



YES User Guide

Adding a Syllabus

Faculty can add a syllabus in Online Grading. This function is available through the YES suite of applications.


Contents

Adding a Syllabus	2
-------------------------	---

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	Class Roll Mid Term Final Roster Regular Academic Session
<input type="checkbox"/>	2016F	A&S	MATH	3859	14	Independent Study	0	Class Roll Mid Term Final Roster 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.

Add Syllabus

Choose a Syllabus file to be saved for the following sections:

MATH-3650-01 Introduction to Actuarial Mathematics

Syllabus: syllabus.docx

Term	School	Subject	Course	Section	Title	# Students	Session	
<input checked="" type="checkbox"/>	2016F	A&S	MATH	3650	01	Introduction to Actuarial Mathematics	25	Class Roll Mid Term Final Roster Regular Academic Session 

Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions or need additional assistance.