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

Announcements

Course Overview and Syllabus

Library Resources

Course Materials

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

Click on "**Build Content**" button

then on **File**

Course Materials

Build Content ∨   Assessments ∨

Create   New Page

Item   Content Folder

File   Module Page

                Blank Page
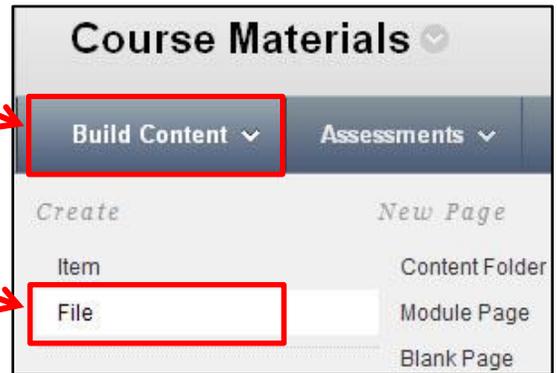
1. Select File

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

*...g Browse My Computer or one from within Course Files by cl...
...e list of content. Click No to display the file within the Course en...
Course page heading.*

✳ Name

Color of Name   Black   Can change link color

Use "Browse My Computer" to select file.

✳ Find File   Browse My Computer   Browse Content Collection

Selected File   File Name   Syllabus.pdf
                       File Type   PDF

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

"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

Build Content ∨   Asse

Create

Item

File

then on **Syllabus**

Learning Module

Lesson Plan

Syllabus

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1. **Name**

   ✳ Syllabus Name

Enter name for link to syllabus

2. **Syllabus**

   Select option "Use Existing File"

   ○ Create New Syllabus   ◉ Use Existing File

   Attach File   Browse My Computer   Browse Content Collection

Use "Browse My Computer" to select file.

File Name	File Action
📄 Syllabus.pdf	Create a link to this file

File name will appear here.

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

Cancel   Submit

Newly added Syllabus will look like this on the Content Page

Syllabus

Attached Files: 📄 Syllabus.pdf ⌄ (80.212 KB)