

Knowledgebase > Teaching Learning and Research > coursetools.brown.edu > Upload a Syllabus to coursetools.brown.edu

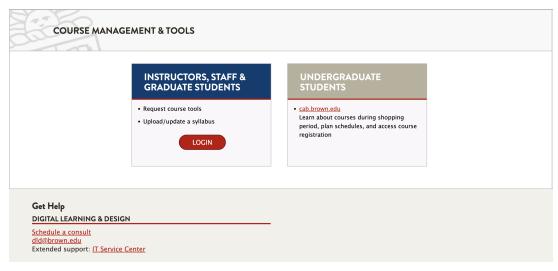
Upload a Syllabus to coursetools.brown.edu

Stephanie Obodda - 2023-11-07 - Comments (0) - coursetools.brown.edu

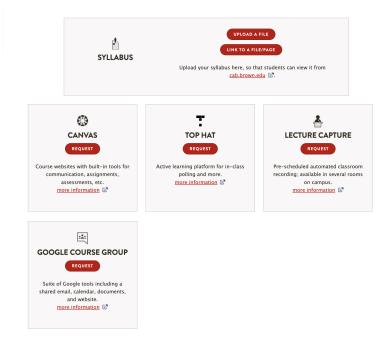
Note: In order for a syllabus to be viewed in <u>cab.brown.edu</u>, please follow the directions listed below.

- 1. Visit http://coursetools.brown.edu
- 2. Click the **Login** button for the group with which you associate.

Note: You may be prompted to enter your username and password



- 3. You will see that the "Term Selection" is located at the top of the window along with the options to view courses by "subject" or "instructor."
- Choose the subject for which you need to request tools or upload a syllabus
- You should now see a list of all courses for that subject
- Choose the course
- You should now see the Course Title, Instructor and Course Description at the top of the page
- Under Course Description, you will see Syllabus Upload and the six tool requests



- 4. To upload a Word or PDF, select the "Upload A File" button
- Find the file on your computer and click the "Open" button
- Now press the "Add Syllabus" button
- When successful, you will see an "Access Syllabus" link

Edit/Replace/Remove your Syllabus

If you need to update your syllabus, you must do so from **coursetools.brown.edu**.

- 1. Log in to courses.brown.edu and find the course
- 2. Click Remove Syllabus button



- 3. Within a few seconds, the file is removed.
- 4. Click **Upload Syllabus** to add a new file.
- 5. The link to this new file will be added to **cab.brown.edu** within 30 mins.

Please reach out to <u>Digital Learning & Design</u> with any questions.