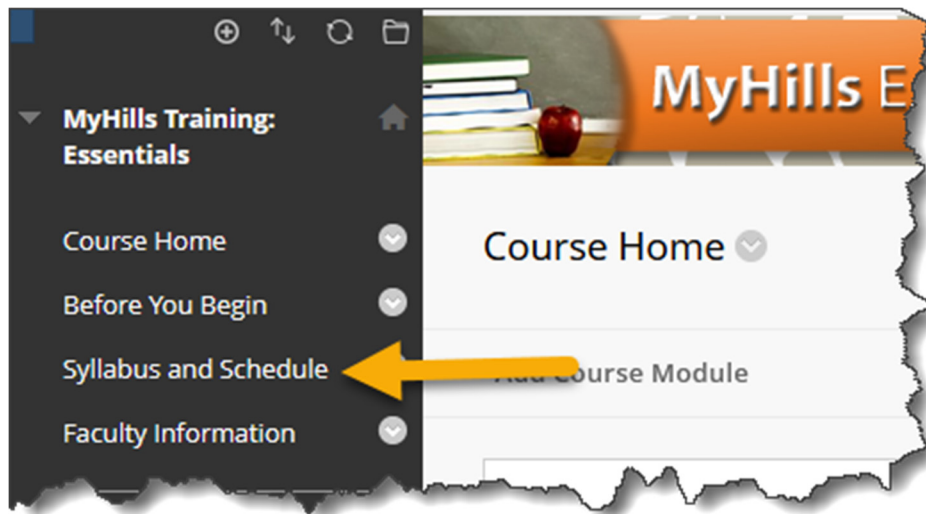


Faculty Tutorial:

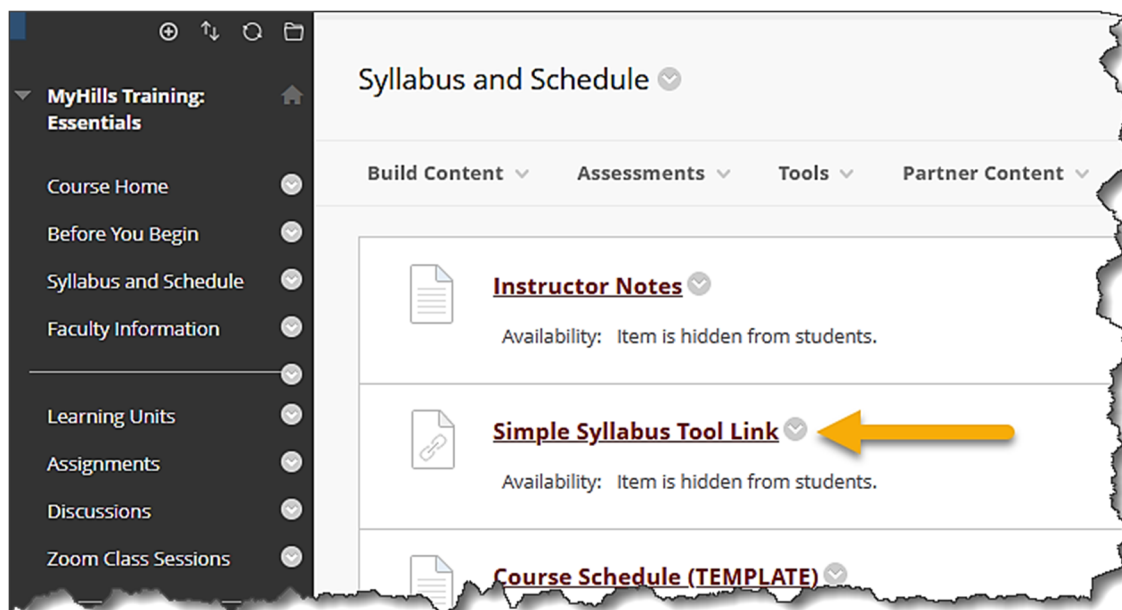
Upload a Syllabus and Course Schedule

Purpose: To show faculty how to upload a Syllabus in MyHills. The following steps should also be used to download, update, and then re-upload a Course Schedule.

