



Adding a Syllabus

YES User Guide

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



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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 <input type="checkbox"/> Saved <input type="checkbox"/> Not Started <input type="checkbox"/>		2 sections found		
Term	School	Subject	Course	Section	Title	# Students	Session				
<input checked="" type="checkbox"/>	2016F	A&S	MATH	3650	01	Introduction to Actuarial Mathematics	25	<input type="checkbox"/> Class Roll	<input type="checkbox"/> Mid Term	<input type="checkbox"/> Final Roster	Regular Academic Session
<input type="checkbox"/>	2016F	A&S	MATH	3859	14	Independent Study	0	<input type="checkbox"/> Class Roll	<input type="checkbox"/> Mid Term	<input type="checkbox"/> 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

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<input type="checkbox"/>	2016F	A&S	MATH	3650	01	Introduction to Actuarial Mathematics	25	<input type="checkbox"/> Class Roll	<input type="checkbox"/> Mid Term	<input type="checkbox"/> Final Roster	Regular Academic Session 

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