Using the Syllabus Tool

This tutorial shows how to use the Sakai Syllabus tool to add a syllabus that was created using Microsoft Word. This will allow you to keep the formatting from the original file but edit and maintain the syllabus within Sakai.

1. Login at [http://sakai.unc.edu](http://sakai.unc.edu) and select the tab for your course.

2. Click the “Syllabus” link on the left hand side.

3. Click the “Create/Edit” tab.

4. Click the “Add” tab and give the syllabus a title.

5. Go to the document you are copying from and press Ctrl+A (Select All), followed by Ctrl+C (Copy) on your keyboard.

6. Back in Sakai, in the Content box, you will now see the “Paste from Word” option in the toolbar. It is the little clipboard with the Word icon. Click it.

7. Paste the Information and hit “OK.”

8. Select the “This syllable item is publicly viewable” option.

9. Choose your E-mail Notification preference.

10. You may select “Preview,” but if you're happy with the way it looks, hit “Post.”

11. Your syllabus has now been added. You may now click the reset page symbol found next to Syllabus at the top to refresh, and you can see what your students would see.