On your course menu, click “**Syllabus and Schedule.**”

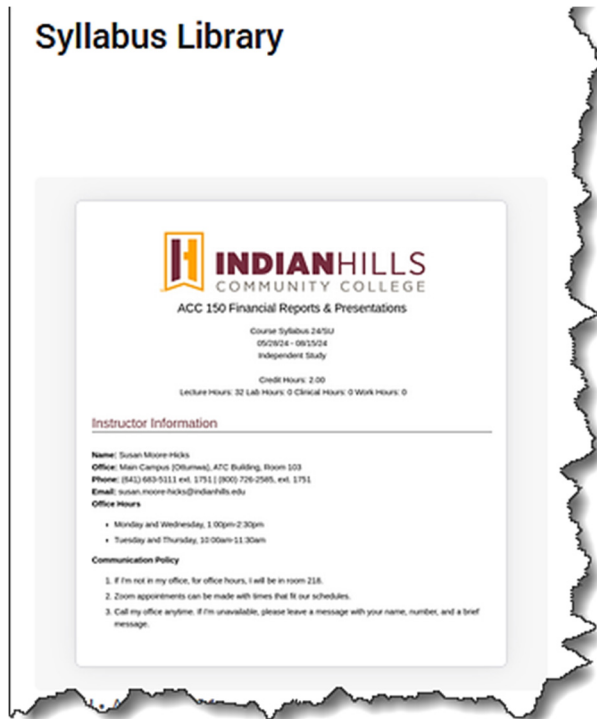


The “Syllabus and Schedule” page will open.

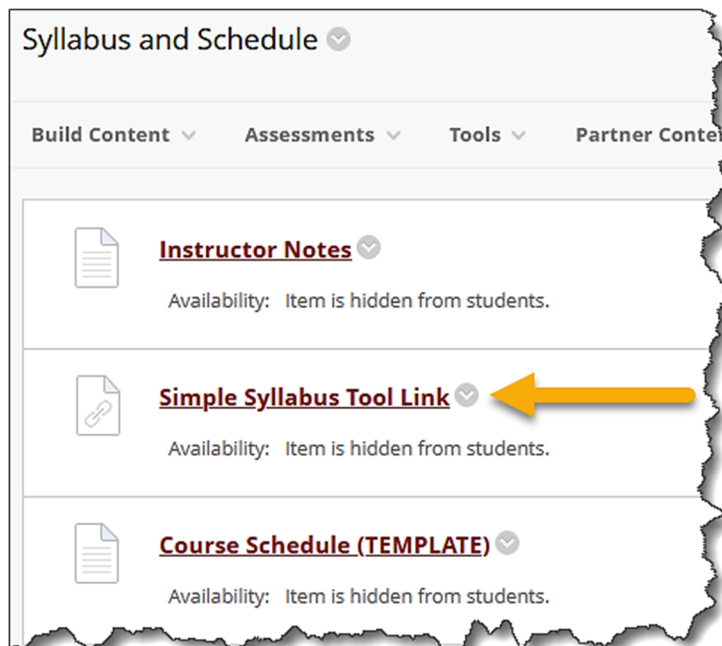


Note: Your Syllabus MUST be created in *Simple Syllabus* and saved as a PDF before completing the steps below. You may also choose to add your syllabus directly from Simple Syllabus.

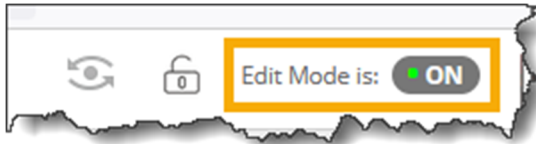
Select your division, choose the syllabus template provided, and follow the instructions to update your syllabus.



