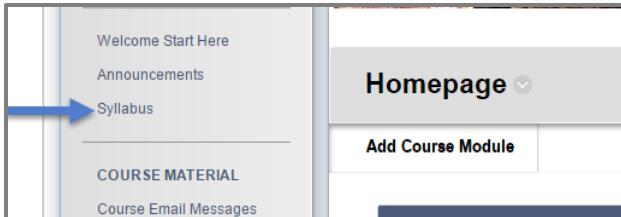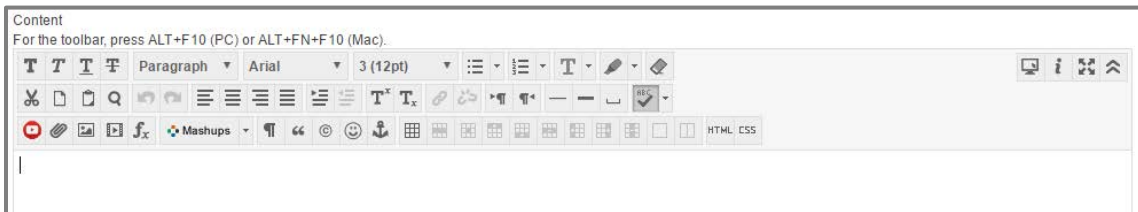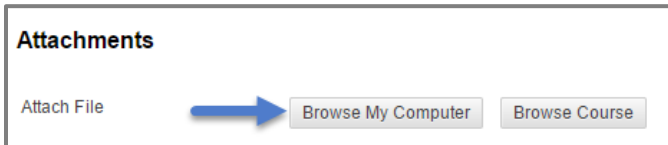# Syllabus

1. Uploading Your Syllabus

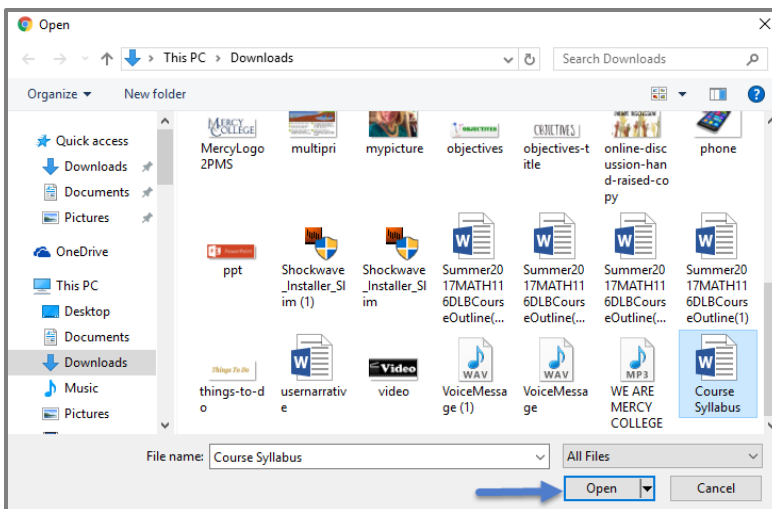1. Click on **Syllabus** in the **Course Toolbar**.

2. You can copy the **Syllabus** from an existing word document into the **Content Text Box**.

3. Attach the a PDF or Word copy of your syllabus by clicking **Browse My Computer**.

4. Find the correct **Syllabus Document**, select it, and click **Open**.

5. By default, **Permit Users to View the Content** will be set to **Yes**. If that is set to **No**, students will be unable to see the section.

6. Set **Track Number of Views** to **Yes**. This allows you to do reports and get data on whether or not students have viewed the section.

7. Click **Submit**.