

# Changing a Syllabus File in HuskyCT

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

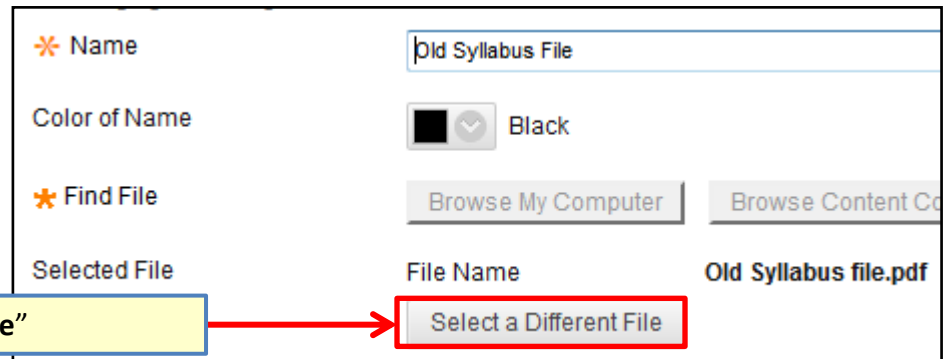
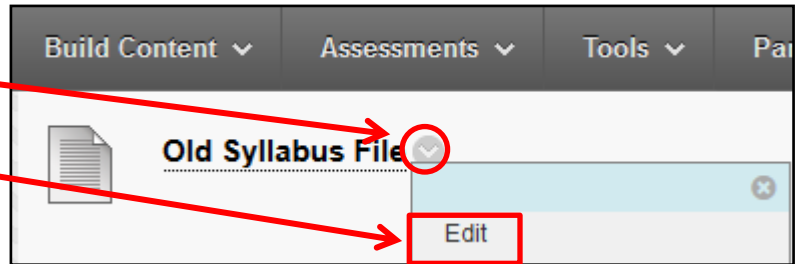
Click on a **Content Area** link in the navigation menu

or Click on a **Content Folder** link on a content page



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

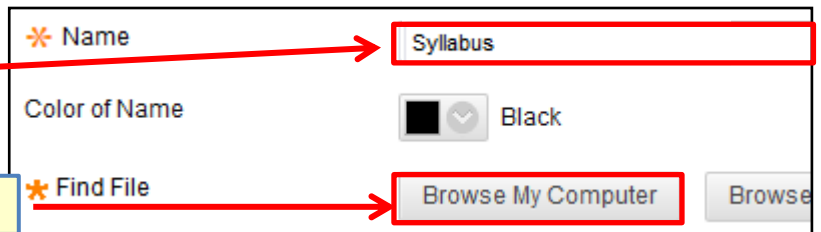
Click on the gray option menu arrow next to old syllabus link and then choose "Edit"



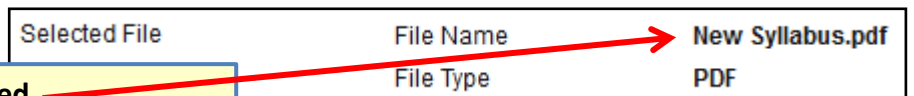
Click on "Select a Different File"

Enter a name for the link to syllabus

Click on "Browse My Computer"



Once the new file has been added be sure file is set to open in a **New Window**.



### 2. File Options

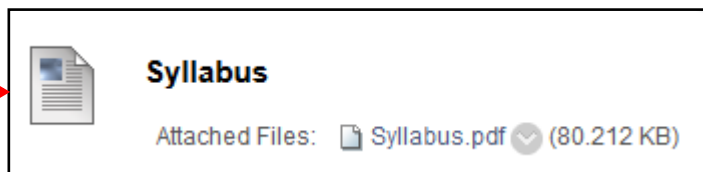
Open in New Window  Yes  No

Click **Submit**

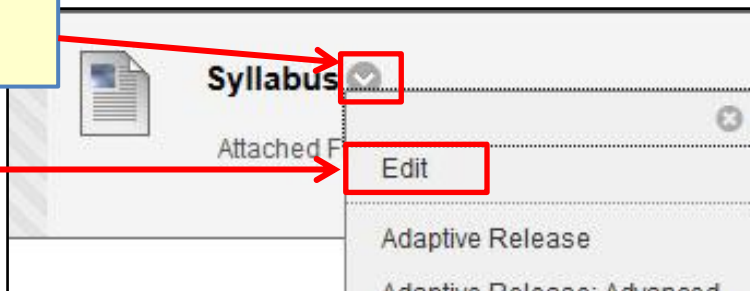


**Option 2: If the Syllabus was added using Build Content button and "Syllabus"**

If Syllabus looks like this on the Content Page or Content Folder



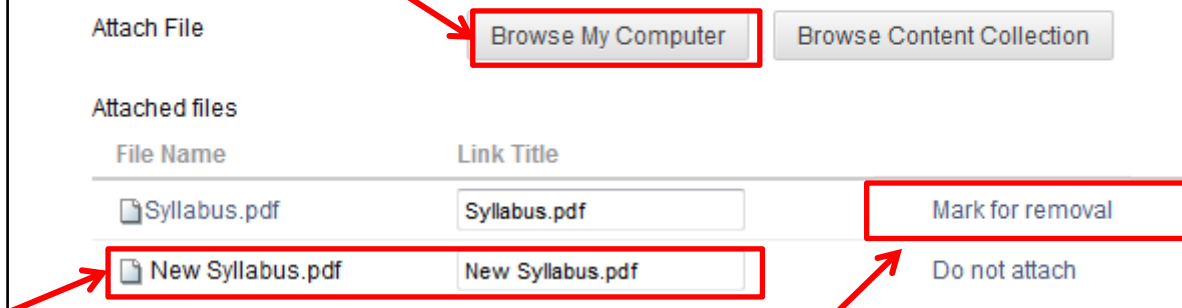
Click on **gray down arrow** next to syllabus link



Choose **"Edit"**

## 2. Attachments

1. Use **"Browse My Computer"** to select new Syllabus file.



2. Newly added file will appear here

3. Click on **"Mark for removal"** next to old syllabus file

Click **Submit**



The Attached File should now be the new syllabus file

