1. Click on the **Syllabus** link on the course navigation menu in your course.

2. Click on the **Edit** button in the upper right of the screen.

3. Click on the **three dots** on the right side of the toolbar above the text box.

Course Syllabus

Syllabus Description:

| 12pt ⌄ | Paragraph ⌄ | **B** | *I* | U̲ | A ⌄ | ✎ ⌄ | T² ⌄ | ≡ ⌄ | ☰ ⌄ | ⫧ | ¶‹ ⌄ | ⋮ |

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Cancel   Update Syllabus

Course Summary:

Date	Details
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4. Select the image of a **document** (fourth icon from left) and select **Upload Document** in the dropdown menu.

Course Syllabus

Syllabus Description:

| 12pt ⌄ | Paragraph ⌄ | | **B** | *I* | U̲ | A ⌄ | ✎ ⌄ | T² ⌄ | | ☰ ⌄ | ☰ ⌄ | ☲ | ¶ ⌄ | ⋮ |

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Course Documents

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5. **Drag and drop** your syllabus file into the window.

Syllabus

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6. Click the **Submit** button in the lower right of the window.
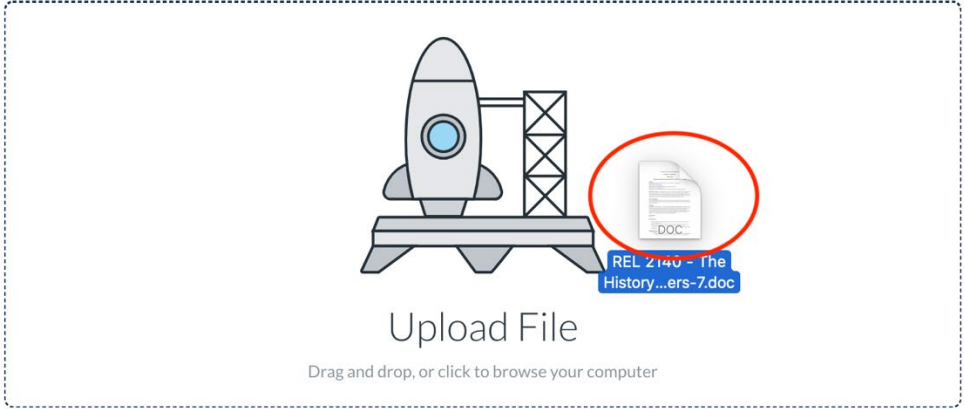
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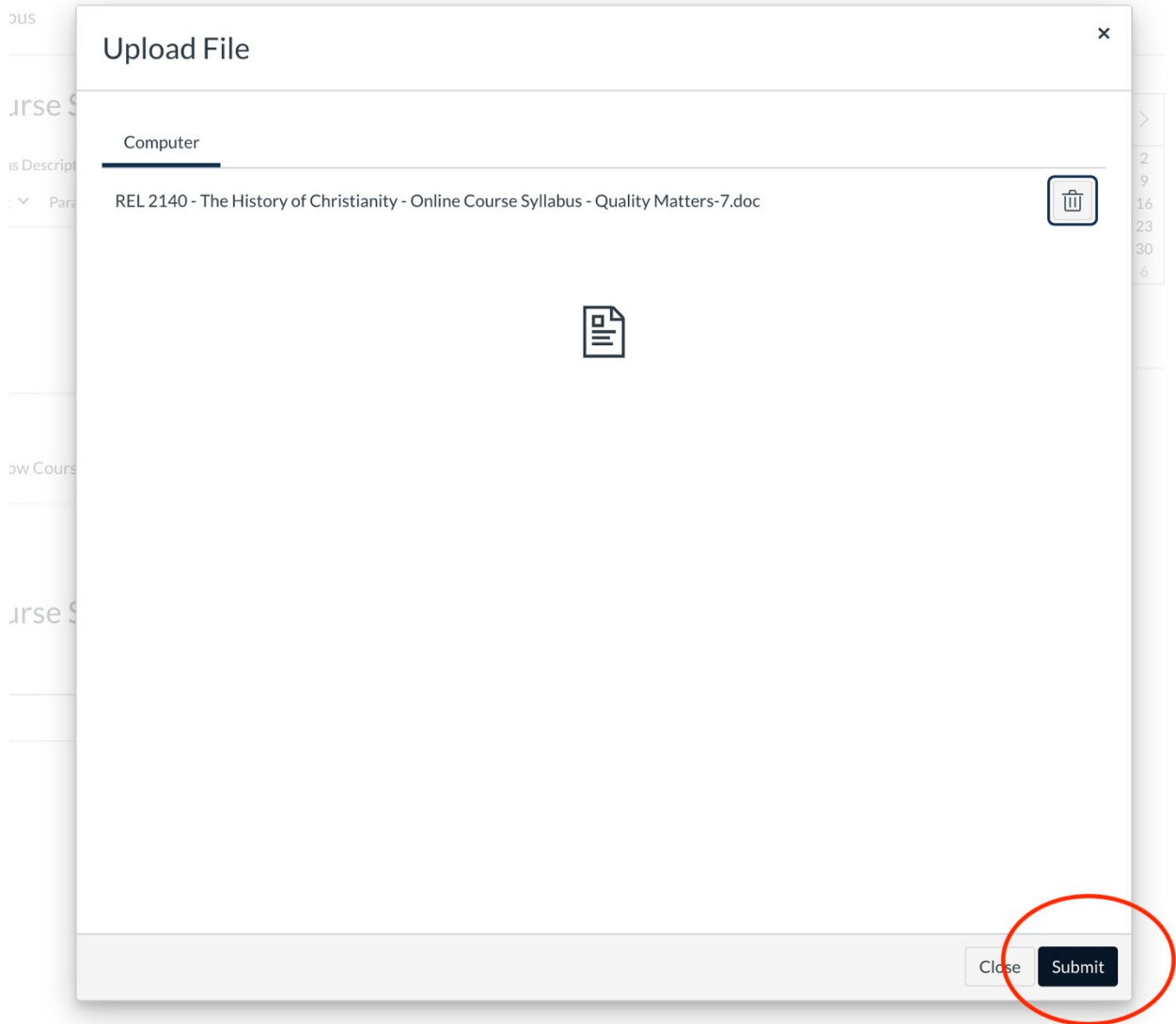
7. Click **Update syllabus**.

Course Syllabus

Syllabus Description:

12pt ⌄   Paragraph ⌄ | **B**   *I*   U   A ⌄   ✎ ⌄   T² ⌄ | ☰ ⌄   ☰ ⌄   ☵   ¶‹ ⌄ | ⋮

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Course Summary:

Date	Details
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