



BROWN CIS IT Service Center

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Upload a Syllabus to [coursetools.brown.edu](#)

Stephanie Obodda - 2019-08-30 - [0 Comments](#) - in [coursetools.brown.edu](#)

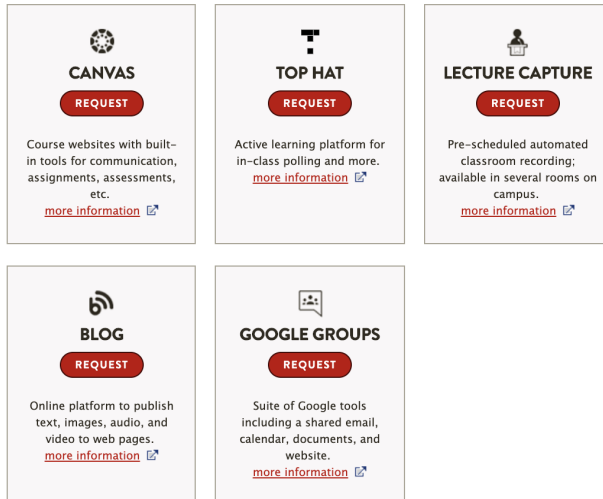
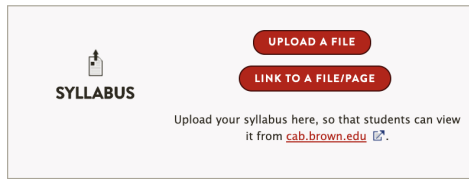
*****In order for a syllabus to be viewed in [cab.brown.edu](#), please follow the directions listed below.*****

1. Visit <http://coursetools.brown.edu> (**NOTE:** While it will work temporarily, [courses.brown.edu](#) is the *old address*.)
2. Click the **Login** button for the group with which you associate.

- o You may be prompted to enter your username and password

INSTRUCTORS <ul style="list-style-type: none">Request course toolsUpload/update a syllabus LOGIN	STAFF <ul style="list-style-type: none">Request course tools on behalf of instructorsUpload/update a syllabus LOGIN
GRADUATE STUDENTS <ul style="list-style-type: none">Request course tools on behalf of instructorsUpload/update a syllabus LOGIN	UNDERGRADUATE STUDENTS <ul style="list-style-type: none">cab.brown.edu Learn about courses during shopping period, plan schedules, and access course registration

3. **Subjects** will be shown by default for the current semester
 - o Choose the subject for which you need to request tools or upload a syllabus
 - o You should now see a list of all courses for that subject
 - o Choose the course
 - o You should now see the Course Title, Instructor and Course Description at the top of the page
 - o Under Course Description, you will see Syllabus Upload and the six tool requests

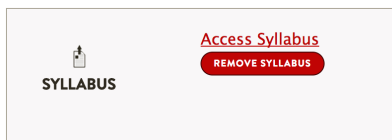


4. To upload a Word or PDF, select the "Upload A File" button
 - o Find the file on your computer and click the "Open" button
 - o Now press the "Add Syllabus" button
 - o When successful, you will see an "Access Syllabus" link

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.

Want to add your Syllabus to your Canvas site? View our [Canvas Course Set-up Checklist](#) for details.

Please reach out to [Digital Learning & Design](#) with questions.

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