

Adding a Syllabus File in HuskyCT

Step 1: Navigate to the Content Area or Folder

Click on a **Content Area** link in the navigation menu

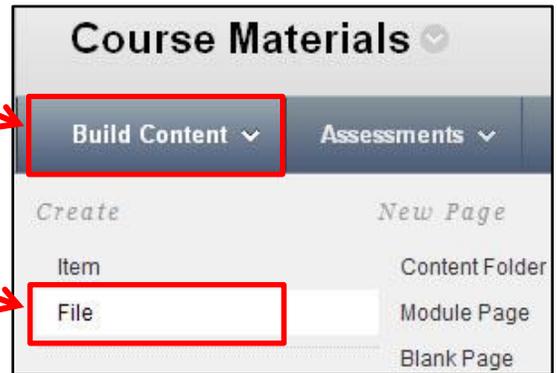
or Click on a **Content Folder** link on a content page



Option 1: Choose the Build Content button and select "File"

Click on "Build Content" button

then on File



1. Select File

NOTE: Name must be entered for link. Does not need to match file name

Course page heading.

Name

Color of Name

Find File

Selected File

Click **Browse My Computer** or one from within Course Files by clicking on the list of content. Click **No** to display the file within the Course environment.

Black

Browse My Computer

File Name

File Type

Select a Different File

Can change link color

Browse Content Collection

Syllabus.pdf

PDF

File name appears here

Use "Browse My Computer" to select file.

If wrong file chosen, can "Select a Different File."

"Open in New Window" strongly recommended

2. File Options

Open in New Window

Yes No

Click **Submit**

Cancel

Submit

Option 2: Use Build Content button and select "Syllabus"

Click on "Build Content" button

then on Syllabus

The image shows a 'Build Content' button with a dropdown arrow. A red box highlights the button. A red arrow points to the dropdown menu. The menu is open, showing options: 'Create Item File', 'Learning Module', 'Lesson Plan', and 'Syllabus'. A red box highlights the 'Syllabus' option.

1. Name

* Syllabus Name

Enter name for link to syllabus

2. Syllabus

Select option "Use Existing File"

Use "Browse My Computer" to select file.

File name will appear here.

The image shows a form with two sections. Section 1, 'Name', has a text input field for 'Syllabus Name' with a red box around it. Section 2, 'Syllabus', has two radio buttons: 'Create New Syllabus' and 'Use Existing File'. The 'Use Existing File' option is selected and has a red box around it. Below the radio buttons are two buttons: 'Browse My Computer' (highlighted with a red box) and 'Browse Content Collection'. Below these buttons is a table with two columns: 'File Name' and 'File Action'. The table contains one row with 'Syllabus.pdf' in the 'File Name' column and 'Create a link to this file' in the 'File Action' column. A red box highlights the 'Syllabus.pdf' entry.

Click **Submit** on this screen and next.

The image shows two buttons: 'Cancel' and 'Submit'. A red box highlights the 'Submit' button.

Newly added Syllabus will look like this on the Content Page

The image shows a content page with a document icon and the title 'Syllabus'. Below the title, it says 'Attached Files: Syllabus.pdf (80.212 KB)'. A red arrow points from the text to the document icon.