

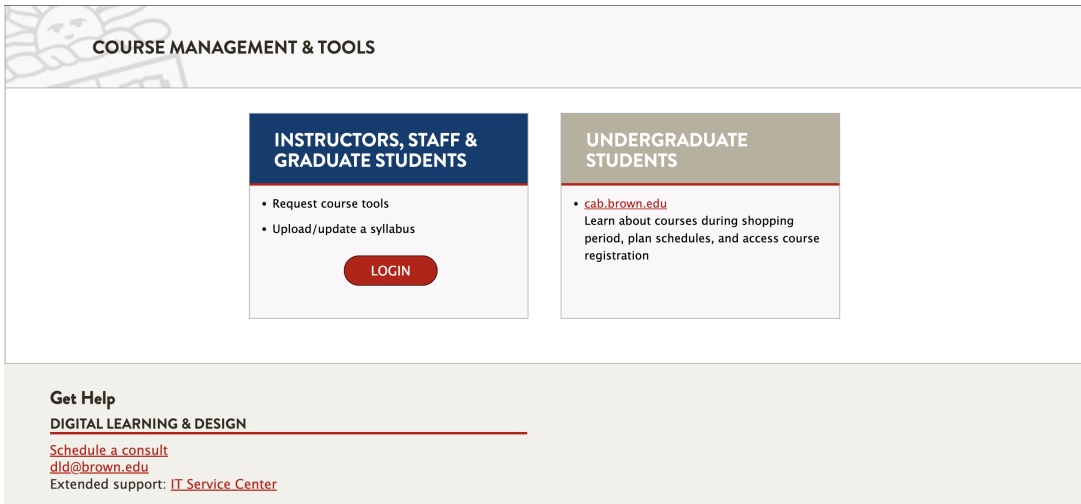
Upload a Syllabus to coursetools.brown.edu

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

Note: In order for a syllabus to be viewed in cab.brown.edu, 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



COURSE MANAGEMENT & TOOLS

INSTRUCTORS, STAFF & GRADUATE STUDENTS

- Request course tools
- Upload/update a syllabus

LOGIN

UNDERGRADUATE STUDENTS

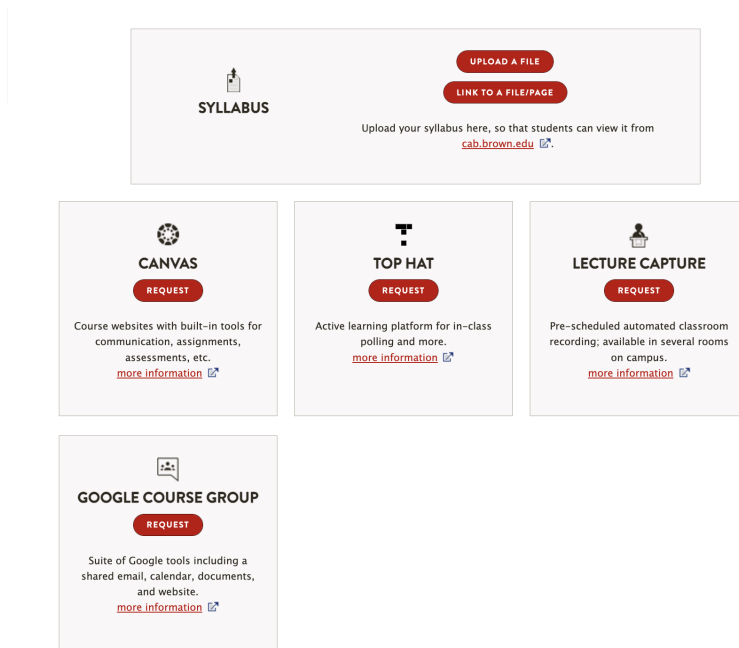
- cab.brown.edu
Learn about courses during shopping period, plan schedules, and access course registration

Get Help
DIGITAL LEARNING & DESIGN

[Schedule a consult](#)
dld@brown.edu
Extended support: [IT Service Center](#)

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



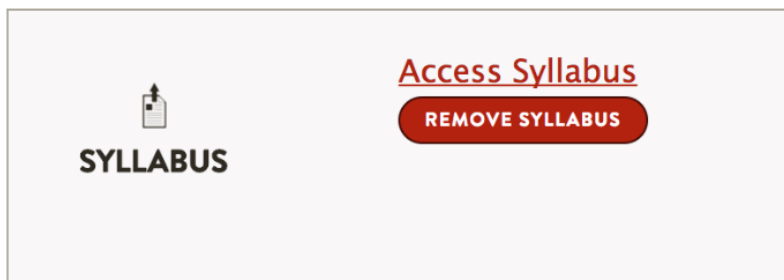
4. To upload a Word or PDF, select the "Upload A File" button

- 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 [Digital Learning & Design](#) with any questions.