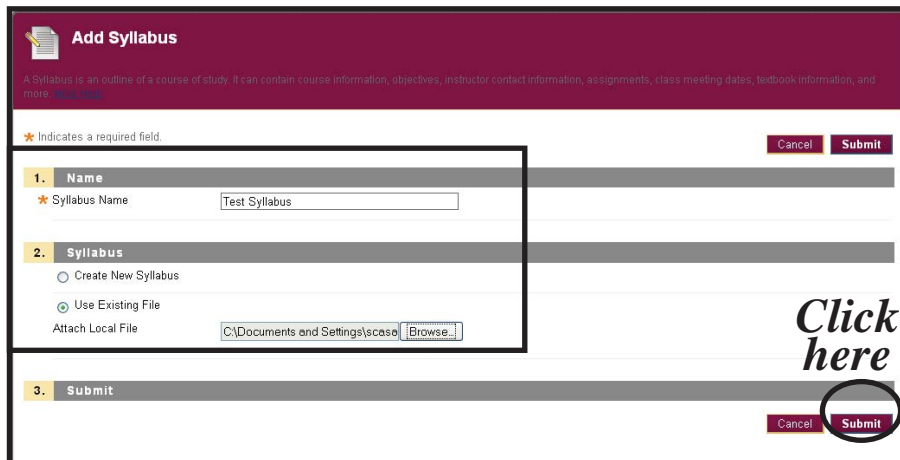
Your syllabus provides the framework for a great learning experience. A well designed syllabus will include:

- Course information
- Instructor information
- Readings
- Course goals and outcomes
- Course description
- Instructional methods
- Course policies
- Grading criteria
- Support services

1. In your course, select a **Content Area**.
2. Click to enable **Edit Mode**.  
Click **Build** and select **Create Syllabus**.



3. The **Add Syllabus** page is displayed for you to upload your document in.



4. Complete the **Add Syllabus** page.
  - (1) fill in the **Name** of your syllabus
  - (2) choose **Use existing file**
  - (3) click **Browse** to choose your syllabus file
  - (4) click **Submit** when you've finished.

**Tip:** In the sections of the **Edit Item** screen you can add an additional description, determine the availability of the syllabus, and choose if you would like to track how many times it is viewed.