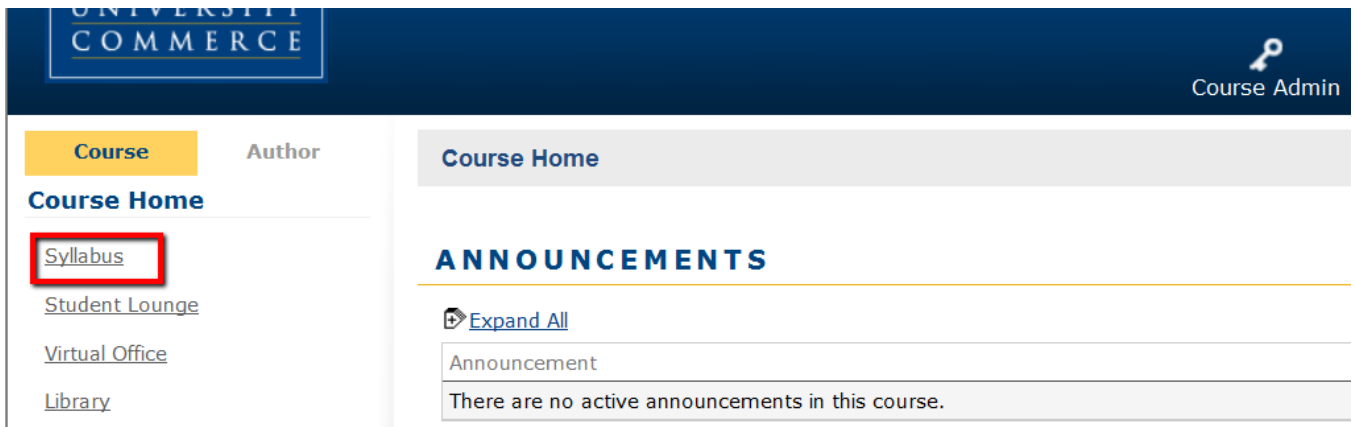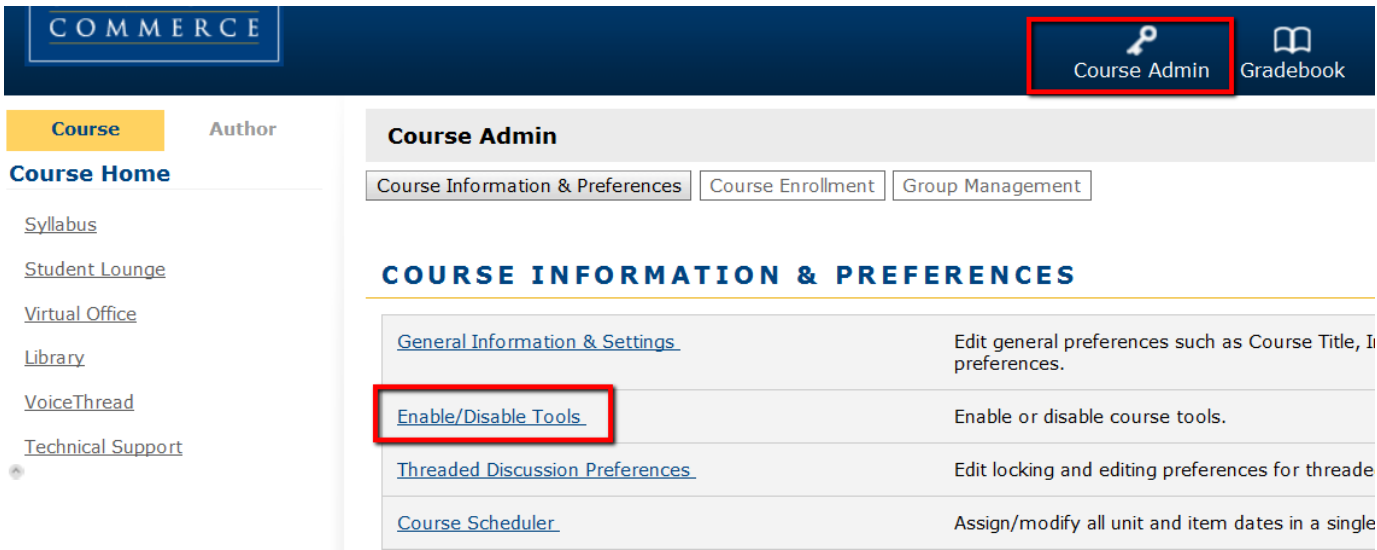# To Upload a PDF Version of Course Syllabus

In order to upload a PDF version of the course syllabus, the current Pearson LearningStudio (eCollege) syllabus item needs to be ***disabled*** in the course. The Pearson LearningStudio (eCollege) syllabus item only allows for Word documents to be uploaded. The formatting of the Word version often does not hold causing the syllabus to appear unformatted.

