



Uploading a Syllabus in Ultra

To upload your syllabus:

1. Create a Folder in the **Course Content Menu. + / Create / Course Content**
2. Select **Folder** and label it **Syllabus**
3. The **Syllabus** folder will appear at the bottom of the **Course Content Menu** and will need to be dragged upward to the desired location.
4. Enter the **Syllabus** folder by clicking on the folder. The folder menu will open up. Click the **+ sign and down to upload.**
5. Here you will **browse for the .pdf** to upload into the course. Word documents can be modified and should be converted before uploading to prevent any unauthorized changes being made. During this step, you can also simply drag the file into the created syllabus folder and it will upload the file a place it as the last item in the folder.

