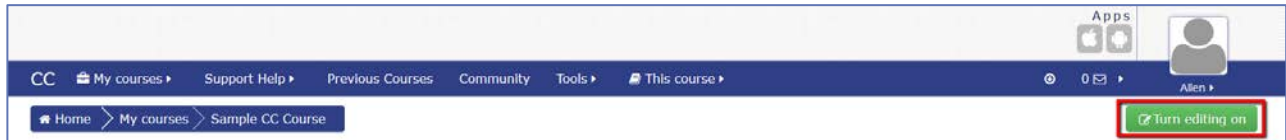


Why Do This

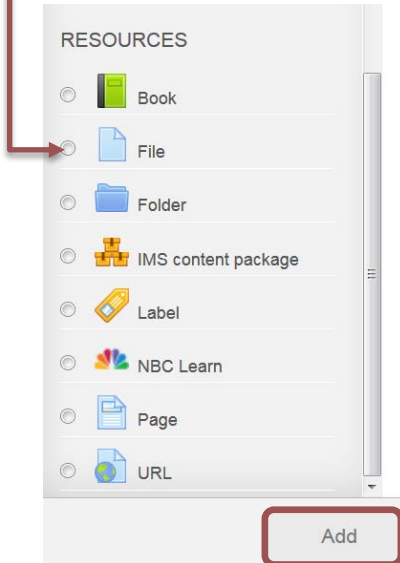
Uploading a copy of your class presentations or class notes prior to class provides students with a mental scaffold on which to build their understanding. This reduces the extraneous cognitive load caused when the learner has to both process your meaning, combine it with their existing knowledge, and complete notes all at the same time. You may also have supplemental materials, references or graphics you wish to share with the students. Uploading these into your course as files rather than typing it all into your course page will keep your course page clean and uncluttered.

Adding your syllabus or other files

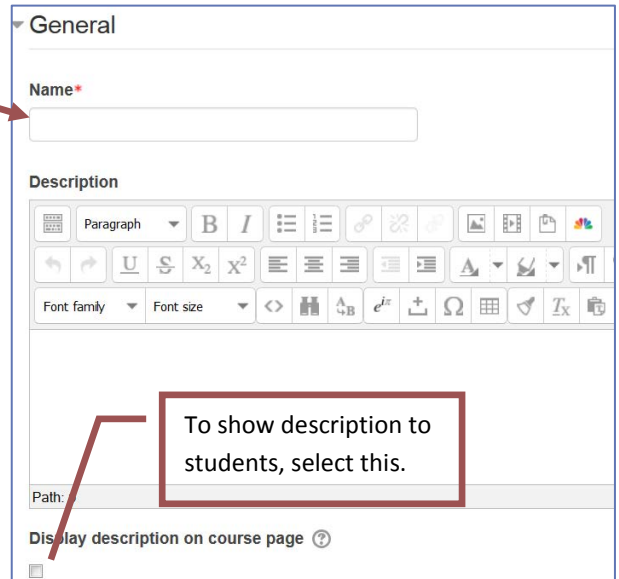
1. Create your syllabus/document in Word or another text editor and save it. You may want to save it as a PDF.
2. Log onto Cougar Courses and go to the main page of your course.
3. Click **Turn editing on**.



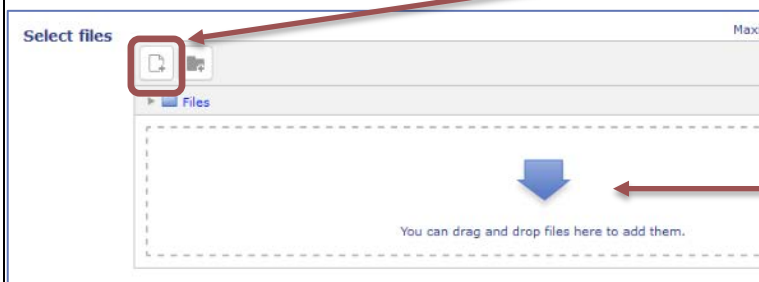
4. Click **Add an activity or resource** in the desired topic/section.
5. Select File and click **Add**.
6. Enter the Name and Description. These are required fields.



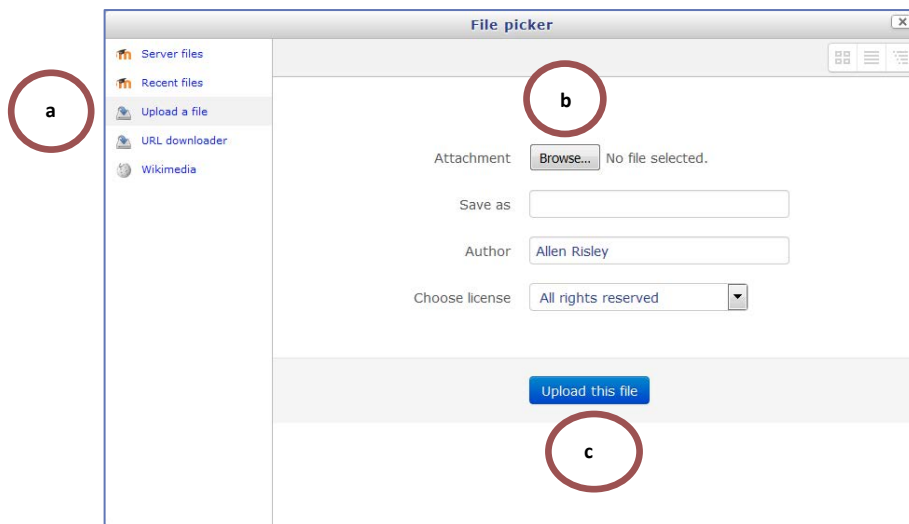
Note: Do not copy your document into the Description field.



7. In Content section:
 - a. If your browser supports drag and drop, you'll see a dotted line box.
 - b. Drag your file into the box, scroll to the bottom and click **Save and return to course**.
 - c. If drag and drop is not supported, click **Add** icon.



8. When the File picker opens:
 - a. Select **Upload a file**.
 - b. Click the **Browse** button and locate file on your computer.
 - c. Click **Upload this file**.



9. At the bottom of the screen click **Save and return to course**.

