

# HOW TO UPLOAD COURSE SYLLABUS

To assist in meeting the needs of students by providing their approved accommodations, CDAR needs access to the course syllabus. Follow these four steps to upload the syllabus.

Contact CDAR for assistance at:

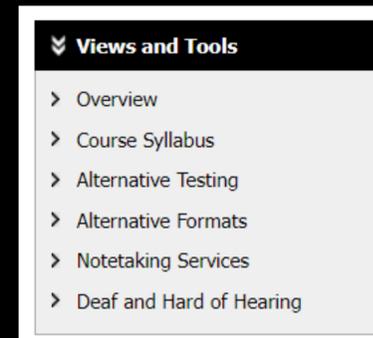
 [CDAR@UIDAHO.EDU](mailto:CDAR@UIDAHO.EDU)

 208-885-6307

## 1 – LOG-IN

Log-in to the [CDAR Faculty Portal](#)

Under **Views and Tools** section click on **Course Syllabus**

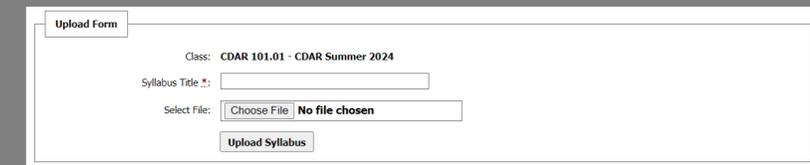


## 2 – TITLE

Title the Syllabus

We recommend the name of the course for simplicity

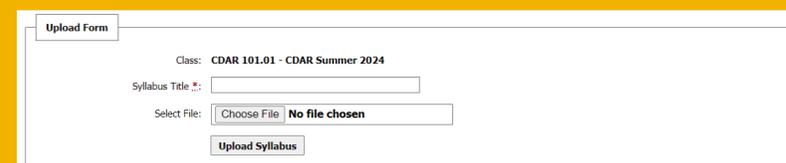
*Example: CDAR 101 Syllabus*

A screenshot of a web form titled "Upload Form". The form contains a "Class" field with the value "CDAR 101.01 - CDAR Summer 2024". Below it is a "Syllabus Title" field with a red asterisk, which is currently empty. Underneath is a "Select File" field with a "Choose File" button and the text "No file chosen". At the bottom of the form is an "Upload Syllabus" button.

## 3 – FILE INFORMATION

Drag & Drop the file in the **Select File** area **OR** click on **Choose File** to locate and select file

Click on **Upload Syllabus**

A screenshot of a web form titled "Upload Form". The form contains a "Class" field with the value "CDAR 101.01 - CDAR Summer 2024". Below it is a "Syllabus Title" field with a red asterisk, which is currently empty. Underneath is a "Select File" field with a "Choose File" button and the text "No file chosen". At the bottom of the form is an "Upload Syllabus" button.

## 4 – CONFIRMATION

The page will refresh with the uploaded file shown

If successful, the below will be shown

