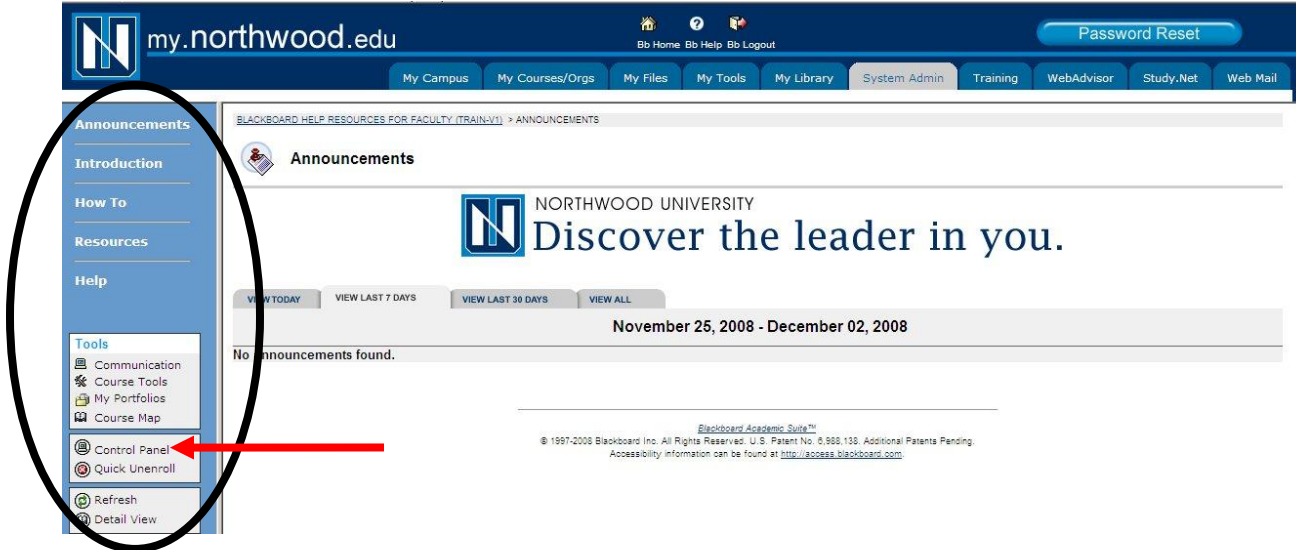


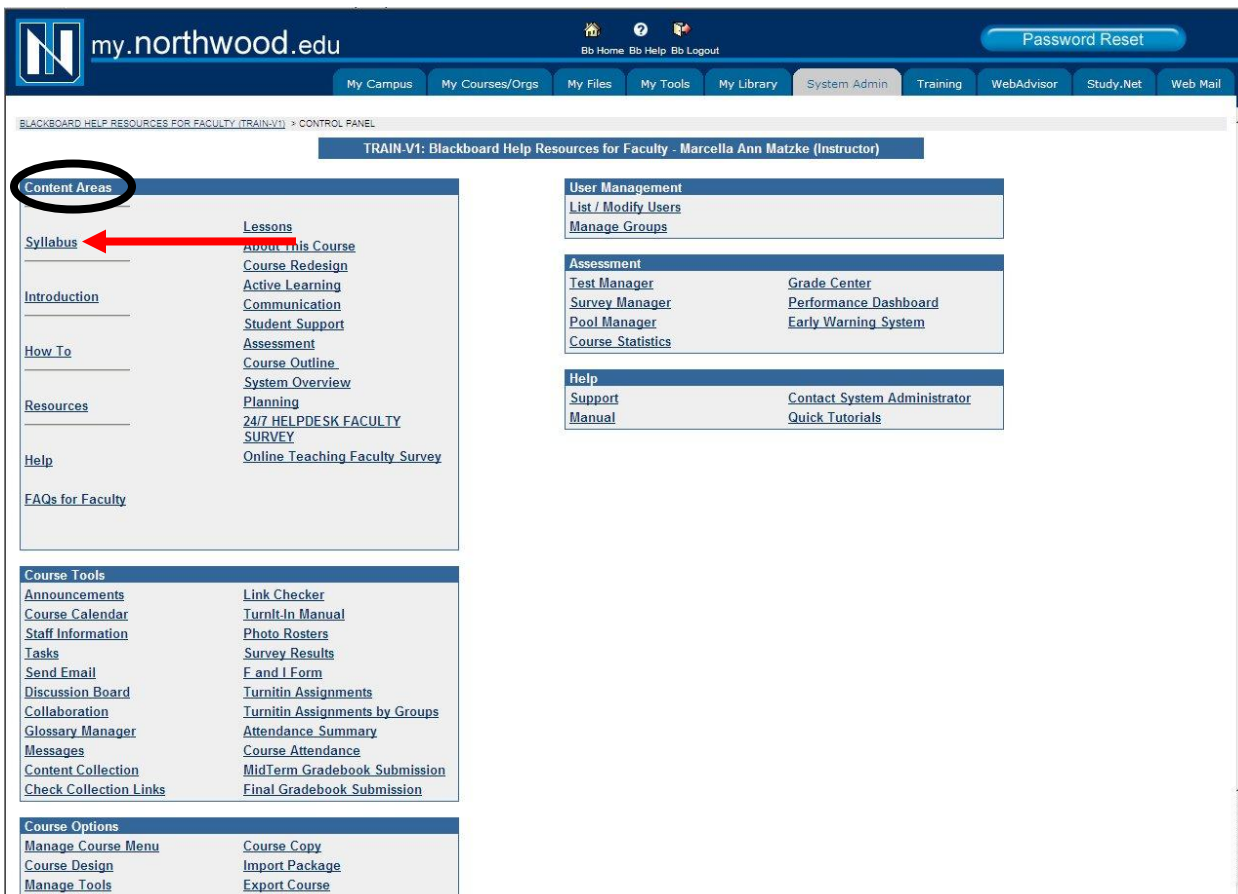
Posting The Course Syllabus

Login to my.northwood @ <http://my.northwood.edu>-Click the My Courses/Orgs Tab-Locate the Course List module-Click the Course Name (link) to which the syllabus is to be added, and then follow these steps:

