

**Directions**

1. From the **Build** tab

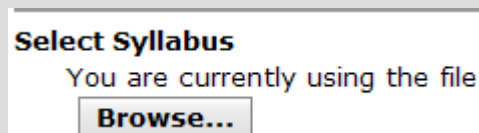
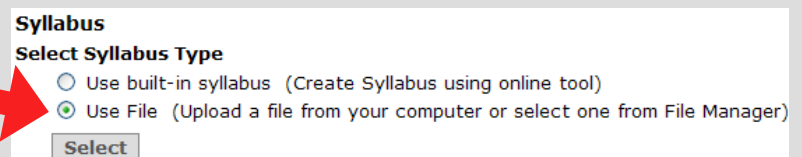
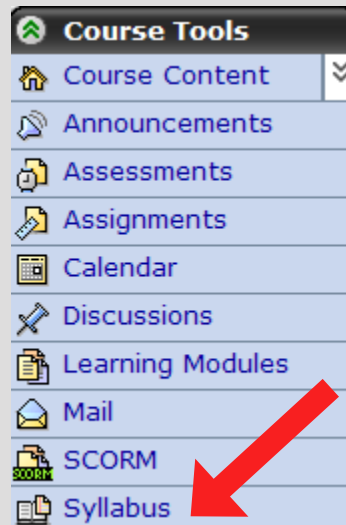
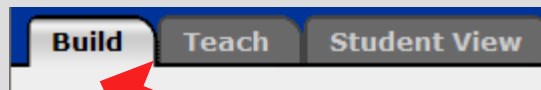
2. Under **Course Tools**  
Click **Syllabus**  
(Must enable discussion tool when selecting tools)

3. Click the radio button next to 'Use File' and Click **Select**

**Note: You can build a syllabus if you wish by selecting the 'Use Built-In Syllabus'.**

4. Click **Browse...**

**Diagram**



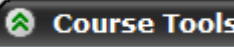
**Directions**

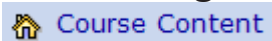
5. **Navigate to your syllabus and select your file.**

**(Warning: Save your syllabus as either a pdf or html document. MS Word Documents do not display properly)**

6. **Click** 

7. **you should see the preview of your syllabus. You will not have to click save or exit.**

**Return to the Home Page by Going to** 

**and Clicking on the tab** 

**Diagram**

