How to Upload Syllabi
Digital Measures

Overview

Each Fall and Spring, approximately a month after the beginning of the semester your teaching schedule will be uploaded for you by the Digital Measures Liaison. After that time, you may upload syllabi for your courses. There are two primary steps in this process:

1. *Prepare your syllabus files*. Save your syllabi as PDF files.
2. *Upload each syllabus file to the appropriate location in Digital Measures*.

Step 1. Prepare Syllabus Files

If your syllabi are already saved as PDFs, you may skip this step.

- From Microsoft Word (or whichever application you use to create your syllabi), save as PDF file.
- When saving the PDF, be sure to name the file with a descriptive name (e.g., with your last name, course number, year, such as "MorganPSY1002018.pdf"). Consider the following tips:
  - Try to keep file names short but meaningful.
  - **Avoid using spaces.** Underscores (First_second) or capital letters (FirstSecond) are the best alternative.
  - **Do not use special characters** (< > : " / \ | ? * # @ & ! ^ $ ( ) ; + { } [ ]).
  - Mac users: Be sure to include the file extension in the name (.pdf).

Step 2. Upload Each File to Digital Measures

1. Log in to Digital Measures.
2. Select **Activities > Manage Your Activities.**
3. Under Teaching, select **Teaching Schedule.**
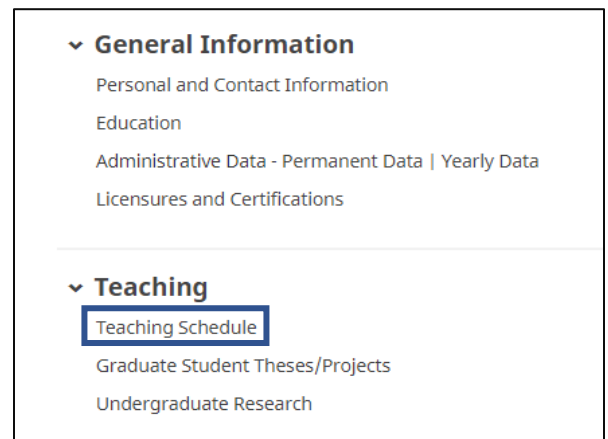
Each course for which you are the primary instructor should be listed, along with its section number and name.

4. To upload a syllabus file for a course, **click the course title and section number.**
5. Under Syllabus, drag and **Drop file here or click to upload**. Find and select the PDF file of the syllabus.

Edit Teaching Schedule		Cancel	💾 Save

Syllabus

Drop file here or click to upload

6. Save.

Return to previous menu to continue adding for any additional courses.