



Adding a Syllabus User Guide

A step by step guide to adding a syllabus in Online Grading



Adding a Syllabus User Guide



Adding a Syllabus

1. In the Online Grading Application, check the box to the left of the section for which you wish to add a syllabus.
2. Click **Add Syllabus**.

| Add Syllabus Delete Syllabus Select All 4 sections found | | | | | | | | | | |
|---|--------|---------|---------|---------|-------|--------------------------------------|---------|----------------------------|------------------------------|--------------------------|
| Term | School | Subject | Course | Section | Title | # Students | Session | | | |
| <input type="checkbox"/> | 2014S | GS | BCHM-GS | 337 | 01 | Molecular Aspects Of Cancer Research | 0 | Class Roll | Final Roster | Regular Academic Session |

3. Select Browse to locate the syllabus file that you have saved.
 - Click **Save**.
 - A confirmation message will appear.
 - You should now see  to the right of the class. This symbol indicates that there is a syllabus.

Add Syllabus

Choose a Syllabus file to be saved for the following sections:
BCHM-GS-337-01 Molecular Aspects Of Cancer Research

Syllabus: Syllabus.docx

Add Syllabus

Choose a Syllabus file to be saved for the following sections:
BCHM-GS-337-01 Molecular Aspects Of Cancer Research

Your syllabus has been saved.

| Add Syllabus Delete Syllabus Select All 4 sections found | | | | | | | | | | |
|---|--------|---------|---------|---------|-------|--------------------------------------|---------|----------------------------|------------------------------|--|
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