The following is step by step pictorial instruction for uploading a syllabus to Angel

Step 1

if you do not see the box for the Syllabus click on Edit Page to add it
Step 2

IN the menu that opens make sure there is next the the word Syllabus

Step 3

Drag the Syllabus to position on the page when you want it and then click Save!
Step 4

Click on the bar where the word Syllabus is until you see a pencil and click on it.
Step 5

Step 6
Step 7

[Image of a computer screen showing a file management interface with a call-out box pointing to a button labeled "Upload Files" and instructing to "click Upload Files"]
Step 8

Click on **Browse**

Find the syllabus wherever you have saved it

Step 9

**Once you click on the file (syllabus), click**

**Upload File**
Step 10

Step 11

Now that you uploaded your Syllabus, you have to tell the system to attach it again.
Step 12

click in the DropDown menu find your syllabus (pdf file) would be the best option click on it to highlight it

Step 13

click on Update so that the correct syllabus is attached
Step 14

do a final check by clicking on **Course Syllabus** to insure the correct syllabus is the one attached