

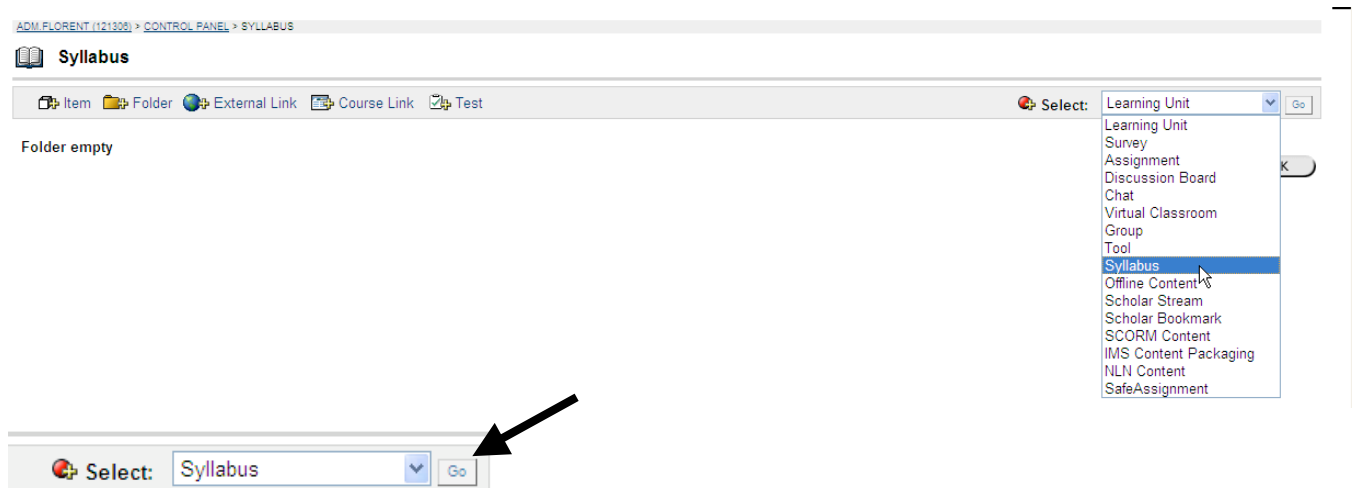
## Add Syllabus Using Existing File

You may add a syllabus to a content area. You can link to an existing document that will serve as the syllabus or create a new syllabus using the Syllabus Builder. The following instructions show you how to add a syllabus by linking to an existing file.

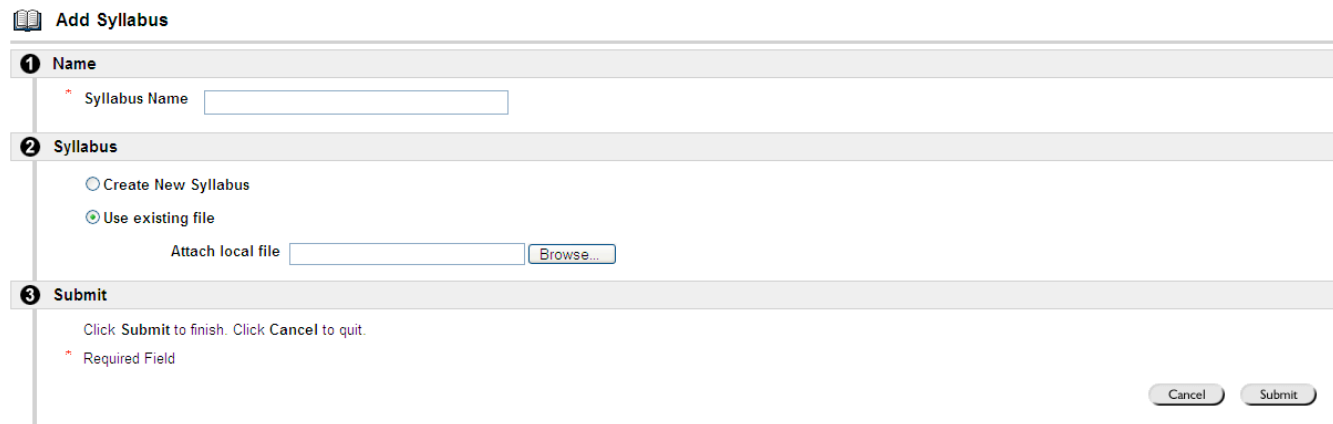
1. To add a syllabus to a content area you should select the content area from the control panel.



2. Select Syllabus from the drop-down menu that appears on the upper right of the screen, then click **GO**.



3. You should see the Add Syllabus form after you click GO.  
Enter a name for your syllabus in the **Syllabus Name** field.
4. Select the **Use existing file** button and then click on the **Browse** button and navigate to find the syllabus file on your computer. Click the **Submit** button when done.

A screenshot of the 'Add Syllabus' form. It has a header 'Add Syllabus' with a book icon. The form is divided into three sections: 1. 'Name' with a required field 'Syllabus Name'. 2. 'Syllabus' with two radio buttons: 'Create New Syllabus' (unselected) and 'Use existing file' (selected). Below the 'Use existing file' option is a text input field for 'Attach local file' and a 'Browse...' button. 3. 'Submit' with instructions: 'Click Submit to finish. Click Cancel to quit.' and a 'Required Field' asterisk. At the bottom right, there are 'Cancel' and 'Submit' buttons.

