

# Course Syllabus: How to Upload for Students to Access



Each term, it is important to upload a course syllabus into your course in LiveText. By uploading your syllabus to a course, every student on that course's roster will have access to view its contents. Please review the document *Course Syllabus: How to Create a Syllabus from and Existing Syllabus* to easily create a new syllabus for a new term.

## 1 Log into LiveText and click on the *Courses* tab.

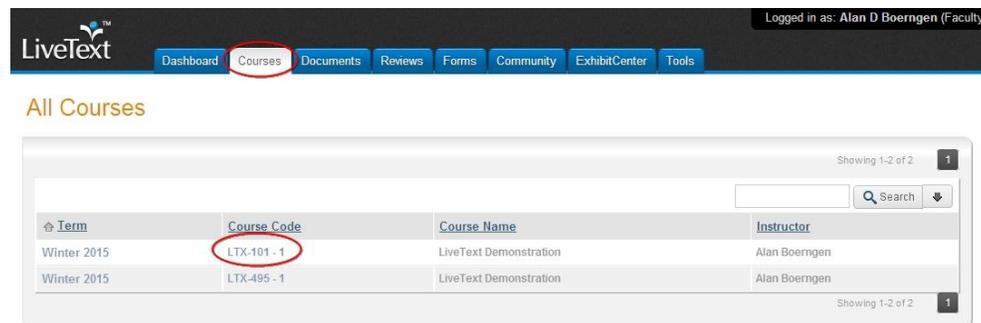
This should bring you to a list of your courses for the current term. If uploading a syllabus to a course in a term that has not yet begun, use the *View Other Terms* link in the upper right (Figure 1) to change which term is viewed.

Figure 1



## 2 Click on the desired *Course Code* in the list. (Figure 2) This will open to that course's *Overview* tab.

Figure 2



## 3 The “*Course Overview*” tab (Figure 3) provides access to basic course information, syllabus information, and other resources, if desired. Click the *Edit* button in the upper right of this section to access the editing area.

Figure 3



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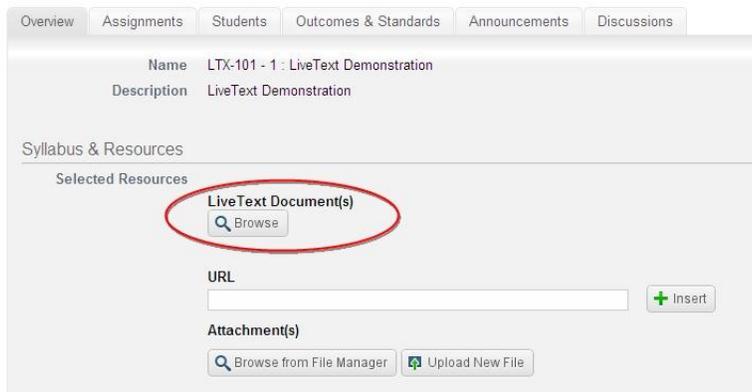
# 4

You can add your syllabus under the “*Syllabus and Resources*” section. (Figure 4)

Click the **Browse...** button under “**LiveText Document(s)**” (Figure 4) to open a small window (Figure 5) that allows you to select which document to attach. Find the desired syllabus.

**Figure 4**

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**Figure 5**



**Note:** If you have many documents in your account, you might need to search using the field in the upper right of the small window. Try setting **View Label** to “All” and typing the desired course number in the search field. Press the “Search” button to start the search.

# 5

Click the checkbox next to the desired document and click **Insert Document(s)** in the upper left of the small window to attach syllabus to the course. (Figure 5)

The *Insert Documents* window will now close, displaying the *Overview* tab. The syllabus (and other desired documents) should be visible.

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# 6

Click **Finish** in the lower right when done attaching files. (Figure 6)

Your syllabus should now appear as part of the *Overview* as a selected resource in the “Syllabus & Resources” area. It is a link that, when clicked, allows those listed on the course roster to access the document.

**Figure 6**

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The screenshot shows a web interface for course management. At the top, there are tabs for 'Overview', 'Assignments', 'Students', 'Outcomes & Standards', 'Announcements', and 'Discussions'. The 'Overview' tab is selected. Below the tabs, the course name is 'LTX-101 - 1 : LiveText Demonstration' and the description is 'LiveText Demonstration'. The 'Syllabus & Resources' section is active, showing a 'Selected Resources' list with one item: 'EDU 123 - Sample Course à A. Boerngen - Spring 2011 ( Version 1 )'. Below this, there are sections for 'LiveText Document(s)' with a 'Browse' button, a 'URL' field with an 'Insert' button, and an 'Attachment(s)' section with 'Browse from File Manager' and 'Upload New File' buttons. A red circle highlights the 'Finish' button in the bottom right corner.

In addition to a syllabus, other resources can be uploaded to the *Overview* for students on the course roster to see. For example, links to relevant websites can be inserted using the URL field and files can be attached using the “Attachment(s)” area. When attaching files, be mindful that your students have the necessary software to open the type of file uploaded.

## Notes:

For help with creating a syllabus from scratch, please reference *Course Syllabus: How to Create and Edit in LiveText*

If you wish to adapt an existing course syllabus to use, reference *How to Create a Syllabus from and Existing Syllabus*