

Uploading Your Syllabus

The course syllabus and all revisions should be located in the Syllabus area located on the Course Menu.

1. Select **Syllabus** on the **Course Menu**.
2. Click on **Build Content** and **Create Item**.
3. Type in the name of your Syllabus and a description. Make sure and include the file type.
4. Browse for the file on your computer, **Name the Link**, select the **Options** and click **Submit**.