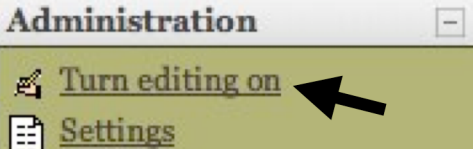
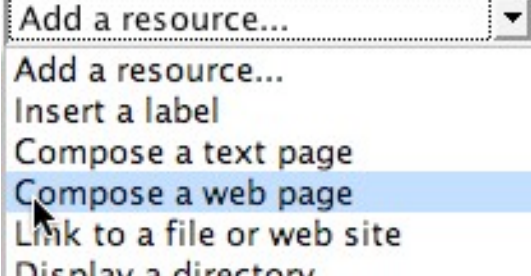

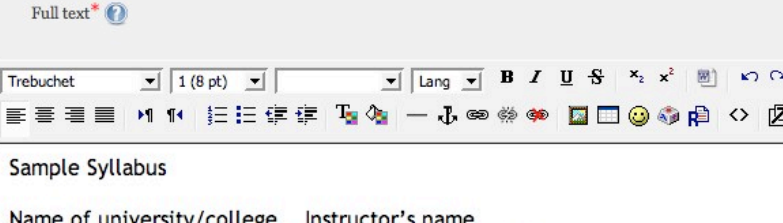
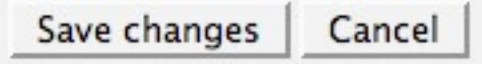


## How to . . . Upload a Publicly Accessible Syllabus



When working with the Courses system Firefox is the best browser to use. Safari does not support all of the editing options available.

1. Open your syllabus document	
2. Click <b>Edit &gt; Select All</b>	
3. Click <b>Edit &gt; Copy</b>	
4. Login to the Courses system <a href="https://courses.marlboro.edu/login/index.php">https://courses.marlboro.edu/login/index.php</a>	
5. Click the course, under “My Courses” you wish to upload a syllabus too	
6. Turn editing on	
7. Click <b>Add Resource</b> and select <b>Compose a web page</b>	
8. Enter an Appropriate Name	
9. Click in the Full text box and paste ( <b>Edit &gt; Paste</b> ). You can ignore the summary box.	
10. Check that the formatting is correct	
11. Click <b>Save Changes</b>	

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