

POST A SYLLABUS

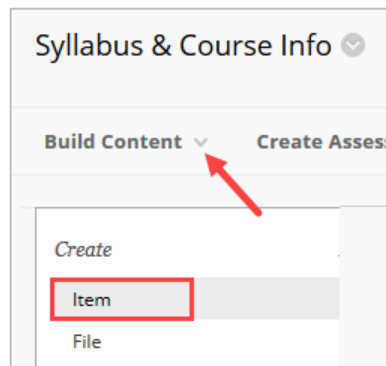
Follow the instructions for posting a syllabus to your ulearn course.

Instructions

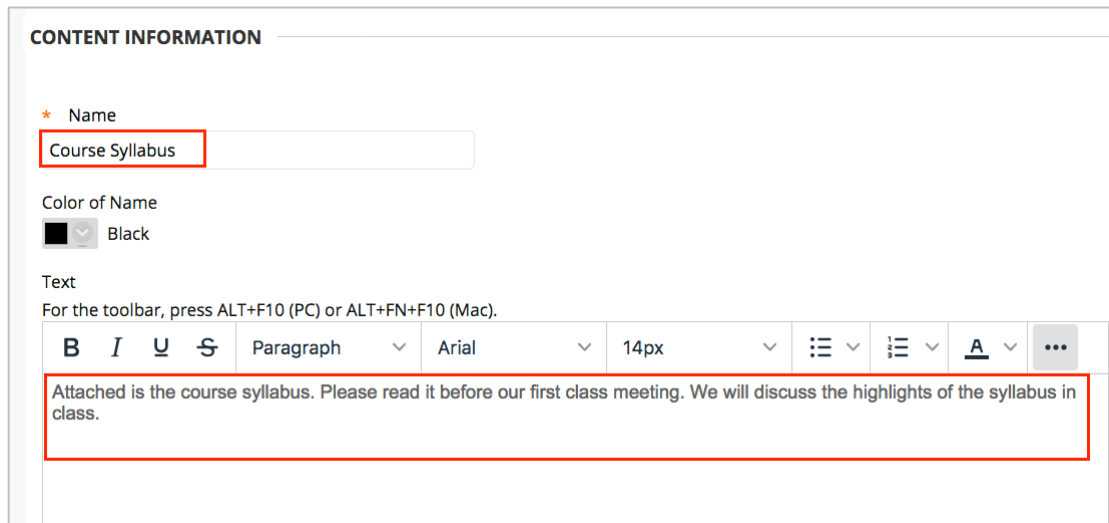
1. Select **Syllabus & Course Info** from the left course menu.



2. Click on **Build Content** and select **Item**.

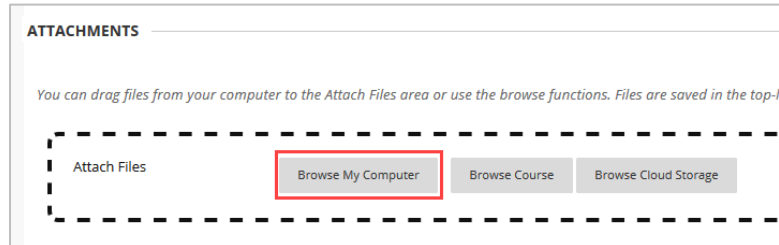


3. Enter the item **Name** (ie., Syllabus). You may include a message in the text box below (optional).

A screenshot of a form titled 'CONTENT INFORMATION'. The form has several fields. The first field is labeled '* Name' and contains the text 'Course Syllabus', which is highlighted with a red rectangular box. Below this is a 'Color of Name' field with a dropdown menu set to 'Black'. Below that is a 'Text' field with a rich text editor toolbar. The toolbar includes buttons for bold (B), italic (I), underline (U), strikethrough (ABC), paragraph (Paragraph), font (Arial), size (14px), list (bulleted), list (numbered), link (A), and a more options menu (three dots). The text area below the toolbar contains the message: 'Attached is the course syllabus. Please read it before our first class meeting. We will discuss the highlights of the syllabus in class.' This text area is highlighted with a red rectangular box.

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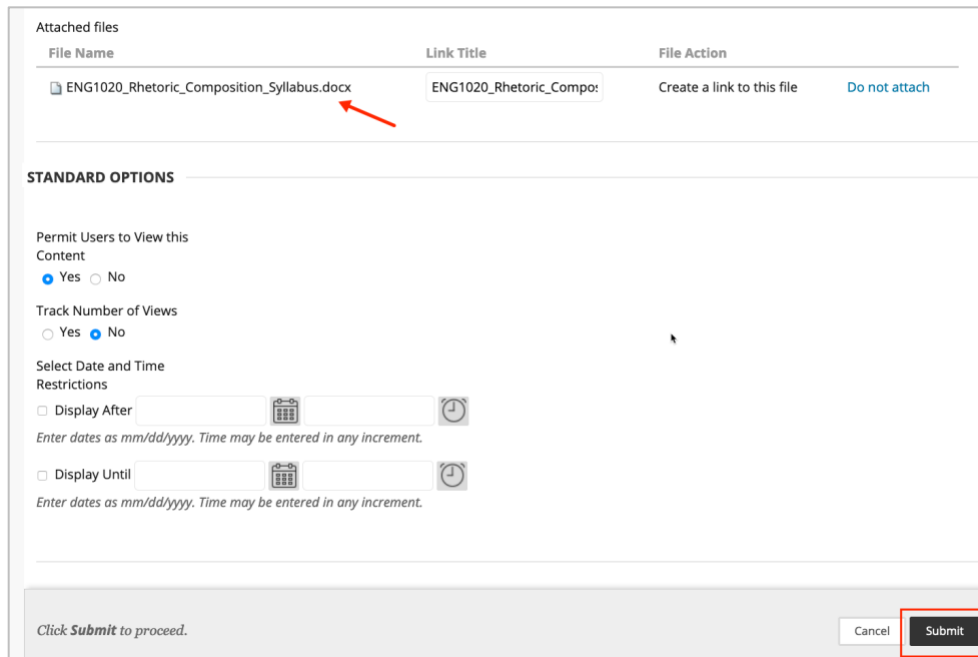
4. Scroll down to the Attachments section to attach the file. Click **Browse my Computer** to select a file from your computer.



5. After clicking Browse my Computer, **select** the file from your computer (the file will be highlighted with the mouse) and click **Open** to select the file.



6. Your file will be listed under the Attached Files area. Click **Submit** to post the syllabus.



The syllabus has been posted.

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Syllabus

Attached Files:   [ENG1020 Rhetoric and Composition I Syllabus AY 2021-2022.docx](#)