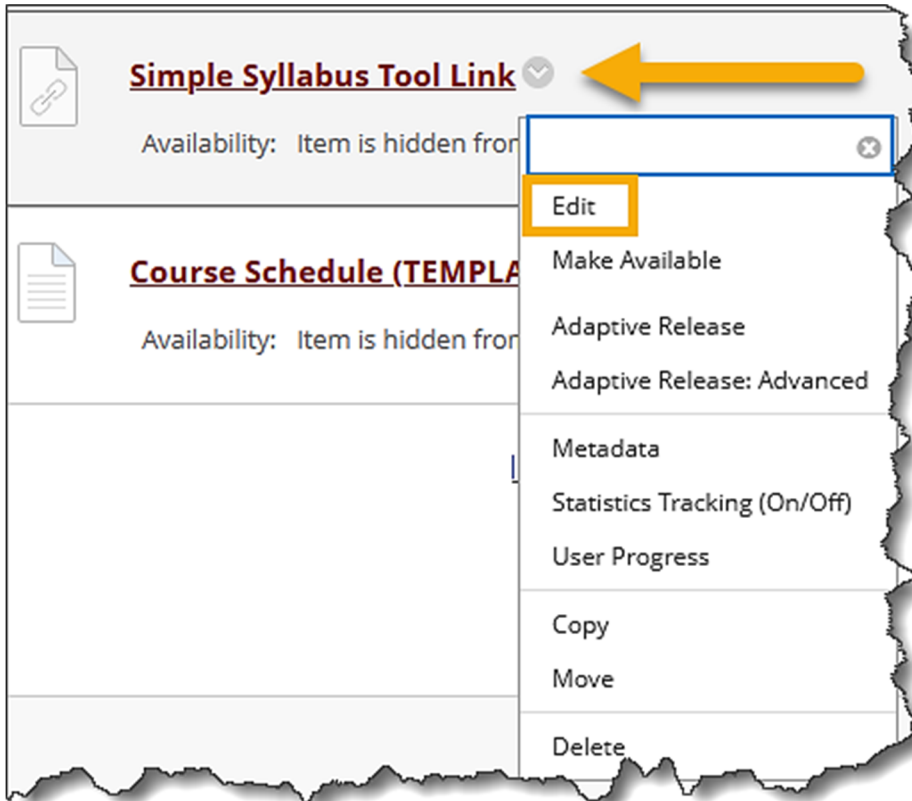
To *upload* a PDF of your updated syllabus, hover your cursor over “**Simple Syllabus Tool Link**” and click the drop-down arrow that appears.



Note: If the drop-down arrow does not appear, please be sure that “Edit Mode,” located in the upper-right corner, is set to “ON.”



In the sub-menu that appears, click “Edit.”



The “Edit File” or “Edit Link” page will open depending on the method you are using.





Under “File Information,” click “**Select a Different File.**”

* Indicates a required field.

FILE INFORMATION

Select a local file by clicking **Browse Local Files** or one from within Course Files Color for the text to appear in the list of content. Click **No** to display the file with content with no Course page heading.

* Name
Syllabus Instructions (TEMPLATE) 

Color of Name


* Find File


Selected File
File Name
ABC000 Course Schedule (Template).docx


Type “**Syllabus**” in the box after “Name.”

Then, click “**Browse Local Files.**”

FILE INFORMATION

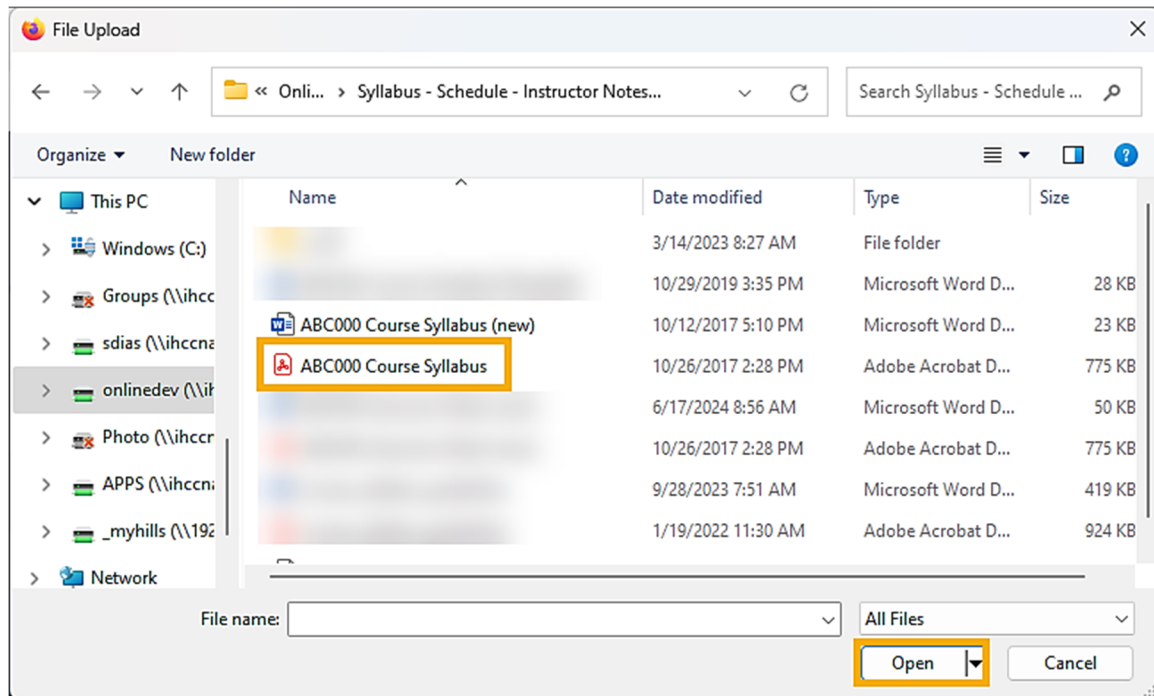
Select a local file by clicking **Browse Local Files** or one from within Course Files Color for the text to appear in the list of content. Click **No** to display the file with content with no Course page heading.