First the Pearson LearningStudio (eCollege) Syllabus item under Course Home must be "Disabled."

1. Click on **Course Admin**, and then click on **Enable/Disable Tools**.

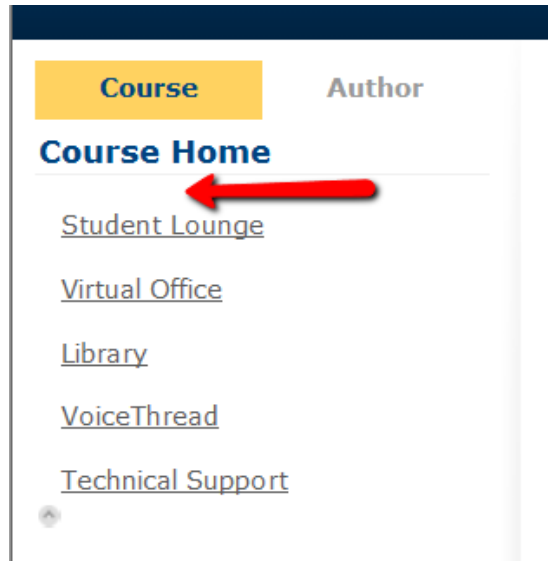2. Click the **Disable radio button** to the right of the word Syllabus and click the **Save Changes button.**

3. The Syllabus item is no longer visible under Course Home.
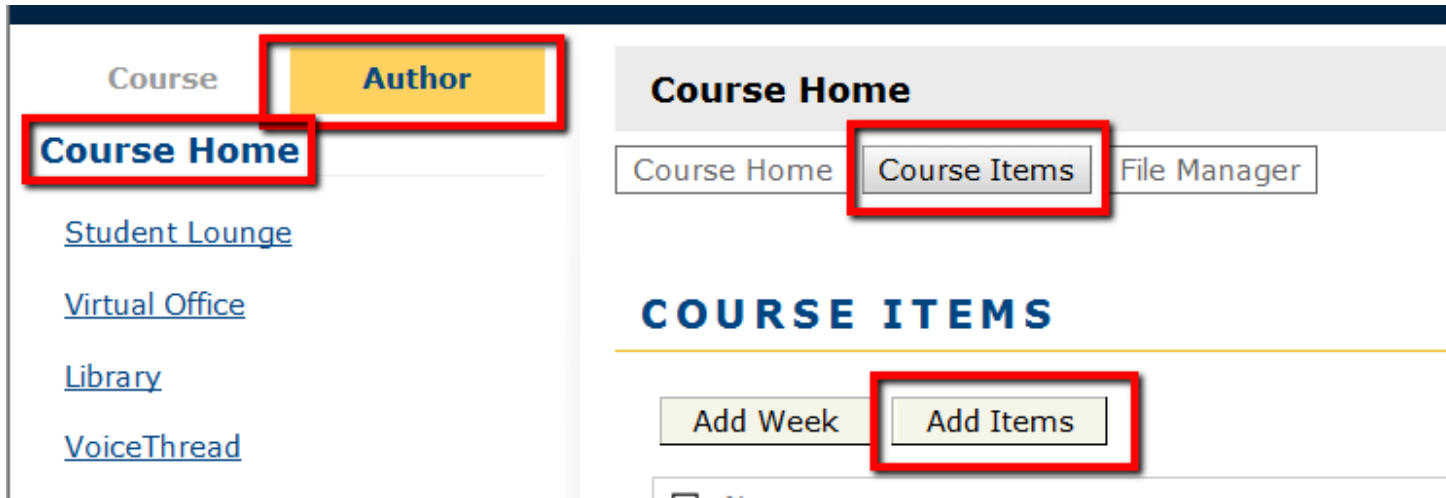
Second, a Syllabus item, that allows for PDF's to be uploaded, needs to be created under Course Home.

