

# POST A SYLLABUS

Follow the instructions for posting a syllabus to your ulearn course.

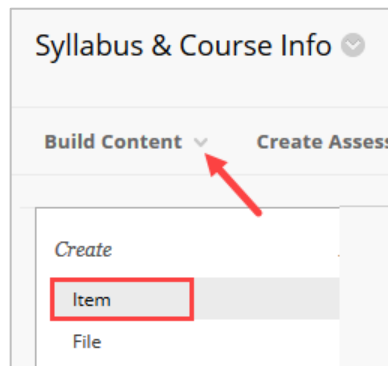
---

## Instructions

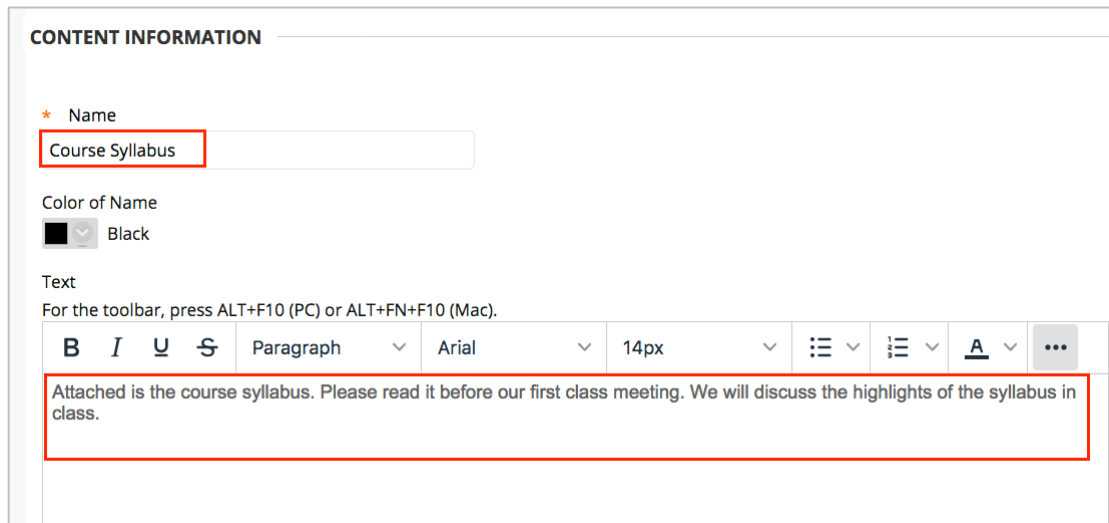
1. Select **Syllabus & Course Info** from the left course menu.



2. Click on **Build Content** and select **Item**.



3. Enter the item **Name** (ie., Syllabus). You may include a message in the text box below (optional).

A screenshot of a form titled 'CONTENT INFORMATION'. The form has several fields. The first field is labeled '\* Name' and contains the text 'Course Syllabus', which is highlighted with a red rectangular box. Below this is a 'Color of Name' field with a dropdown menu set to 'Black'. The next section is labeled 'Text' and contains a message: 'Attached is the course syllabus. Please read it before our first class meeting. We will discuss the highlights of the syllabus in class.' This text is also highlighted with a red rectangular box. Below the text field is a rich text editor toolbar with options for bold, italic, underline, strikethrough, paragraph, font face (Arial), font size (14px), list, and text color.

# POST A SYLLABUS

4. Scroll down to the Attachments section to attach the file. Click **Browse my Computer** to select a file from your computer.

**ATTACHMENTS**

*You can drag files from your computer to the Attach Files area or use the browse functions. Files are saved in the top-l*

Attach Files
Browse My Computer
Browse Course
Browse Cloud Storage

5. After clicking Browse my Computer, **select** the file from your computer (the file will be highlighted with the mouse) and click **Open** to select the file.

Name	Kind	Date Modified
ENG1020_Rhetoric_Composition_Syllabus.docx	Micros... (.docx)	Today at 11:36

Cancel
Open

6. Your file will be listed under the Attached Files area. Click **Submit** to post the syllabus.

**Attached files**

File Name	Link Title	File Action
ENG1020_Rhetoric_Composition_Syllabus.docx	ENG1020_Rhetoric_Compo:	Create a link to this file <a href="#">Do not attach</a>

**STANDARD OPTIONS**

Permit Users to View this Content  
 Yes  No

Track Number of Views  
 Yes  No

Select Date and Time Restrictions

Display After

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Click **Submit** to proceed.

Cancel
Submit

The syllabus has been posted.

# POST A SYLLABUS



## Syllabus

Attached Files:   [ENG1020 Rhetoric and Composition I Syllabus AY 2021-2022.docx](#)