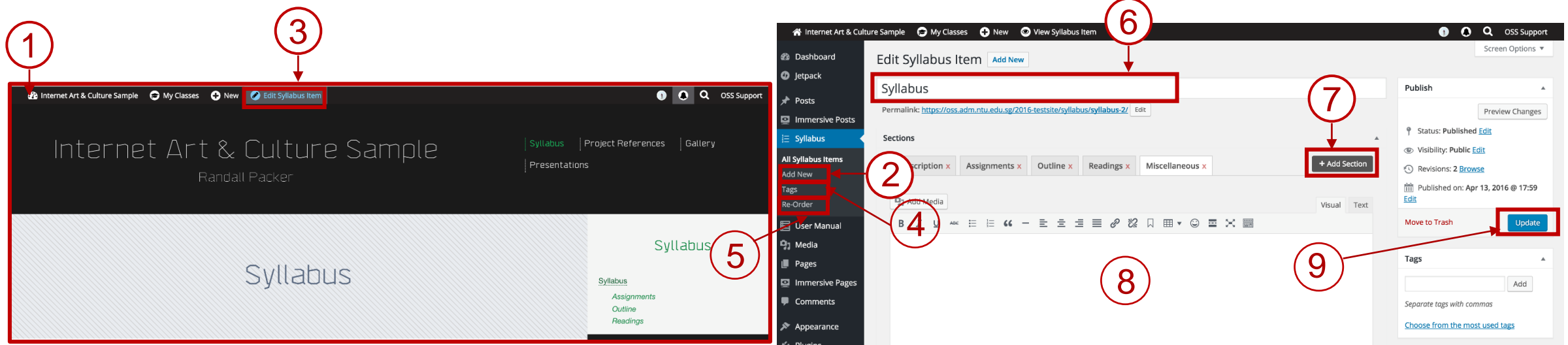


OSS Quick Guide: Posting a Syllabus

In this guide, you will learn how to create and update syllabus throughout the semester.



Steps / Action Descriptions

1. Go to your **CLASS SITE** where an empty syllabus template has already been created.
2. Click on **ADD NEW** on the Main Menu
3. If you want to edit your syllabus, click on the **PENCIL EDITOR** icon that says **EDIT SYLLABUS ITEM** on the admin bar.
4. Click on the **TAGS** if you want to add new tags
5. Click on **RE-ORDER** to reorder the syllabus list by drag and drop
6. To **EDIT SECTIONS**, double click on it.
7. To add a section, click the **ADD SECTION** button on the right.
8. To copy the syllabus, click **COPY** and **PASTE** the appropriate sections of your syllabus into the various sections of the template
9. Click on **PUBLISH** when you are done. The syllabus will be accessible on the Main Menu of your class site.