My.Wartburg… Tips to make your teaching life easier!

Upload Your Syllabus to My.Wartburg

Quick & Simple Description:

Click on Syllabus

Under Downloadable Version click on Add a Handout

Enter a Name

Click on [Choose File]

Click on Upload (located near the top of the Moxie Manager)

Select your document and click [Open]

Click on [Insert]

Click on [Save]

To **remove a feature**…the other syllabus feature where you simply copy and paste, titled "Course Syllabus", which is typically not used

Click on Options (located near the top in the light blue bar)

Click on Course Syllabus (a Free-form Content feature)

Click on [Delete Course Syllabus]

Click on [Delete the Course Syllabus feature]