* Name
Syllabus 

Color of Name


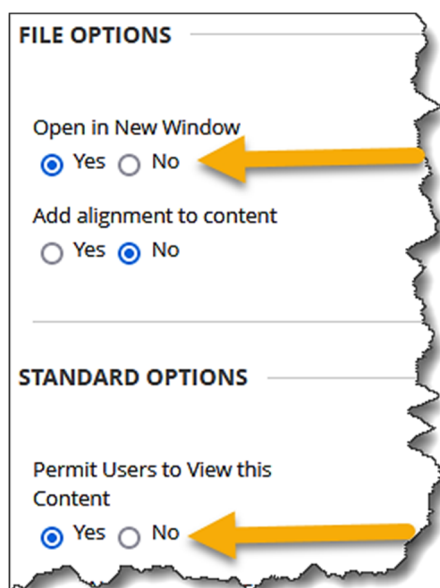
* Find File

Locate the updated syllabus on your computer, then click **“Open.”**

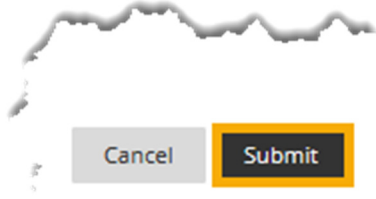


Note: It is recommended that you upload files that have been saved as a PDF (.pdf), instead of as an MS Word Document (.doc or .docx), as this allows students to open and view files easier on mobile devices, as well as most other platforms.

Be sure that under “File Options,” “Yes” is selected for “Open in a New Window.” Under “Standard Options, select “Yes” for “Permit Users to View this Content.” You may also choose to “Track Number of Views” and/or “Select Date and Time Restrictions” for the file.

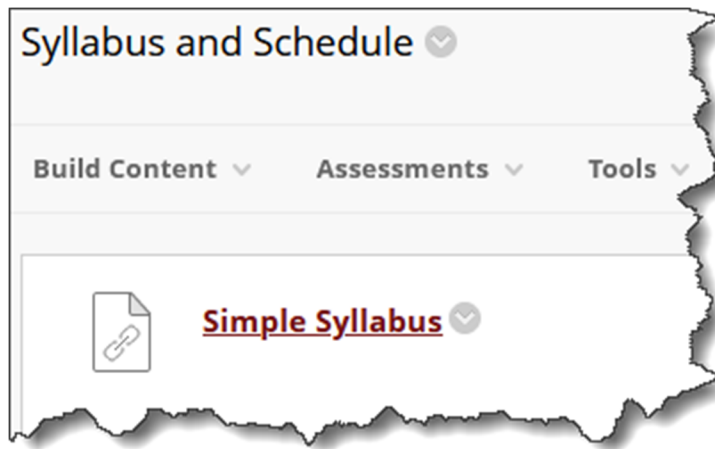


Then, click “Submit.”



A “Success” message will appear at the top of the page and the file will be available to students.

Note: Click the title of the file to make sure that it opens and that it is the correct file.



Congratulations! You now know how to upload a Syllabus and Course Schedule!

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk