

How to Post a Syllabus in Sakai

This handout provides step-by-step instructions for posting a syllabus document (Word or PDF file) as an attachment in the Syllabus area of Sakai.

Before you begin: The instructions below assume you have already created your syllabus and saved it as a Word document or PDF file.

Step 1: Add an item and attach your syllabus

1. In your course site, click **Syllabus** on the course menu.
2. Click **Add Item**. Enter a **Title**. (Ex: WEB-110-090 Syllabus - Spring 2017)
3. In the large **Content** box, you can type in instructions for your students (optional). Example:

Click on the attached file to learn important details about course policies, requirements, and the class schedule.

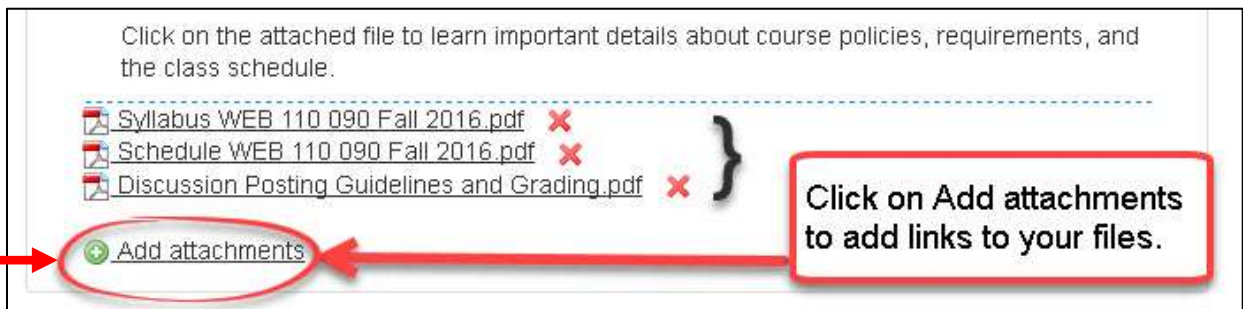
4. Click **Add and Publish**. You'll see a blue tool bar that shows your syllabus title and some icons and options. Make sure the light bulb icon is *yellow*, so the syllabus will be visible to students.

NOTE: Students won't see your syllabus (or any course content!) until you publish the **course site**.



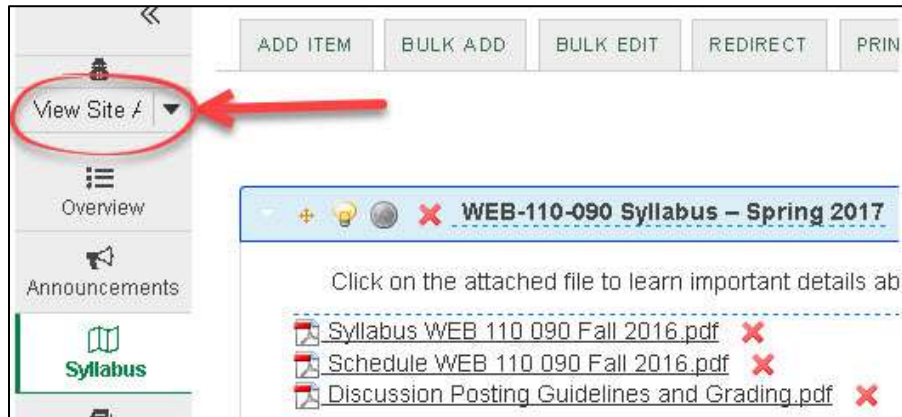
TIP: DO NOT add start or end dates, as this could result in accidentally hiding the syllabus from students.

5. Click **Add attachments**. At the top, below *Upload local file*, click **Browse** or **Choose file**.
 - a. Navigate to the location on your computer where your syllabus document is stored. Select the syllabus document and click **Open**. Your file will be uploaded.
 - b. You can attach additional files if needed. Click on the **Continue** button to attach the file(s) to the Syllabus. Your attachment link(s) will be displayed.



Step 2: Preview your syllabus as a student

1. At the top of the course menu, above Overview, click on **View Site As**, then click on **Student**. Your Syllabus will display the way students will see it.
2. When done, be sure to click on **Exit Student View** to get your instructor controls back.



How do I make changes after posting a syllabus?

After posting a syllabus in Sakai, you may find later that you need to make changes to it or make a correction.

To change the Syllabus title (in the blue bar), simply click on the title, make any changes, then click on the checkmark button to save.

To change the content text (instructions) below the title, click anywhere on the text, make your changes in the pop-up box, then click on the checkmark button to save.

To make changes to an attached document, follow these steps:

1. In your word processor, make any needed changes to your syllabus document and save.
2. In Sakai, click on **Syllabus**.
3. To the right of the *attached syllabus document*, click on the **red X**. Then click **Delete**.
 - **TIP:** (Do not click on the red X beside your Syllabus title, unless you want to *delete your syllabus title, instructions, and attachments.*)
4. Click on **Add attachments**
 - At the top, below *Upload local file*, click **Browse**.
 - Navigate to the location on your computer where your revised syllabus document is saved. Select the revised syllabus document and click **Open**. Your file will be uploaded.
5. At the top, under *Items to attach*, the file name is displayed. Click on the **Continue** button to attach the revised file. You'll see the title of your file displayed.