# Post a Syllabus in NS Online

## Introduction

This is a two-step process: (1) Prepare the syllabus using Microsoft Word assigning appropriate headings and applying features as described in the next section, and (2) Upload the syllabus to your D2L shell.

## (1) Create an accessible MS Word file

### Use proper headings

* Use Heading 1 for the title, Heading 2 for the next level, and Heading 3 for the third level. Structure to a Word document is as important as structure is to an outline.
* To assign the headings,
  + Select the text or click anywhere in the line of text.
  + Choose the heading level from the Styles Group on the Home ribbon.

### Add alt text for images

* Select the image.
* Right-click on the image and choose size from the drop-down menu.
* Click the Alt tab.
* Key the alt text. Don’t preface the description with the words “Image of” or “Picture of” as a screen reader begins with the term “Image.” End the description with a period.
* Click on OK.

### Assign bullets and numbers

* If there is a numbered list, assign numbers using the numbered list feature. Select the text. Click the Numbering icon in the Paragraph group on the Home ribbon.
* If there is a bulleted list, assign bullets using the bullet list feature. Select the text. Click the Bullets icon in the Paragraph group on the Home ribbon.

### Size data tables using percentages

* Right-click anywhere within a table.
* Choose Table Properties.
* In the Measure in textbox, choose Percent.
* In Preferred width, enter the percentage up to 100 percent.
* Click on OK.

### Assign meaningful names to hyperlinks

* Do not use “Click here.”
* Preferably use descriptive text rather than URL addresses.

## Upload the syllabus to NS Online

To upload a new file,

* Logon to NS Online and go to your course.
* Click on Content.
* Create a new module by entering a module name in the left pane where it is labeled “Add a module.”
* In the right pane, click on the action arrow for the "New" button.
* Select "Add a file."
* Choose where the files will be uploaded from: My Computer or Course Offering Files.
* Click on Upload.
* Upload the file and click on Open.
* Click on Done. To view the file, click on Content then click the link.

OR

To drag and drop a file,

* As of February 2013, use Firefox or Chrome to drag and drop files. Other browsers may support drag and drop in the future.
* Locate and select the files on your computer.
* Drag the files to the specialized drop space labeled “Drag and drop files here to create and update topics.

**NOTE**: If you click on Settings from the Content pages, you have an option to “automatically update files that have the same file name.”