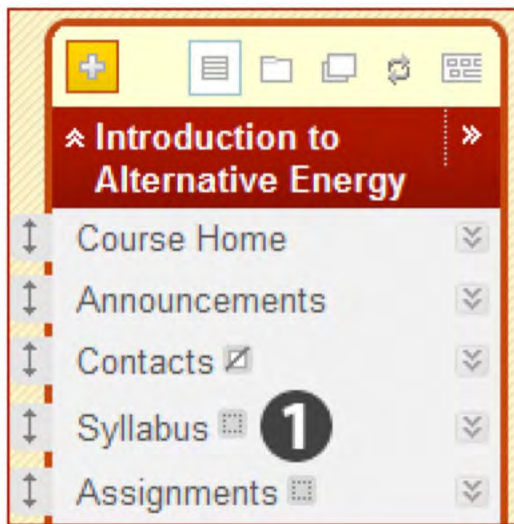


Topic: Adding A Syllabus

- 1 In **Edit Mode**, access the Content Area from the Course Menu into which you would like to add your syllabus.
- 2 On the Action Bar, click **Create Item**.
- 3 On the **Add Item** page, enter the item's **Name** and **Text**.
- 4 To add a file, click **Browse** to locate the file. Add multiple files using the Text Editor's **Attach File** function.
- 5 Under Options, select **Yes** for **Permit Users to View the Content Item** to make the item available to students,
- 6 Click **Submit**.



1. Content Information

Name **3**

Color of Name Black

Text

Visual Editor: **ON**

Normal 3 Times New Roman B I U abc x₂ x²

Please review prior to the first day of class.

Path: [body](#)

2. Attach or Link Content

Files can be attached here. Click **Browse** to select the file to attach and specify a name for the link to this file.

Attach Local File **Browse...** **4**

Name of Link to File

Special Action Create a link to this file

3. Options

Permit Users to View the Content Item ☒ Yes ☐ No **5**

Track Number of Views ☐ Yes ☒ No

Select Date and Time Restrictions

☐ **Display After**

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ **Display Until**

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

4. Submit

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