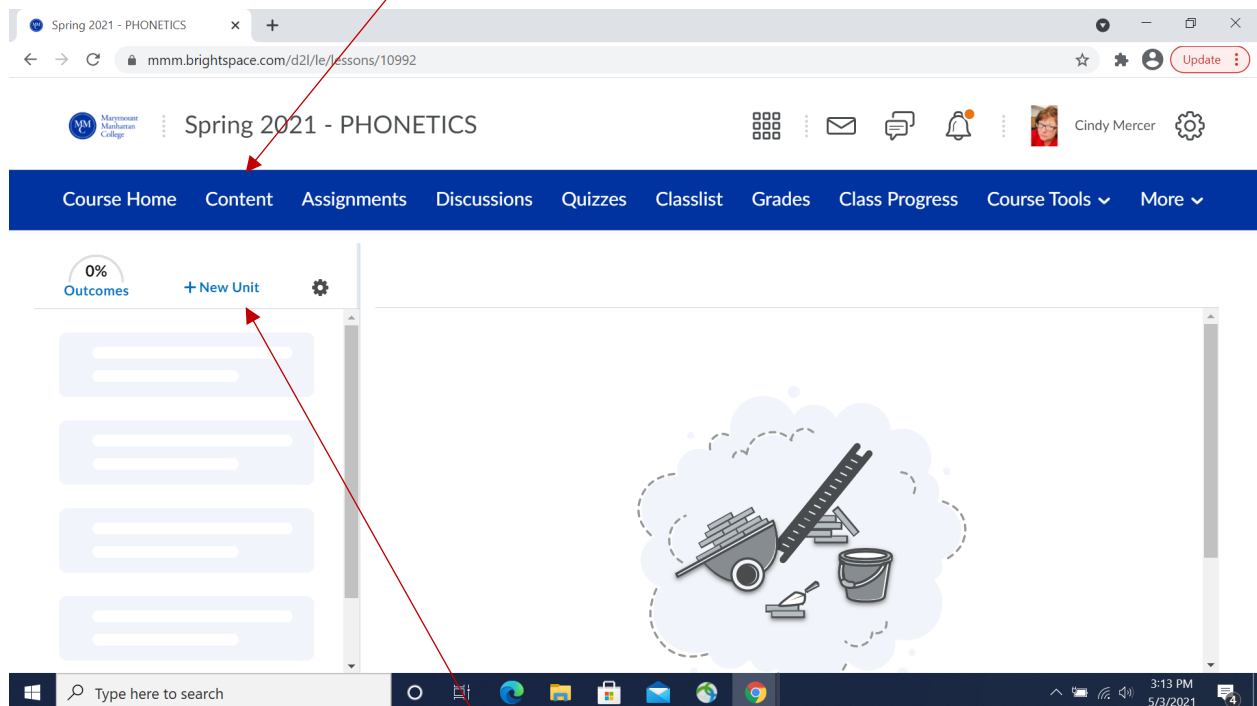




## Upload Your Syllabus Quick-Start Guide: MMC Brightspace

After you logon to MMC's Brightspace, you will be land on your Brightspace homepage. In the My Courses area located on the left of the page, select the course you plan to work on.

From the blue navbar select Content, which will take you to the page below.



On the left side of the page, click on New Unit. Type the word Syllabus in the horizontal box located directly under the navbar.

Below the the title, you will find editing tools, much like those in MicroSoft Word, and a larger box. Here you can add a description of your syllabus, if you so desire.

**Contact Brightspace Support**

Email: [brightspace@mmm.edu](mailto:brightspace@mmm.edu)

Spring 2021 - PHONETICS

Course Home Content Assignments Discussions Quizzes Classlist Grades Class Progress Course Tools More

Syllabus

Please read your syllabus carefully as it contains important information about this course.

Save Cancel Hidden

Next select save. You will then see the page below. Select the blue Add Existing button.

Syllabus - Spring 2021 - PHONETICS

Course Home Content Assignments Discussions Quizzes Classlist Grades Class Progress Course Tools More

0% Outcomes + New Unit Hidden Add Existing Create New

Syllabus

Please read your syllabus carefully as it contains important information about this course.

Contact Brightspace Support

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Scroll down to the Drag and Drop window.

The screenshot shows a web browser window with the URL `mmm.brightspace.com/d2l/le/lessons/10992/units/5560`. The page title is "Spring 2021 - PHONETICS". The user is logged in as "Cindy Mercer". The navigation menu includes "Course Home", "Content", "Assignments", "Discussions", "Quizzes", "Classlist", "Grades", "Class Progress", "Course Tools", and "More". Below the menu, there are icons for "LOR", "Video Assignment", "Virtual Classroom", and "More". A large dashed box contains a cloud icon with an upward arrow and the text "Drag and drop or [browse](#)". Below this box, it says "To upload SCORM or xAPI files, click the SCORM icon". A "Cancel" button is visible at the bottom left of the upload area. The Windows taskbar at the bottom shows the search bar, task view, and system tray with the time 3:41 PM on 5/3/2021.

In the **Drag and drop or browse** section, drag your syllabus into the box or select Browse to add the syllabus file located on your computer, like you were attaching a file to an email. The syllabus is added as a PDF or Word document within the Syllabus unit.

You're done!

Contact Brightspace Support

Email: [brightspace@mmm.edu](mailto:brightspace@mmm.edu)