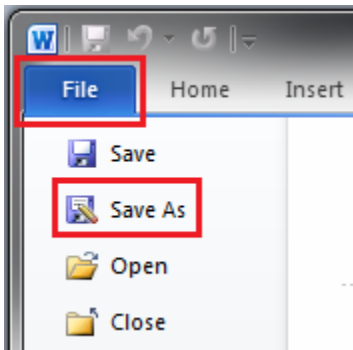


Overview:

Each course at SCTCC requires that a syllabus be placed in your D2L course shell. In this guide you will create a Content Module titled Course Information and upload your Syllabus to your D2L course. It is recommended to have the Syllabus in .pdf format because students will have fewer problems accessing it.

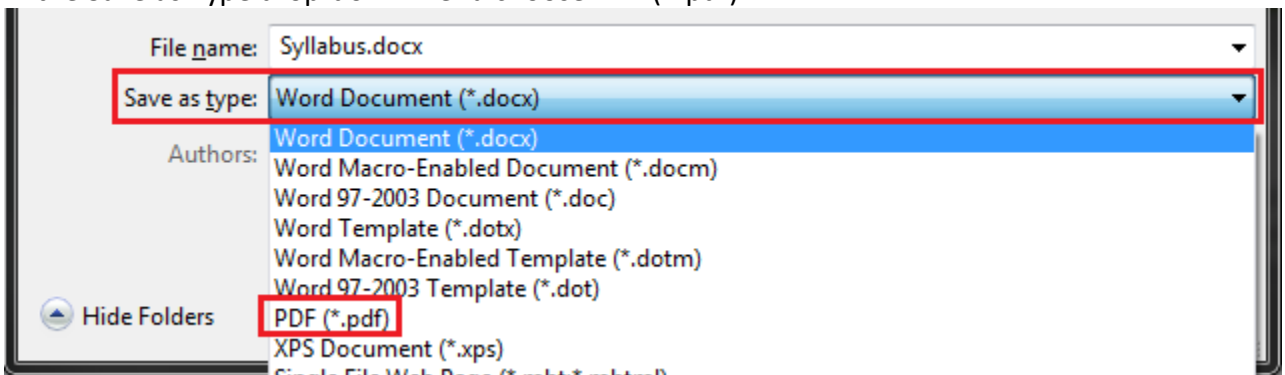
Instructions:

1. If your Syllabus is already in .pdf format, skip to step 6
2. Open your Syllabus in Microsoft Word
3. Click File
4. Click Save As



Steps 3-4

5. In the Save as Type drop-down menu choose PDF (*.pdf)



Step 5

6. In D2L, Click Content

7. Click New Module



Step 7

8. Title the Module "Course Information"

9. Click Save

Steps 8-9

10. Click Content
11. Click New Topic



Step 11

12. Click Upload New File

Step 12

13. In the Parent Module drop-down menu choose Course Information
14. Title the Content Topic (ex. Syllabus, Analytical Writing 1320 22)
15. Click Browse
16. Navigate to where your Syllabus is saved on your computer and select the file

17. Click Choose/Open

18. Click Save

General

Parent Module: [\[add module\]](#)

* Title:

Short Title: ?

Enumeration: Hide enumeration for this topic ?

Content

* File to Upload:

Path:

Steps13-18

19. Click Content

20. Click on the Syllabus link to see your Syllabus

Notes:

- You can use the Online Syllabus Template to create your Syllabus if you don't already have one