

How to Post a Syllabus in Sakai

This handout provides step-by-step instructions for posting a syllabus document (Word or PDF file) as an attachment in the Syllabus area of Sakai.

Before you begin: The instructions below assume you have already created your syllabus and saved it as a Word document or PDF file.

Step 1: Add an item and attach your syllabus

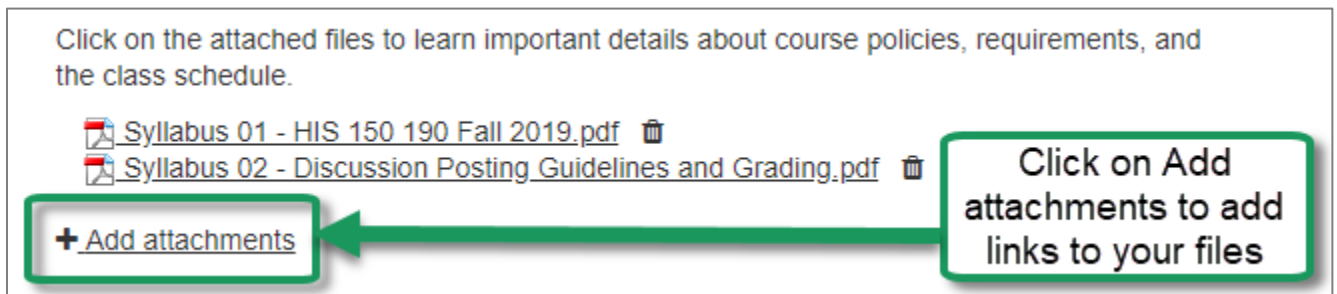
1. In your course site, click **Syllabus** on the course menu.
2. Click **Add Item**. Enter a **Title**. (Ex: HIS 150 190 Syllabus)
3. In the large **Content** box, you can type in instructions for your students (optional). Example:

Click on the attached file to learn important details about course policies, requirements, and the class schedule.

4. Click **Add and Publish**. A tool bar shows your syllabus title and some icons and options on the far right. Make sure the eye icon does not have a slash through it, so the syllabus will be visible to students. **NOTE:** Students won't see your syllabus (or any course content!) until you publish the **course site**.

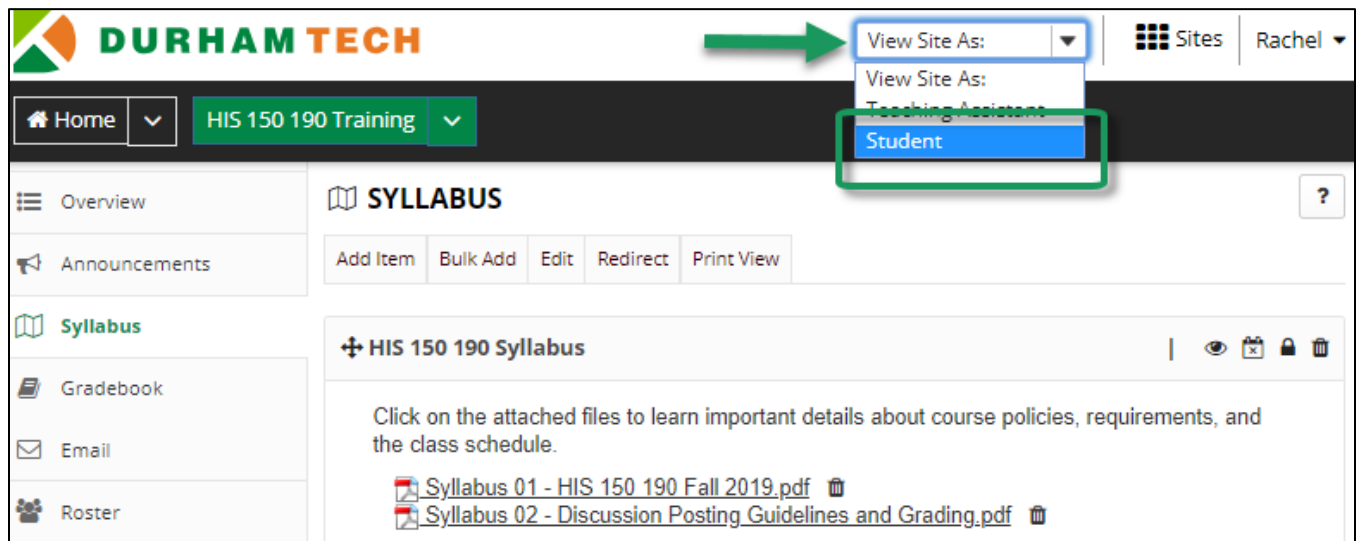


5. Click **Add attachments**. At the top, below *Upload local file*, click **Browse** or **Choose file**.
 - a. Navigate to the location on your computer where your syllabus document is stored. Select the syllabus document and click **Open**. Your file will be uploaded.
 - b. You can attach additional files if needed. Click on the **Continue** button to attach the file(s) to the Syllabus. Your attachment link(s) will be displayed.



Step 2: Preview your syllabus as a student

1. At top right, beside Sites, click on **View Site As**, then click on **Student**. Your Syllabus will display the way students will see it.
2. When done, be sure to click on **Exit Student View** to get your instructor controls back.



How do I make changes after posting a syllabus?

After posting a syllabus in Sakai, you may find later that you need to make changes or a correction.

To change the Syllabus title and content, click on the **Edit** tab. Below the syllabus title, click on the **Edit Details** link. Make your changes in the title or text box, scroll down; click on **Add and Publish**.

To make changes to an attached document, follow these steps:

1. In your word processor, make any needed changes to your syllabus document and save.
2. In Sakai, click on **Syllabus**.
3. To the right of the *attached syllabus document*, click on the **trash can icon**. Then click **Delete**.
 - **TIP:** (Do not click on the trash can icon to the right of your Syllabus title, unless you want to delete your syllabus title, instructions, and your attachments.)
4. Click on **Add attachments**
 - At the top, below *Upload local file*, click **Browse** or **Choose File**.
 - Navigate to the location on your computer where your revised syllabus document is saved. Select the revised syllabus document and click **Open**. Your file will be uploaded.
5. At the top, under *Items to attach*, the file name is displayed. Click on the **Continue** button to attach the revised file. You'll see the title of your file displayed.