

Sample Syllabus

This is a sample syllabus in Word.doc format. To save a Word formatted document as a PDF file from a Mac, do the following:

1. Chose File > Print...
2. From the Print window, chose PDF > Save as PDF...
3. Save file in same folder as your Word version

Updates to Syllabus

When you update your syllabus in Word, follow steps above to save as PDF and chose to replace existing PDF with new version.

Uploading PDF (or Word) document to Wordpress

To upload your syllabus to WordPress, do the following:

1. Go to your WordPress site
2. Click on "New Page" link
3. Type in a title (i.e. Syllabus) and optional descriptive text
4. Click on Upload/Insert "Add Media" (starburst icon)
5. In the Add Media Panel, click on "Select Files" button
6. Browse to the file on your computer and click the "Open" button
7. Update title (optional)
8. Click the "Insert into Post" button
9. Click on the "Publish" button

The above steps apply to any file you want to upload to WordPress.