

Replace old syllabus with current one

Important information before continuing

1. If you haven't updated your syllabus with the new course policies about the [Accommodation Statement and Non Discrimination Statement](#) (to begin with your Spring 2024 courses), do so now.
2. The Tentative Course Schedule must be at the end of your syllabus. It must include all graded activities with due dates as well as identifying which activity/activities will be used to determine their weekly attendance in the course. It is your choice whether to upload a separate file that includes only the course schedule.
3. Before uploading your current syllabus, you should have it **saved as a PDF file**. The reason for doing this is so students don't have to have a special program on their computers, such as Microsoft Word, in order to open and read the document. All they need is the free plugin called Adobe Reader which can be downloaded from the internet. (Most computers already have this program installed.)
Need help saving as PDF file? Create and save your document as normal in Microsoft Word. Then choose **Save as** and below the filename, select PDF as the file type.
4. After uploading the syllabus, make sure it **opens in a new tab (window)** to make it easier for students to get back to your course after viewing it.
5. There are three common ways to upload your syllabus. All three will be explained in this tutorial.

The screenshot shows a course page titled "Business Principles. Pam Der". The page has a "CONTENTS" section on the left and a list of activities on the right. A red box highlights the "Syllabus and Quick Links" section in the contents list. A red arrow points from the box to the text "The syllabus is to be placed in the Syllabus and Quick Links section." The activities listed include Chapter 1 through Chapter 20, each with a due date and progress indicator. At the bottom right, there are buttons for "Create a new section" and "Course Dashboard".

The syllabus is to be placed in the **Syllabus and Quick Links** section.

The remaining pages of this tutorial provide step-by-step instructions to use these three methods to place your syllabus in the Syllabus and Quick Links section. This is the student view.

1. Syllabus

Syllabus

Syllabus for I

Quick Links

Syllabus

Instructor Contact I

Grade Calculator (fo
Grade Calculator (fo

Method 1: Syllabus uploaded in the summary window of the section heading.

Method 2: Syllabus dragged and dropped as a file. *(Quickest & easiest)*

Method 3: Syllabus uploaded in a label resource.

Method 1

1. Syllabus and Quick Links

Syllabus

Edit section

Syllabus for BUSI 1301 Spring 2018

Quick Links

Syllabus

Instructor Contact Information

Grade Calculator (for those without Microsoft Excel)

Grade Calculator (for those with Microsoft Excel)

Method 1: Syllabus is uploaded in the summary window of the section heading.

Step 1: Click to open the Syllabus and Quick Links section in the CONTENTS area.

CONTENTS

Course Introduction

1. Syllabus and Quick Links

Progress: 0 / 2

Step 2: Click **Edit section**

Step 3: Drag across the word "Syllabus" to select it. *(Type the word first if it isn't there.)*

Step 4: Click the **Insert/edit link** button.

Step 5: Delete the URL of the previous syllabus (if there was one) then click the **Browse** button

Step 6: Click this **Browse** button to find and open your PDF syllabus file.

Step 7: After selecting the syllabus file, click **Upload this file**

1. Syllabus and Quick Links

Syllabus

Edit section

Syllabus for BUSI 1301 Spring 2018

Quick Links

Syllabus

Instructor Contact Information

Grade Calculator (for those without Microsoft Excel)

Grade Calculator (for those with Microsoft Excel)

Section name
Syllabus and Quick Links

Summary

Syllabus

Insert/edit link

General Popup Events Advanced

General properties

Link URL:

Target:

Title:

Class:

Attachment

No file selected.

Save as:

Author:

Choose license:

Step 8: Select **Open in new window**.

Step 9: Click **Update**

Step 10: Click **Save changes**

Method 2

Method 2: Syllabus dragged and dropped as a file. (This is my favorite method because of how quick and easy it is.)

Step 1: If you have the old syllabus here, click the **More** icon below it and choose to **Delete**.

Step 2: Open Windows Explorer or whatever method you use to see all of your files. Locate the PDF syllabus.

Course: BUSINESS PRINCIPLES x Course: Business Principles. Pair x

cctx-sandbox.mrooms.net/course/view.php?id=170#section-1

1. Syllabus and Quick Links

Syllabus

Edit section

Quick Links

Syllabus

Instructor Contact Information

Grade Calculator (for those without Microsoft Excel)

Grade Calculator (for those with Microsoft Excel)

Create learning activity

Drop files to attach, or browse

Step 3: Drag the new PDF syllabus file here.

1. Syllabus and Quick Links

Syllabus

Edit section

Quick Links

Syllabus

Instructor Contact Information

Grade Calculator (for those without Microsoft Excel)

Grade Calculator (for those with Microsoft Excel)

Syllabus for BUSI 1301 Spring 2018

SECTION

tion

Calculator

NEXT SECTION

Class Orientation - due by Jan. 31

6:45 AM 2/17/2018

Step 4: If you need to move it above any Quick Links label you may have, click the **Move** icon.

You are done!

Method 3

1. Syllabus and Quick Links

Syllabus

Edit section

Syllabus for BUSI 1301 Spring 2018

Quick Links

Syllabus

Instructor Contact Information

Grade Calculator (for those without Microsoft Excel)

Grade Calculator (for those with Microsoft Excel)

Create learning activity

Method 3: Syllabus uploaded into a label resource. (Same place you may have some "Quick Links.")

Step 1: Click the **Edit** icon below the label.

If you want to create a new label, first click the **Create learning activity** button and choose "Label" under the Resource tab.

Label text

Heading 5

Quick Links

Syllabus

Instructor Contact Information

Grade Calculator (for those without Microsoft Excel)

Grade Calculator (for those with Microsoft Excel)

Path: h5 » strong

Save and return to course

Cancel

Last, click **Save and return to course**.

Step 2: Drag across the word "Syllabus" to select it. Then follow Steps 4-9 with Method 1 to replace the old syllabus with your new one.