



Adding a Syllabus User Guide

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

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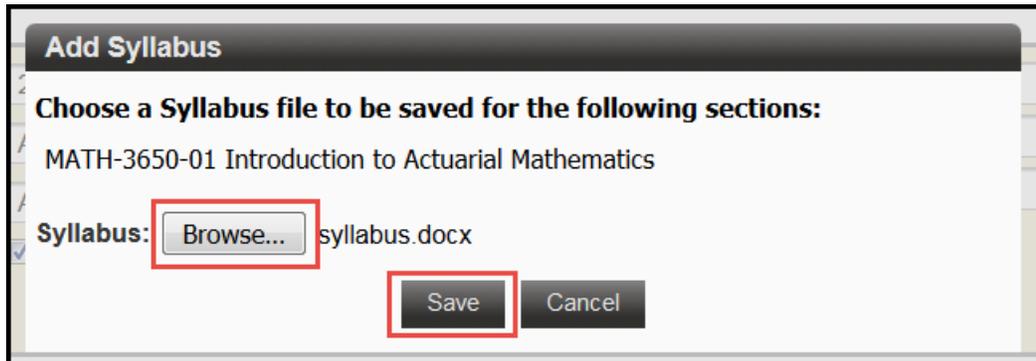


Adding a Syllabus

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**.

Term	School	Subject	Course	Section	Title	# Students	Session	
<input checked="" type="checkbox"/>	2016F	A&S	MATH	3650	01	Introduction to Actuarial Mathematics	25	Regular Academic Session
<input type="checkbox"/>	2016F	A&S	MATH	3859	14	Independent Study	0	Regular Academic Session

3. Select Browse to locate the syllabus file.
4. Click **Save**.
 - You should now see  to the right of the class. This symbol indicates that there is a syllabus.



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<input checked="" type="checkbox"/>	2016F	A&S	MATH	3650	01	Introduction to Actuarial Mathematics	25	Regular Academic Session