1. Click on **Course Home**, and then click on **Author Mode**, and then click on **Course Items.**
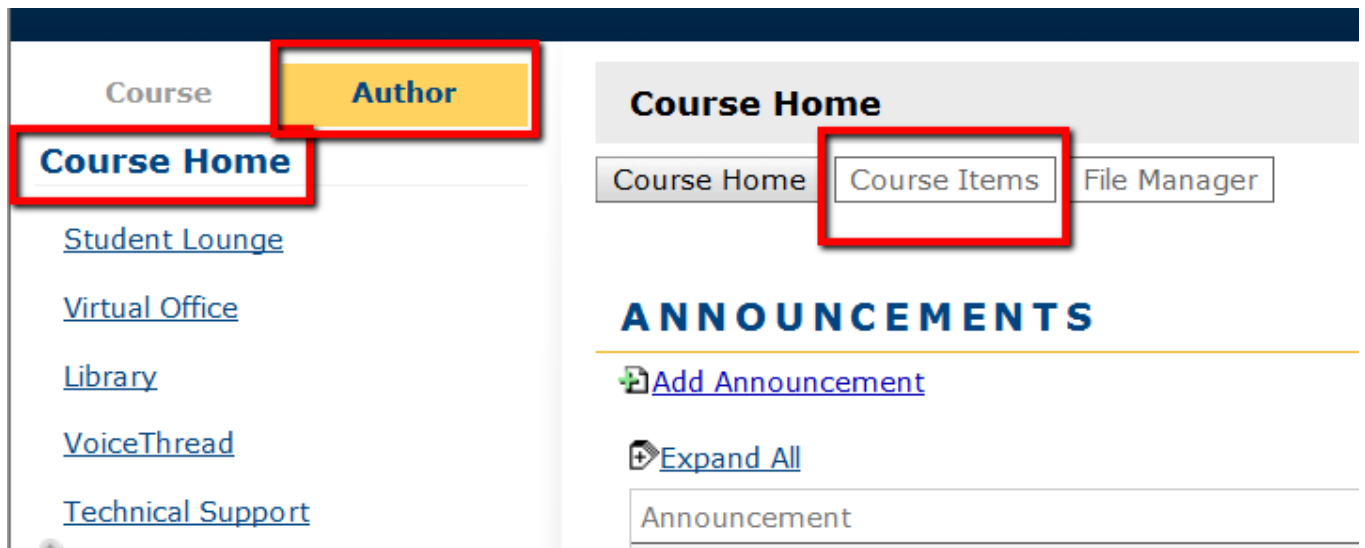
2. In **Course Items**, click on **Add Items**

3. In the **Add Items** window:

a) Enter the name of item type **TAMUC Syllabus** to differentiate it from the Pearson
   LearningStudio (eCollege) version of the syllabus.

b) In the Item type box, select **Web Content Upload,** this option allows for
   PDF documents to be uploaded into the TAMUC Syllabus item.

c) Insure that **Course Home** is highlighted in the **Add to:** box.

d) Click the **Add Items** button.

OFFICE OF
Academic
Technology
A&M·COMMERCE

Course Home

| Course Home | Course Items | File Manager |

ADD ITEMS

| Name:* | TAMUC Syllabus | OR - | Select existing item name... ▼ |

| Item type:* | Web Content Upload ▼ |

| Add to: | Course Home |

☐ Hide item from students
☐ Create dropbox basket

| Grading: | ☐ Add to Gradebook |

☐ Points
○ Exclude from Grade
○ Extra Credit

* Indicates a required field

Add Items

4. The **TAMUC Syllabus** item appears as the last item under Course Home. To Move the TAMUC Syllabus item to the top of list under Course Home:

    a. In **Author Mode**, click on the item **TAMUC Syllabus**.

    b. Click on **Toolbox**.

