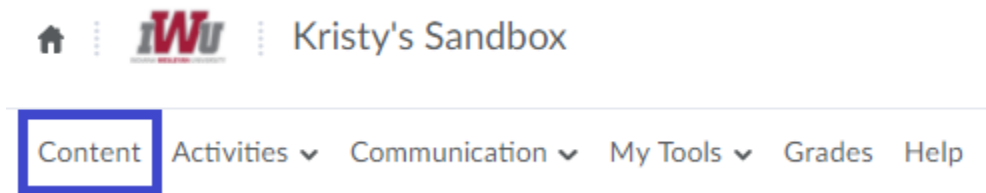


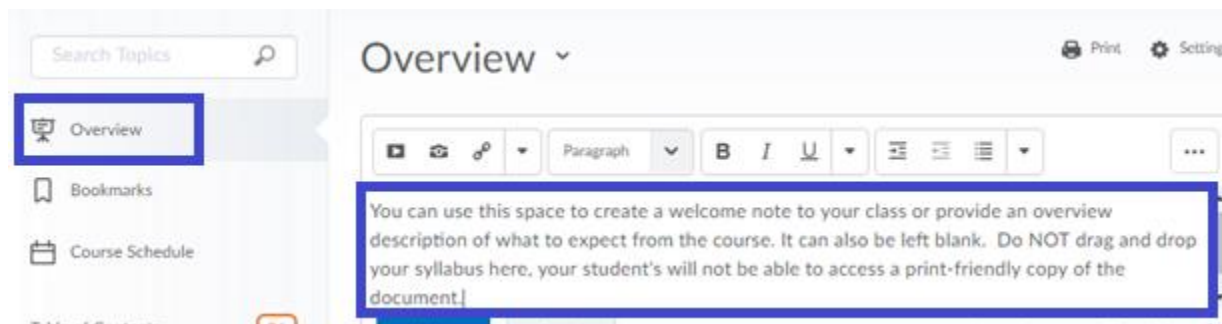
Adding a Syllabus to Brightspace

Note: Information added into the “Overview” section of your course is not available to print appropriately. If you added your syllabus or other documents into the overview area by dragging and dropping them into the available area, it will not provide a print-friendly copy for students. Please add your syllabus to your course by utilizing the steps outlined below.

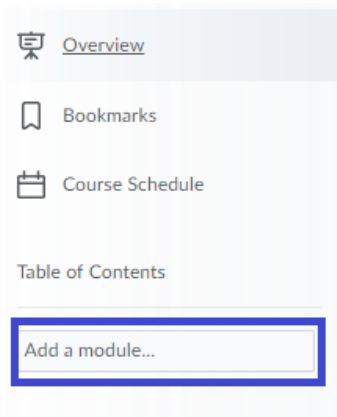
- 1.) Navigate to your course within Brightspace
- 2.) Select Content:



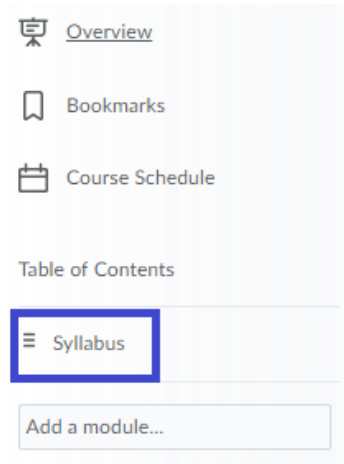
- 3.) Select Overview:
 - a. Add a description about the course if you would like – this is optional. If you leave this area blank, the “Overview” link will not show up as an area that students can select.



