

## Add Syllabus Using Existing File

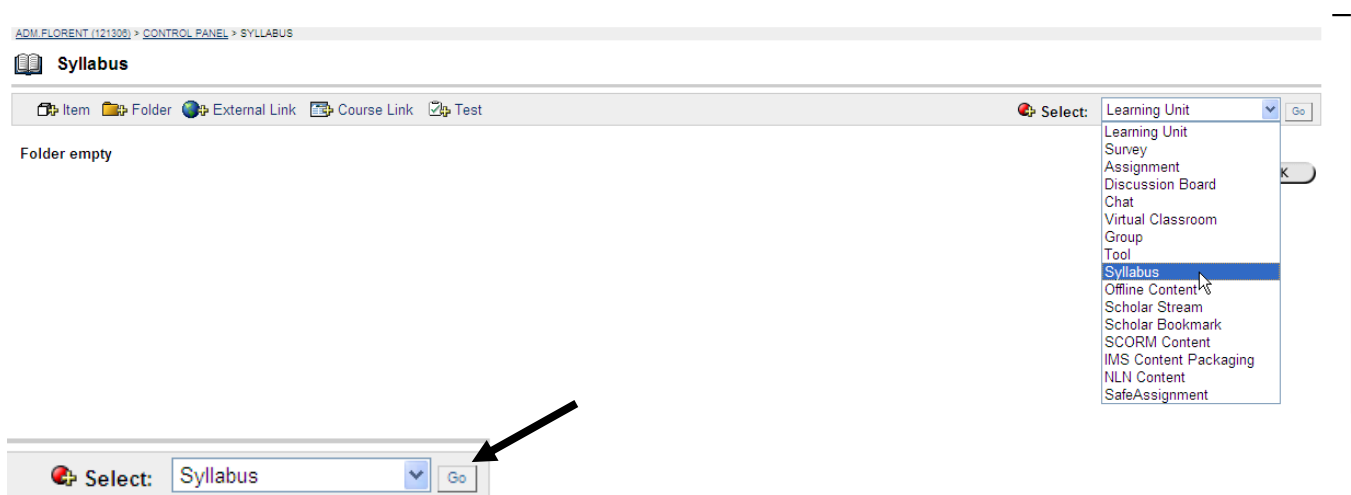
You may add a syllabus to a content area. You can link to an existing document that will serve as the syllabus or create a new syllabus using the Syllabus Builder. The following instructions show you how to add a syllabus by linking to an existing file.

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

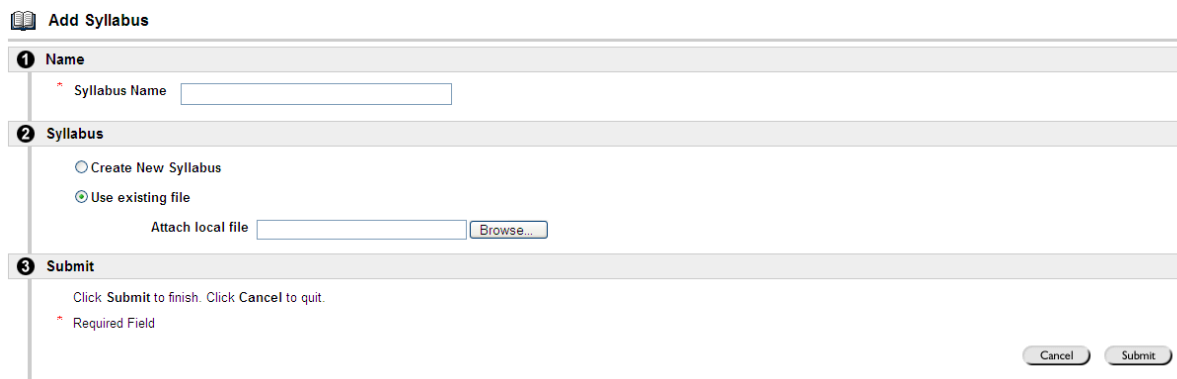


Note: If the content area you would like to add the syllabus to does not exist, you can create it by following the instructions for customizing the course menu.

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 title 'Add Syllabus' and a progress indicator with three steps: 1. Name, 2. Syllabus, and 3. Submit. Step 1: 'Name' section has a required field 'Syllabus Name' with an empty text box. Step 2: 'Syllabus' section has two radio buttons: 'Create New Syllabus' (unselected) and 'Use existing file' (selected). Below the radio buttons is a text box 'Attach local file' and a 'Browse...' button. Step 3: 'Submit' section has instructions: 'Click Submit to finish. Click Cancel to quit.' and a legend: '\* Required Field'. At the bottom right, there are 'Cancel' and 'Submit' buttons.

- After you click the **Submit** you will be taken to the Modify item form. You may customize the name by choosing a color. In the text box you may add any needed information (optional).

ADM.FLORENT (121308) > CONTROL PANEL > SYLLABUS > MODIFY ITEM

## Modify Item

**1 Content Information**

\* Name

Choose Color of Name

Text

Normal 3 Times New Roman | **B** *I* U ~~S~~ x<sub>2</sub> x<sup>2</sup> | [List Icons]

[Rich Text Editor Icons]

Path: [body](#)

- The file you attached in step 4 of these instructions should appear in the **Content** section. You can remove or modify the file if needed.
- Under **Options** choose the appropriate options for content availability, tracking views and any date/time restrictions, then click submit.

**2 Content**

Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name for the link to this file.

Attach local file

Name of Link to File

Special Action

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Currently Attached Files and Items

SampleSyllabus.pdf - [SampleSyllabus.pdf](#) (93426 bytes)

The file you attached should appear here.

**3 Options**

Make the content available  Yes  No

Track number of views  Yes  No

Choose date and time restrictions

Display After  
 Aug 26 2008  
 10 55 AM

Display Until  
 Aug 26 2008  
 10 55 AM

**4 Submit**

Click **Submit** to finish. Click **Cancel** to quit.