Course | **Author**

Course Home

Student Lounge

Virtual Office

Library

VoiceThread

Technical Support

TAMUC Syllabus

Course Home - TAMUC Syllabus

| Content | Toolbox |

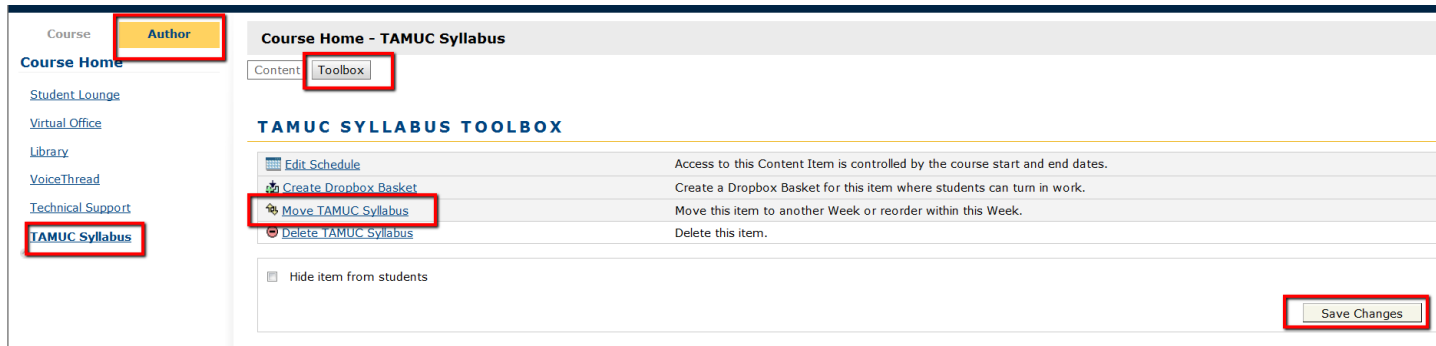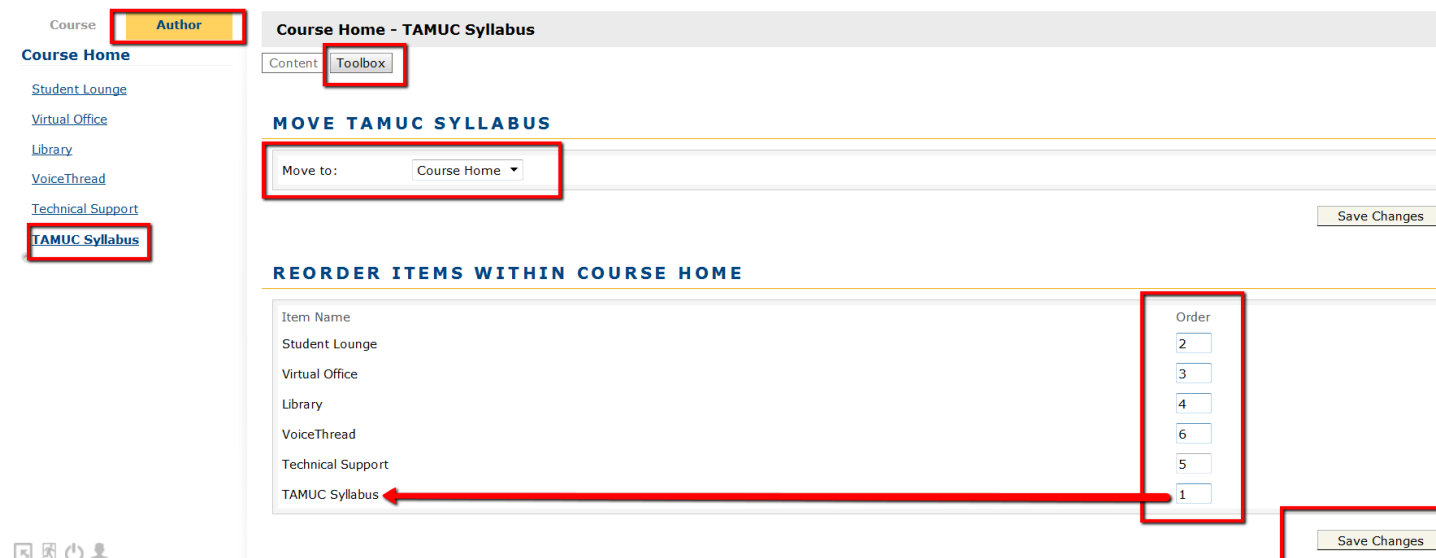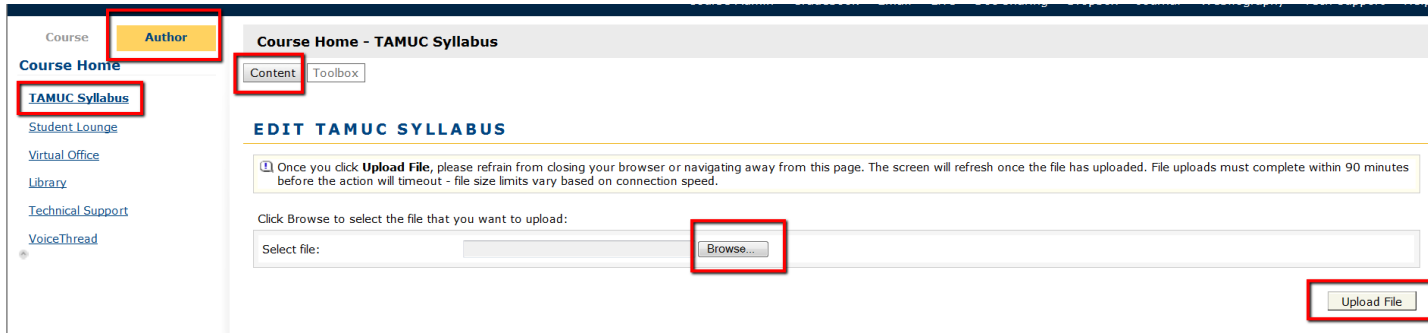### EDIT TAMUC SYLLABUS