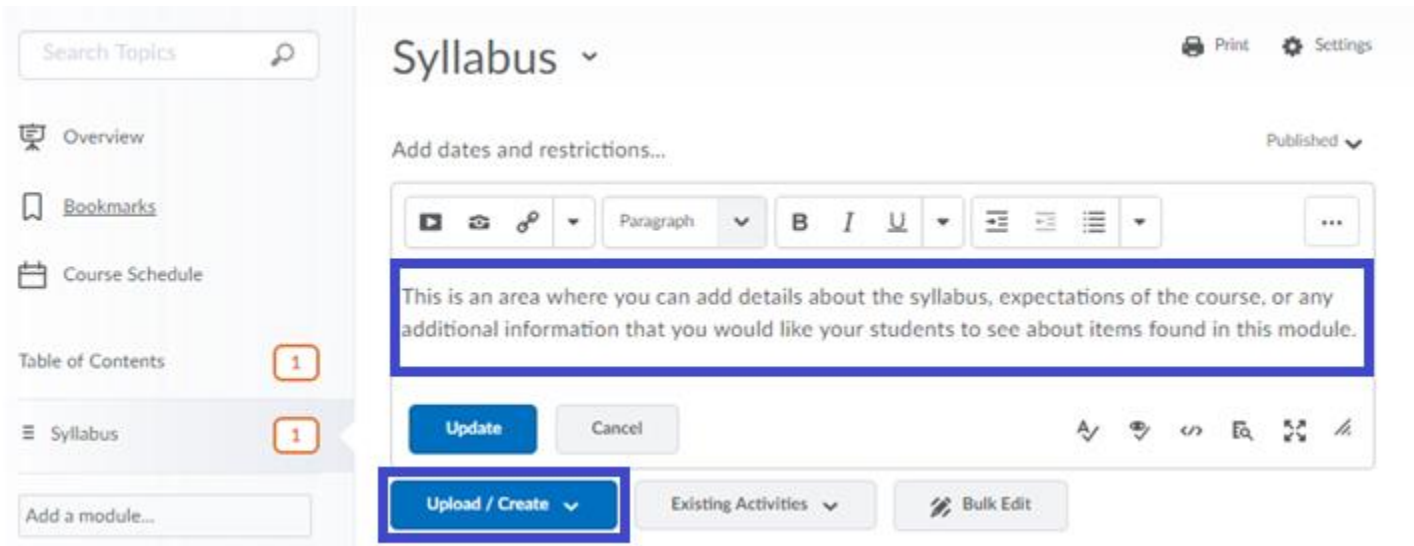
- 4.) Select “Add a module”



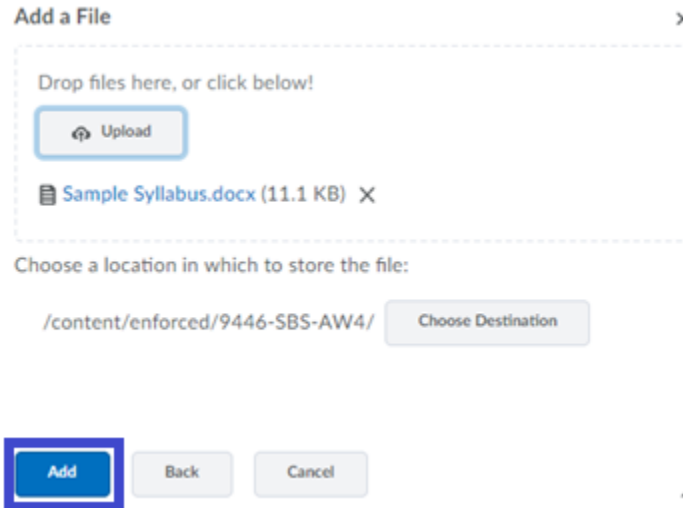
6.) Name your module. In this example, we named the module “Syllabus” then hit enter to create the module.



- 7.) Click on the “Syllabus” module and add a description (optional).
- a. Select “Upload/Create” and then select “Upload Files”
 - b. Use the folders to find the document you’d like to upload.



- 8.) Once you select your document you'd like to upload, the document name will populate under the "Upload" button.
- a. You do not need to modify where the file is stored at this time. It will default to store in the course you are instructing.
 - b. Select "Add"



The syllabus has now been added into the course.

