Upload Syllabus

Note: The syllabus is required to be in a PDF format in the Online Classroom. For help, use the tutorial “Convert a Document to PDF.”

1. In your course, click “Author” at the top of the left navigation menu.

2. Once you are in “Author” view, click “Syllabus.”
3. Once the syllabus page opens, click “Browse.”

4. Locate your syllabus that you would like to upload into your course. Then click “Open.”

5. The file will attach. Next click “Upload File.”

*Note: Wait till the screen refreshes before navigating away from the upload area.*
6. Once the page has refreshed, click “Course” at the top of the left navigation window.

7. The syllabus upload is now complete.