⚠ Once you click **Upload File**, please refrain fr
before the action will timeout - file size limits

Click Browse to select the file that you want to

Select file:

5. To Move the **TAMUC Syllabus** item to the top of the list under Course Home, in the **Toolbox**, click on **Move TAMUC Syllabus**.
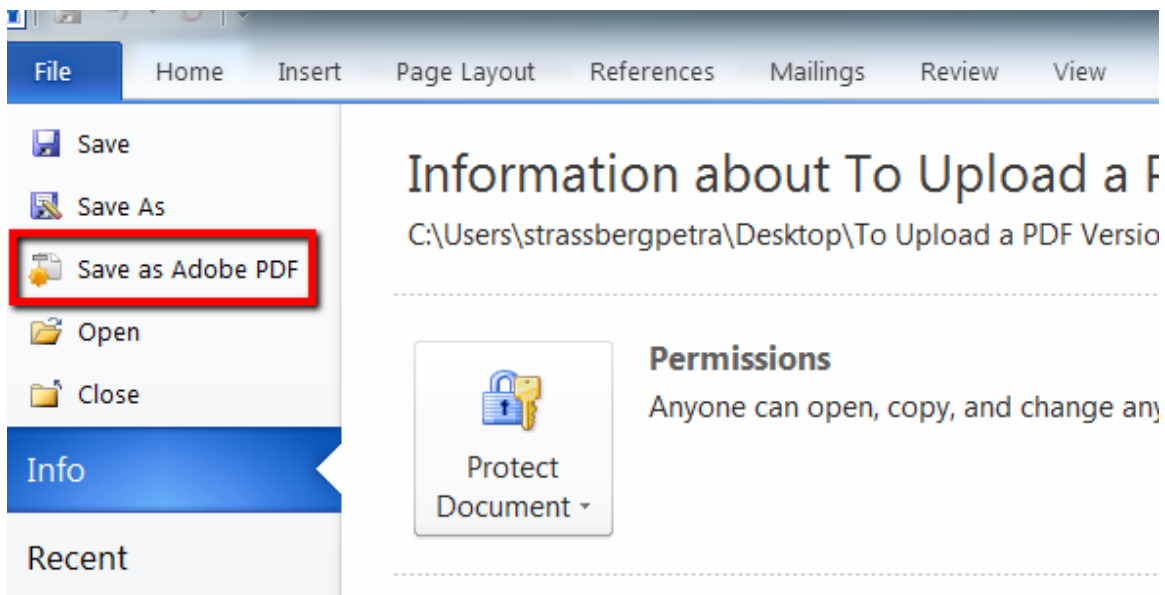
6. Put the number **1** in the box to the right of the **TAMUC Syllabus** item. Change the number of the other items to your preferred order. Click **Save Changes**.

7. Now, a PDF version of the course Syllabus can be uploaded. Click **Browse** to find the PDF version of the syllabus. After the item is selected, click the **Upload File** button.

8. The Word version of the syllabus must be saved as a PDF. With the syllabus Word document open, click on **File, click on Save as Adobe PDF**.

9. Now upload the **PDF** version of the Syllabus to the **TAMUC Syllabus** item under **Course Home** in the course.

***To meet Accessibility requirements upload a copy of the Word version of the Syllabus to DocSharing or have a link that takes the student to a Word version of the syllabus. **___