

Sakai Tools

Post your Syllabus Using the Syllabus Tool

There are several methods for posting a syllabus in Sakai using the Sakai Syllabus tool.

1. Go to the course menu and Click on **Syllabus**.
2. Click on **Create/Edit** then on **Add** to add a syllabus item.
3. Enter a **Title** and **Content**. Here are some examples of ways to enter syllabus content:
 - Copy and paste from an existing syllabus into the text editor.
 - Add your syllabus as an attachment.
Tip: To post an updated copy of your attached syllabus file, go to Syllabus and click **Create/Edit**. Click **Remove** to remove the attached file. Click **Add attachment** and **Browse...** your computer for files to attach your updated file. Click **Post**.
 - Advanced: Create a multi-part syllabus by adding one syllabus item at a time. This option gives you the flexibility to reorder your syllabus items.
4. By default, no Email Notification will be sent to users that the item is available.
Tip: If you'd like all participants to receive an email notification that the item is available select **High – All participants** from the drop down menu.
5. Click **Post**.

Need help with Sakai tools? Contextual help is available within each Sakai tool by clicking on the question mark icon in the upper right of each tool window. You may also reset the tool by clicking on the arrows adjacent to the tool title. This returns you to the tool's initial screen.

