

How to . . .

Upload a Private syllabus, reserved reading or other document – Accessible only to the Marlboro Community



You may want to use the summary section when uploading documents other than the syllabus. The summary is a very short description of the document/resource. The summary appears on the resource index page making it easier for students searching for particular resources.



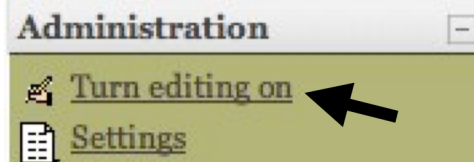
Time saving tip: If you have more than a few documents you need to upload you should zip or archive the group of files, upload and then unzip the files once they are online. See me for directions and a short tutorial on this method of uploading.

1. Login to the Courses system

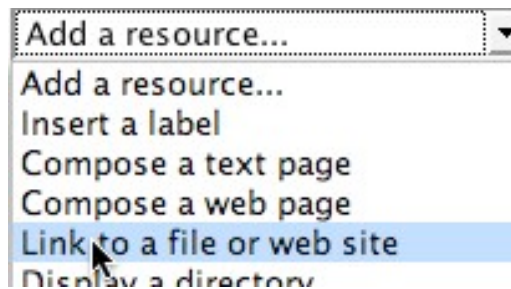
<https://courses.marlboro.edu/login/index.php>

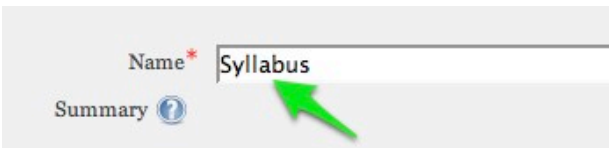



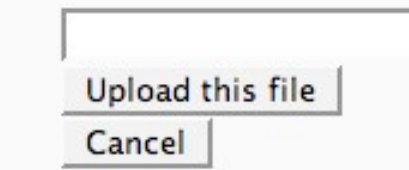

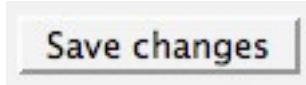
2. Click the course, under “My Courses” you wish to upload a syllabus too

3. Click **Turn editing on**



4. Click **Add Resource** and select **Link to a file or web site**



<p>5. Enter an appropriate Name</p>	
<p>6. Click Choose or upload a file</p>	
<p>7. At the bottom of the next window select Upload a file</p>	
<p>8. Now click Browse</p>	
<p>9. Find and then double-click your syllabus document</p>	
<p>10. Click Upload this file</p>	
<p>11. Your document should now be listed. Click Choose on the right</p>	
<p>12. Scroll to the bottom and click Save changes</p>	

Questions, comments or to schedule a training session email tobiasg@marlboro.edu or call x147 or 451-7147(off campus)