

Syllabus

To upload a syllabus to a class, navigate to Online Grading. To navigate to Online Grading from the student search, select the applications tab in the navigation bar at the top of the screen. Select Online Grading.

Once you enter Online Grading, you will see a list of your classes. Select the section you wish to upload a syllabus to by using the checkboxes on the left of the class. You can add the same syllabus to multiple sections by selecting multiple checkboxes. Once you have selected the class or classes, an add syllabus link will appear at the top of your list of classes. Select this hyperlink.

A pop-up will appear with a browse button for you to find your syllabus. Use this browse button to find the syllabus you want to use for the section. You can use txt, pdf, doc, ppt, docx, and pptx file types. Once you have selected your syllabus, click save. You will get a notification that the syllabus has been saved.

This will bring you back to your list of classes. A syllabus icon will appear next to the class you have added a syllabus to. Keep in mind that the syllabus is term based and will not carry from term to term. You will have to reattach your syllabi each term. The system will only save one file per class. If you try to attach a second syllabus to a class, the system will overwrite your first syllabus with the second syllabus.