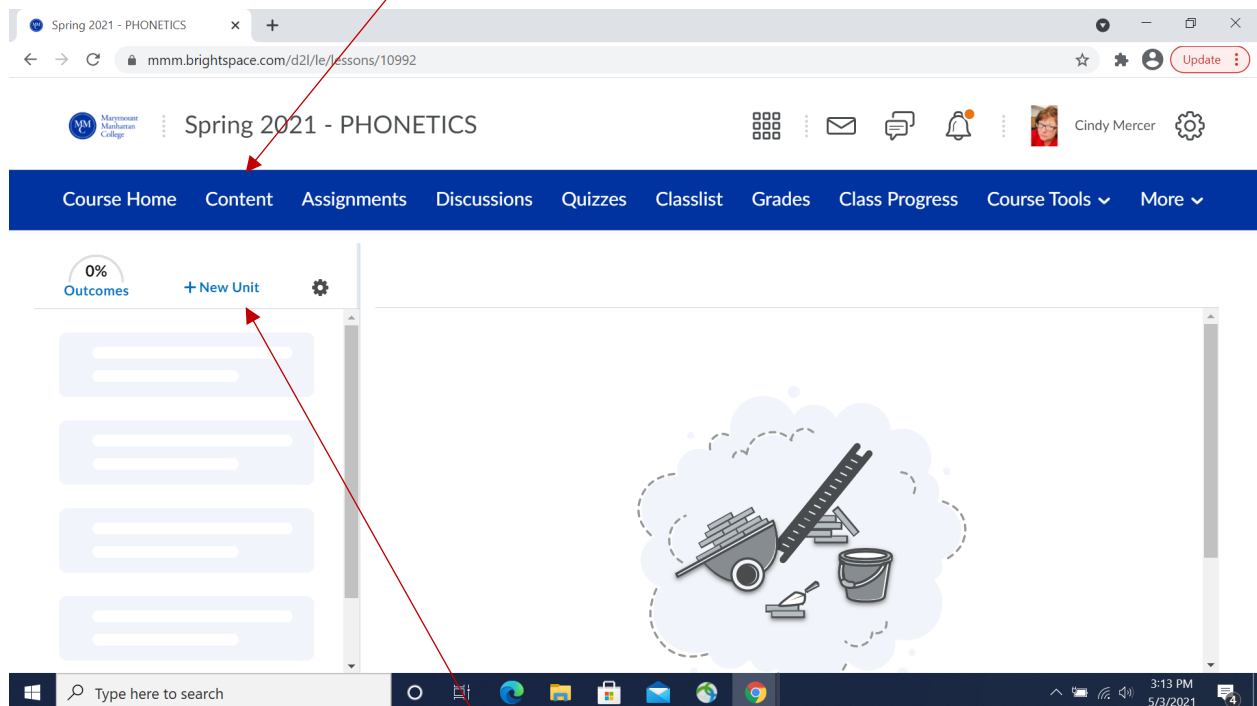# Upload Your Syllabus
Quick-Start Guide: MMC Brightspace

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.

Type title here.

Type description here.

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

Scroll down to the Drag and Drop window.

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!