1. Click **Control Panel** from the **Course Menu**

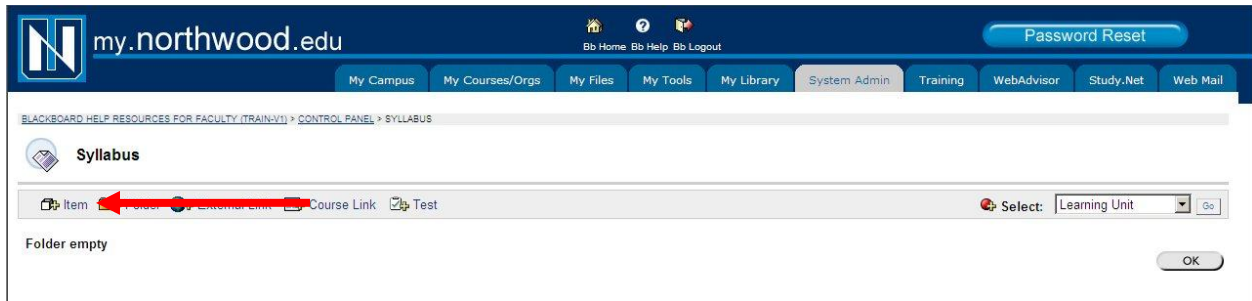


2. From the **Content Areas** module, Click **Syllabus**

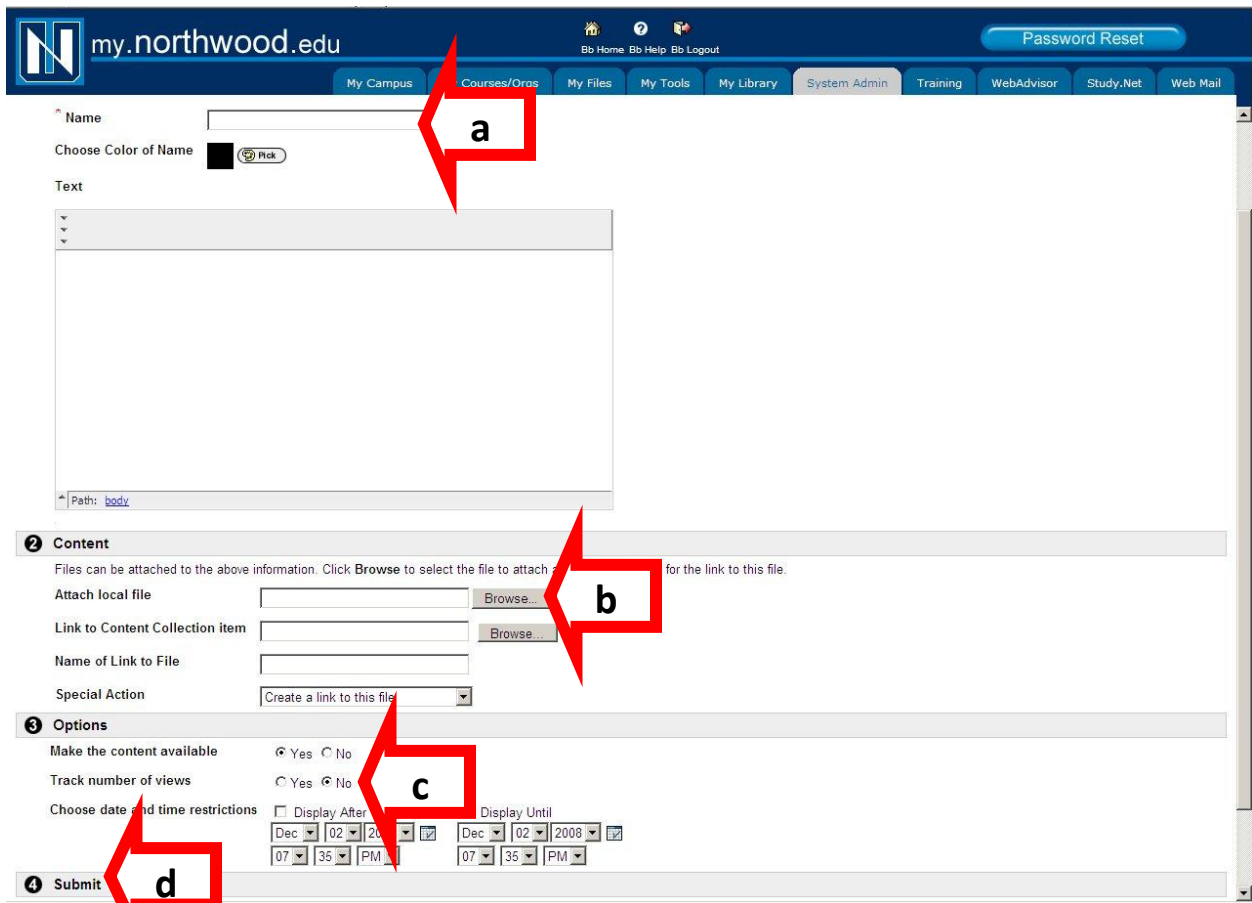


Posting The Course Syllabus

3. Click **+Item** (add item)



4. Complete the **Add Item** screen



- a. Add an Item Area Name—usually some iteration of the course name/number/term/section
- b. Move to **#2** area of screen **Content** and Click the Browse button associated with Attach local file
Use choose file window (will pop-up after clicking Browse) to locate file >Click file title (once) to highlight (select) in choose file window>Click Open in lower right corner of choose file window
- c. Move to **#3** area of screen **Options**
Click in Yes circle following *Track number of views* to monitor student access>Make no other changes, default settings are correct
- d. Move to **#4** area of screen **Submit**
Click Submit button in lower right corner of screen>Click OK