OFFICE OF THE
University Registrar

Adding a Syllabus User Guide

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

VANDERBILT

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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.**

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.