

# Adding Your Syllabus to a WebCT Course

## Method #1

1. Log on to WebCT by pointing your Internet Browser to <http://webct.graceland.edu> and entering your User ID and Password.
2. At your myWebCT area, select the class to which you want to add your syllabus.
3. Select **Course Content and Related Materials**.
4. Select **Syllabus**.
5. Click the **Designer Options** radio button
6. Under **Edit Section Content** select the **Delete all** radio button and click **Go/OK/OK**.
7. Under **Add Sections** in the drop down box click on sections that you want to add (instructor information, course information, textbooks, etc.)
8. Either type in information in designated areas or Copy and Paste from Microsoft Word document.
9. After all sections are filled click **Update**.
10. Select **View** radio button to see what your students will see when selecting the Syllabus icon.

## Method #2

11. Create or open syllabus in Microsoft Word document.
12. Repeat steps 1-5.
13. Under **Syllabus Source** select the **Syllabus file** radio button.
14. Click on **Browse...**
15. Select **Upload**
16. Under **Upload File/Filename** click on **Browse...**
17. Locate the file you wish to use as your syllabus. NOTE: There can be NO SPACES in your filename. It can be any length and you can use the underscore character to create the appearance of spaces. (eg., Syllabus\_file.doc NOT Syllabus file.doc)
18. Select **Upload to: My Files** and click on the **Upload** button under that procedure.
19. Click on the hyperlink **My-Files** if the contents of the folder are not showing.
20. Select the radio button preceding the file you just uploaded.
21. Select **Pick** at the top of the page.
22. Now select **Go** under **Syllabus Source**.
23. Click on **View** radio button to see what your students will see when selecting the Syllabus icon.