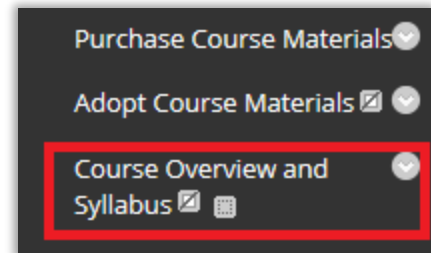


## HuskyCT User Guide: Changing a Syllabus File in HuskyCT

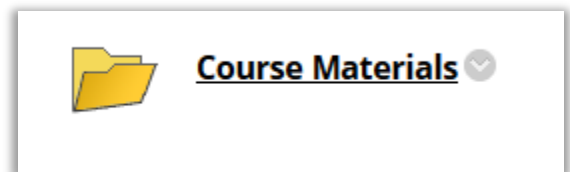
When restoring or copying over a course, the Syllabus will often need to be updated or changed. There are two ways to do this, depending on how the original Syllabus was added into HuskyCT.

**Step 1: Navigate to the Content Area or Folder where the Syllabus is currently posted**

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

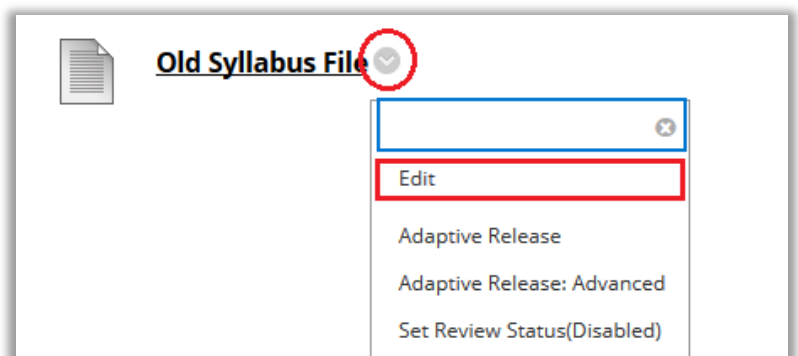


Option 2: Click on a Content Folder Link on a content page



**Option 1: If the Syllabus file was added using the Build Content button and "File"**

Click on the gray option menu arrow next to the old Syllabus link and then choose "Edit"



Click on "Select a Different File"

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Course**. Yes to display it as a separate piece of content with no Course page heading.

\* Name

Color of Name  Black

\* Find File

Selected File File Name **Old Syllabus File.docx**

\* Name

Color of Name  Black

\* Find File

Enter a name for the link to the Syllabus, then click on "Browse My Computer" and select the desired Syllabus file

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**

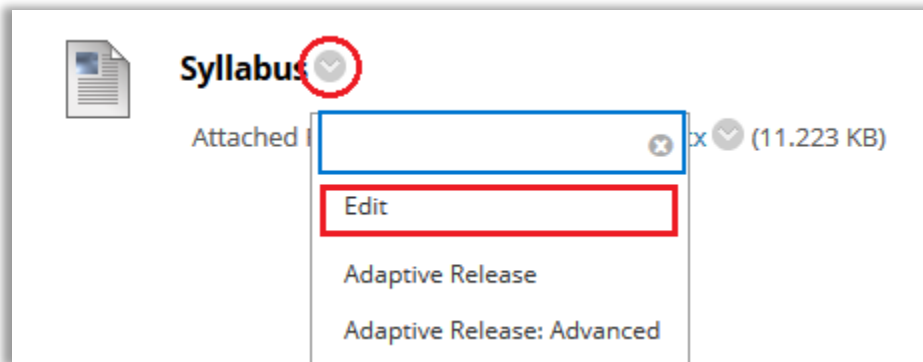
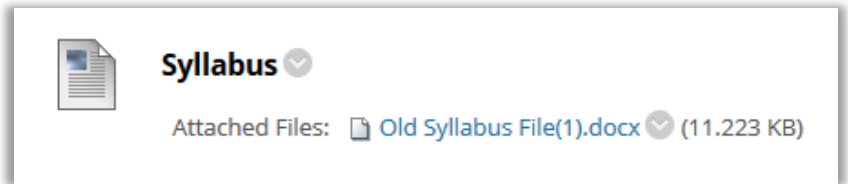
**FILE OPTIONS**

Open in New Window  Yes  No

Click Submit

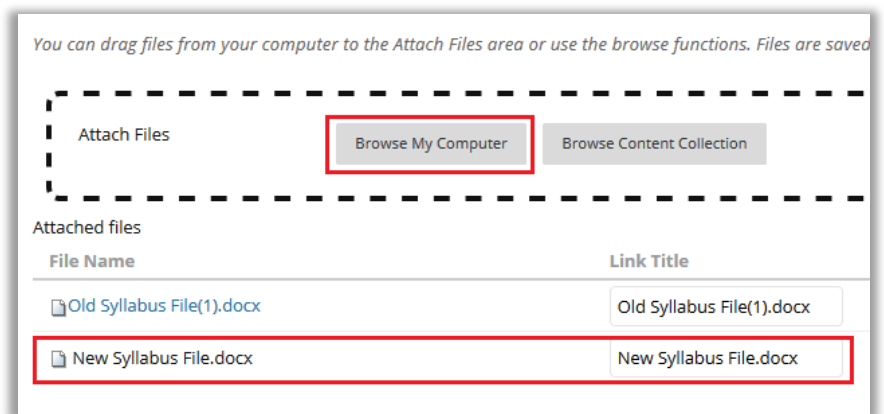
Option 2: If the Syllabus was added using the Build Content button and "Syllabus"

If the Syllabus was added using this method, it will look like this in HuskyCT



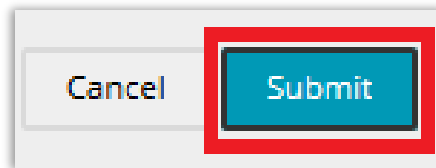
Click on the gray down arrow next to the Syllabus link and choose "Edit"

Use "Browse My Computer" to select the new Syllabus file, which will appear at the bottom



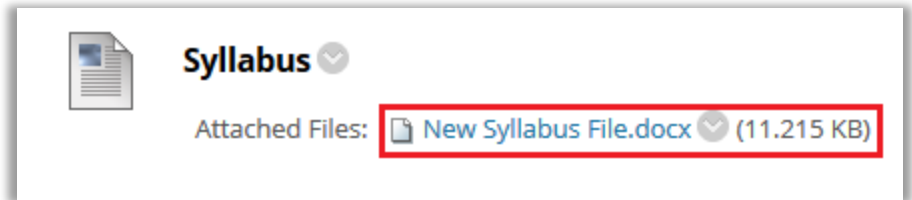
Mark the old file for removal

File Action	
Create a link to this file	Mark for removal
Create a link to this file	Do not attach



Click Submit

The Attached File should now be the new Syllabus file



## Still need help?

For further information or assistance with HuskyCT, please contact the Educational Technology Office at [edtech@uconn.edu](mailto:edtech@uconn.edu) or 860-486-5052.