

Adding a Syllabus in Sakai

- Go to the Syllabus tab located on the Navigation list to the left of the sight
- Select Create/Edit Syllabus
- Select Add
- Name the syllabus
- Create the syllabus in two ways:
 - Go to your syllabus (created in a word processing program) and copy it by using the following commands:
 - “ctrl a,” (this selects the entire syllabus)
 - “ctrl c” (this copies the syllabus)
 - go to your Sakai site and put your cursor in the content box and use “ctrl v” (this will put your syllabus directly into the content box)
 - You can also create a syllabus by downloading a file. To do this:
 - Select the “add attachments”
 - Select browse
 - Retrieve your syllabus from your hard drive
 - Select Continue
 - Scroll down to the lower part of your site and select Post (you can also preview, save draft for further format or cancel

You should now have a syllabus uploaded to your Sakai site.