Adding a Syllabus User Guide

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



September 5, 2016 version



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						Submitted ڬ Saved 📕 Not Started			2 sections found
Term	School	Subject	Course	Section	Title	# Students		Session	
본 2016F	A&S	MATH	3650	01	Introduction to Actuarial Mathematics	25	 Class Roll Mid Term Final Roster 	Regular Academi	c Session
2016F	A&S	MATH	3859	14	Independent Study	0	 Class Roll Mid Term Final Roster 	Regular Academi	c 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.

Add Syllabus						
Choose a Syllabus file to be saved for the following sections:						
MATH-3650-01 Introduction to Actuarial Mathematics						
Save Cancel						

Add Syllabus Delete Syllabus Select All							Submitted Saved Not Started			2 sections found	
	Term	School	Subject	Course	Section	Title	# Students		Session		
[2016F	A&S	MATH	3650	01	Introduction to Actuarial Mathematics	25	 <u>Class Roll</u> <u>Mid Term</u> <u>Final Roster</u> 	Regular Academic S	ession	