

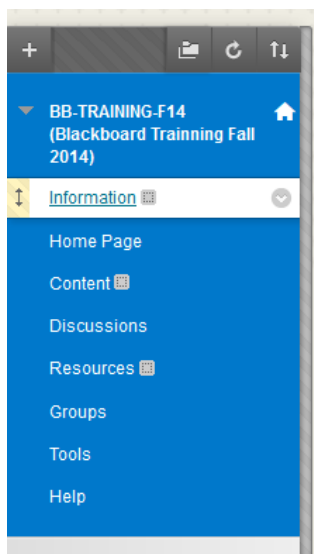
How to Create a Syllabus

Using an Existing Syllabus File

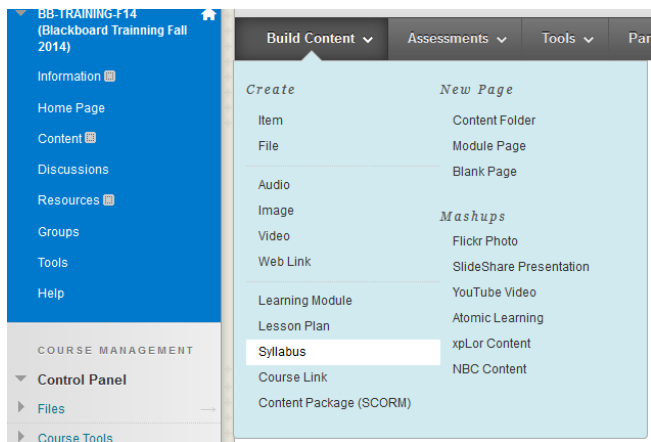
Uploading an existing file for your syllabus minimizes vertical scrolling because it takes up less space in the course area. If you have an existing syllabus file or files, this method is the most efficient way to create your syllabus.

You can attach additional files on the next page that appears after submitting. If you want to remove the file you attached, click the Do not attach link.

1. Make sure **Edit Mode** is **ON**.
2. Click on the **Information** content area.



3. On the action bar, point to **Build Content** to access the drop-down list.
4. Select **Syllabus**.





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5. On the Add Syllabus page, type a Syllabus Name.
6. Select the Use Existing File option.
7. Attach a file using one of the following options:
 - To upload a file from your computer, click Browse My Computer.
 - To upload a file from the course's storage repository:
 - If Course Files is the course's storage repository, click Browse Course.
8. Click **Submit**.

9. On the Edit Item page, you can select a color for the Syllabus Name.
10. Optionally, in the **Text** box, type instructions or a description. You can use the content editor functions to format the text and include files, images, web links, multimedia, and mashups. Any files you upload from your computer are saved in Course Files or the Content Collection in the top-level folder. Attachments you upload using the Content Editor can be launched in a new window and can include alternate text to describe the attachment. In the **Attachments** section, you can attach additional files. Optionally, type names for the attached files. If you do not provide link names, the file names are used.
11. Select Options:
 - Select **Yes** for **Permit Users to View this Content**.
 - Select **Yes** for **Track Number of Views**.
 - For **Enter Date and Time Restrictions**, you can set the syllabus to display on a specific date and time and to stop displaying on a specific date and time. Select the **Display After** and **Display Until** check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times. Display restrictions do not affect syllabus availability, only when it appears.
12. Click **Submit**.

Note

You can change the syllabus content at any time. From the course area where you created the syllabus, access its contextual menu.
