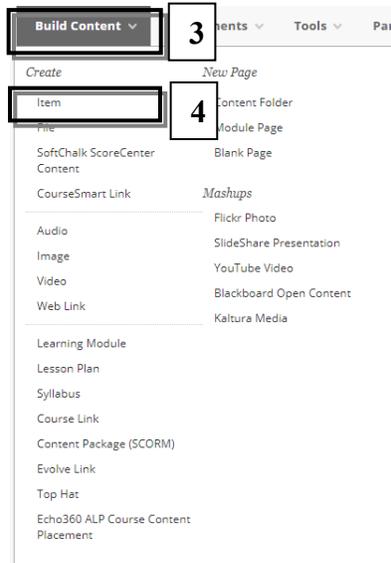


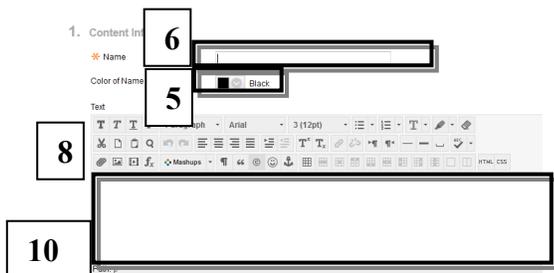
# Post Syllabus



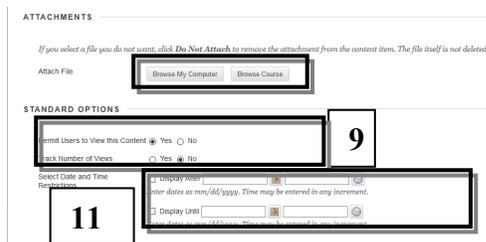
2. 1. With the *Edit Mode ON*
2. Click a **Syllabus & Outline**



3. In the content area, click **Build Content**
4. Choose **Item**



5. The *Create Item* page opens. Type *Syllabus* in the **Name Field**. All (\*) fields must be filled out
6. Choose a **Color of Name** (optional).
7. Type instructions or other information into the **Text Field**



8. Click **Browse My Computer** or **Browse Course** to locate the file
9. *Permit users to View* Choose **Yes** to show the content item. Choose **No** to make it unavailable
10. *Track Number of Views* Choose **Yes** to track how often a student has viewed or accessed content
11. Select **Date and Time restrictions** to determine content availability
12. Click **Submit**