

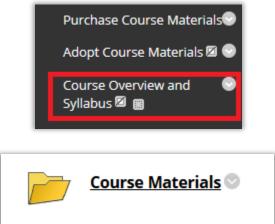
Educational Technologies Office | Rowe 422 edtech@uconn.edu 860.486.5052

HuskyCT User Guide: Adding a Syllabus File in HuskyCT

Step 1: Navigate to the Content Area or Folder

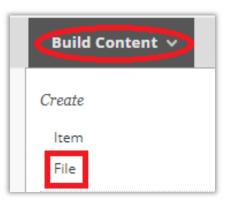
Option 1: Click on a Content Area Link in the navigation menu

Option 2: Click on a Content Folder Link on a content page



Option 1: Using "File"

Click on the "Build Content" button, then on "File"





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Enter a name for the link to the Syllabus, then click on "Browse My Computer" and select the desired Syllabus file. If the wrong file is chosen, use "Select a Different File".

* Name	Syllabus	
Color of Name	Black	
* Find File	Browse My Computer	Browse Content Collection
Selected File	File Name File Type Select a Different File	New Syllabus File.docx DOCX

Verify that the new file has been added, and that the file is set to open in a new window

Selected File	File Name	New Syllabus File.docx
	File Type	DOCX
	Select a Different File	
FILE OPTIONS		
Open in New Window		

Click Submit	Cancel	Submit



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Option 2: Using "Syllabus"

Build Content 🗸	Assessments \lor Tools \lor		
Create	New Page		
ltem	Content Folder		
File	Module Page		
Audio	Blank Page		
Image	Mashups		
Video	Flickr Photo		
Web Link	SlideShare Presentation		
Learning Module	YouTube Video		
Lesson Plan	Kaltura Media		
Syllabus			

Click the "Build Content" button, then "Syllabus"

Enter a name for the Syllabus, Select the option "Use Existing File", and use "Browse My Computer" to select the file

* Indicates a required field.			
NAME			
* Syllabus Name	New Syllabus		
SYLLABUS			
Create New Syllabus Use Existing File			
Attach File	Browse My Computer	Browse Content Collection	



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Verify that the file name appears at the bottom	SYLLABUS Create New Syllabus Attach File Attached files File Name New Syllabus File	s Use Existing File Browse My Computer	Browse Content Collection
Click Submit or screen and the		Cancel Submit	
This is how the new Syllabus will look on the Content Page		yllabus 🛇 Attached Files: 🗋 New Sylla	bus File.docx 🛇 (11.215 KB

Still need help?

For further information or assistance with HuskyCT, please contact the Educational Technology Office at <u>edtech@uconn.edu</u> or 860-486-5052.