Replace old syllabus with your new syllabus

Step 1: Make sure your syllabus has been saved as a PDF type of file so students do not have to have a specific word processing program (such as Microsoft Word) to open it.

Step 2: Click on the **Syllabus and Quick Links** section in your course.

Sample syllabus

Step 3: Click the **Edit** button below the sample syllabus (or syllabus from a previous instructor).

Name

Sample syllabus

Select files

Step 4: Click on the Syllabus icon and choose to delete it when prompted

Sample Syllabus.pdf

Save and return to course   Cancel

Name

Sample syllabus

Select files

Step 5: To insert your own syllabus, you can drag and drop your own syllabus into this window as instructed or you can click the Browse choice (below the Select files heading) and follow those prompts.

You can drag and drop files here to add them.

Save and return to course

Step 6: Click **Save and return to course**

Add/edit/delete Quick Links.

The Quick Links area in the Syllabus and Quick Links section is a way to make documents or web pages of possible interest easily available to the students.

Step 1: Click the **Edit** icon below the Quick Links to make changes.
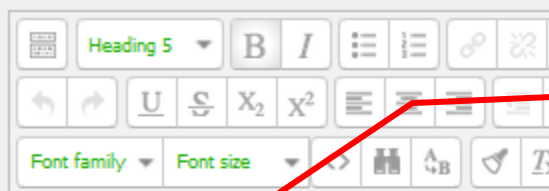
Quick Links

Instructor Contact Information

Student Tutorials

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Quick Links

Instructor Contact Information

Student Tutorials

Step 2: If you want to hyperlink your contact information to this, you need to type that information in a separate word processing document and save it as a PDF file. (Next, follow Step 3 below.)

If you don't want to do this, simply delete the words "Instructor Contact Information" or replace them with different words of something you want to link to.

A link to the Student Tutorials for Moodle help is already hyperlinked for you.

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Save and return to course   Cancel

Label text

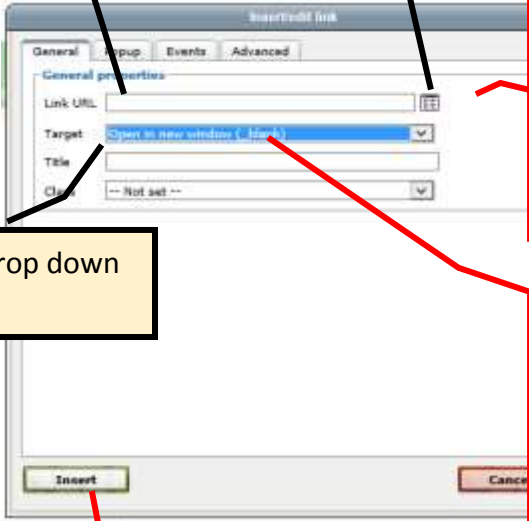| Paragraph ▼ | B | I | ☰ | ☷ | 🔗 | ✂ | 🔗 | 🖼 | ☺ | 🎞 | 📋 |

Quick Links

Instructor Contact Information

Student Tutorials

Step 3: Drag across the words you want to make into a link to open a saved document or web page.

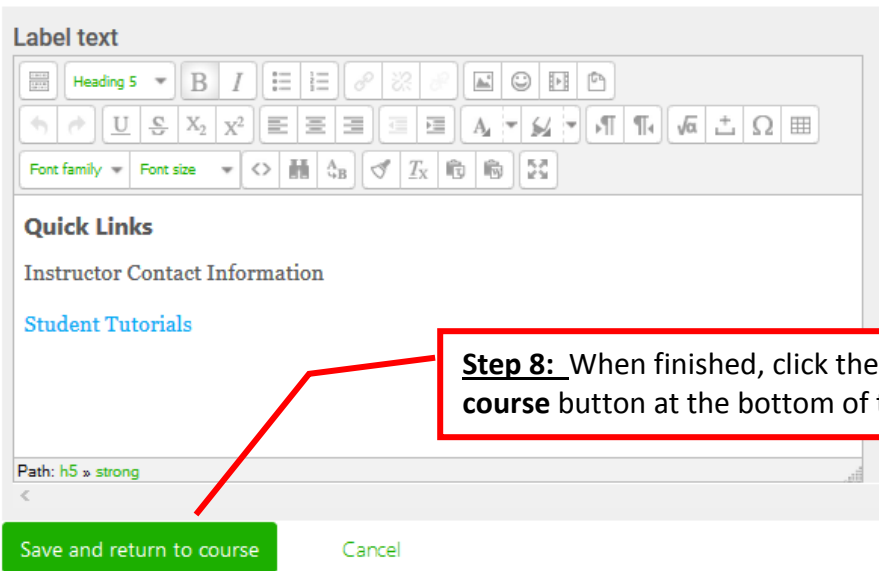**Step 4:** Click the **Insert/edit link** button.

Link URL textbox

Browse button

Target drop down menu

General | Popup | Events | Advanced
General properties
Link URL
Target   Open in new window (_blank)
Title
Class   -- Not set --

Insert   Cancel

Step 5: To link to a saved document, click the **Browse** button to locate and select your saved file (should be saved as a PDF file).

To link to a web page, copy the URL address and paste it in the **Link URL** text box instead of clicking the **Browse** button..

Step 6: Choose to **Open in a new window** from the **Target** drop down menu so a student won't accidentally close their Moodle course when they close the document they open.

Important! Do this every time you make a link to a document or web page.

Step 7: Click **Insert** button to complete adding the link to the document. (Repeat these steps for any other document or web page you want to place in the Quick Links block.

Label text

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Quick Links

Instructor Contact Information

Student Tutorials

Step 8: When finished, click the **Save and return to course** button at the bottom of the screen.

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Save and return to course   Cancel