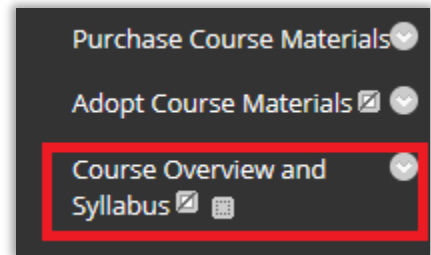


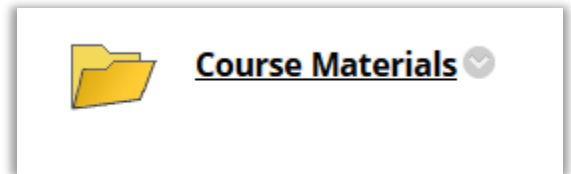
HuskyCT User Guide: Adding a Syllabus File in HuskyCT

Step 1: Navigate to the Content Area or Folder

Option 1: Click on a Content Area Link in the navigation menu

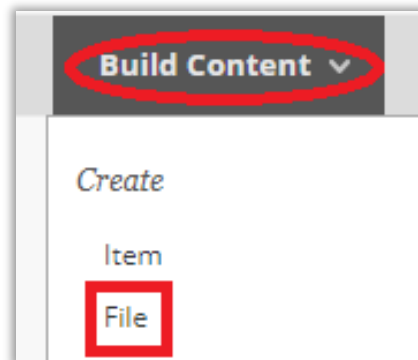


Option 2: Click on a Content Folder Link on a content page



Option 1: Using "File"

Click on the "Build Content" button, then on "File"



Enter a name for the link to the Syllabus, then click on "Browse My Computer" and select the desired Syllabus file. If the wrong file is chosen, use "Select a Different File".

* Name: Syllabus

Color of Name: Black

* Find File: Browse My Computer, Browse Content Collection

Selected File: File Name: New Syllabus File.docx, File Type: DOCX

Select a Different File

Verify that the new file has been added, and that the file is set to open in a new window

Selected File: File Name: New Syllabus File.docx, File Type: DOCX

Select a Different File

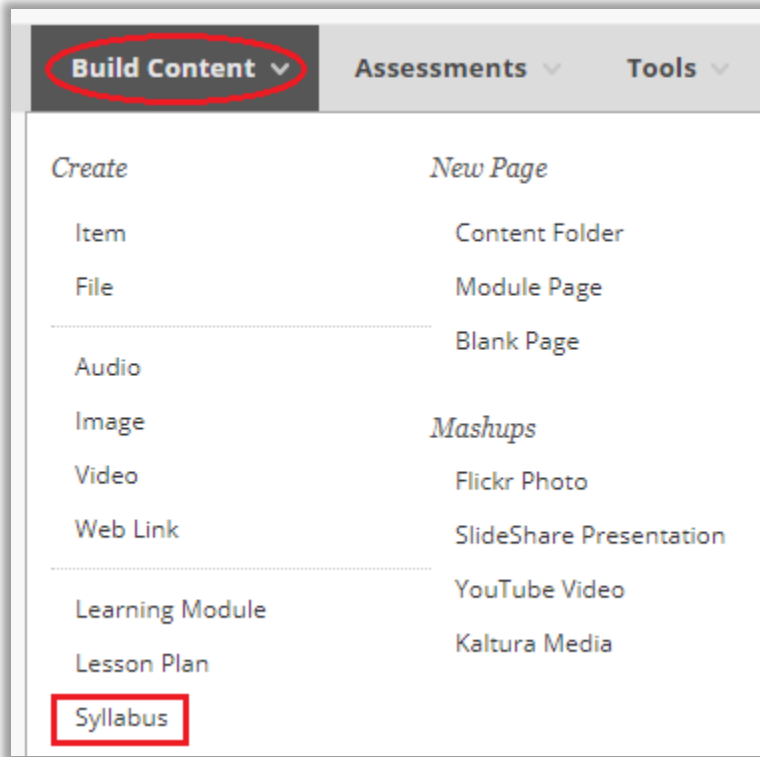
FILE OPTIONS

Open in New Window: Yes No

Click Submit

Cancel Submit

Option 2: Using "Syllabus"



Click the "Build Content" button, then "Syllabus"

Enter a name for the Syllabus, Select the option "Use Existing File", and use "Browse My Computer" to select the file

* Indicates a required field.

NAME

* Syllabus Name

SYLLABUS

Create New Syllabus Use Existing File

Attach File

Verify that the file name appears at the bottom


SYLLABUS

Create New Syllabus Use Existing File

Attach File Browse My Computer Browse Content Collection

Attached files


File Name


 **New Syllabus File.docx**

Click Submit on this screen and the next

Cancel **Submit**

This is how the new Syllabus will look on the Content Page

 **Syllabus** ▾

Attached Files:  **New Syllabus File.docx** ▾ (11.215 KB)

Still need help?

For further information or assistance with HuskyCT, please contact the Educational Technology Office at edtech@uconn.edu or 860-486-5052.