

## Adding Your Syllabus to the Course Hub

Step 1: Use the go link: [go/coursehub/](https://coursehub/) or copy and paste the following url onto your browser:

<https://courses.middlebury.edu>

Step 2: Log on to the Course Hub on the top right-hand side with your Middlebury credentials (the same ones you use to access your Middlebury email)

The screenshot shows the Middlebury Course Hub homepage. At the top, there is a navigation bar with links to 'Course Catalog', 'Schedule Builder', 'Academic Calendar', and a 'Log On' button. Below the navigation bar, the 'Course Hub' logo is displayed. The main content area is titled 'Welcome to the Course Hub' and includes a 'For Students' section with a 'Semester Dashboard' and a 'For Faculty' section with instructions on adding resources. Two screenshots of the dashboard are shown: one for Spring 2019 and one for Fall 2018.

Step 3: Once you are logged in, you will see your courses

The screenshot shows the 'Fall 2019 Dashboard' with a list of courses. The 'Fall 2019' tab is selected. The course 'GSFS 0373A: History of American Women Please register via HIST 0373A' is highlighted with a red arrow. Below it, the course 'HIST 0373A: History of American Women' is listed with a 'Manage Resources' button.

Step 4: Under each course, there is an option to + Add a Syllabus

## Fall 2019 Dashboard

GSFS 0373A: History of American Women Please register via HIST 0373A

[Course Listing](#) [+ Add a Syllabus](#) [Roster \\*](#)

HIST 0373A: History of American Women

[Course Listing](#) [+ Add a Syllabus](#) [Roster \\*](#)

Step 5: Click on +Add a Syllabus and choose one of the options (write/paste, upload, or link):  
a) Write/Paste Syllabus Text

Body (Edit summary)

**B** *I* U ABC Paragraph

HTML

Path: p

Write or paste text that will be displayed on the page.

Who can view the site syllabus? \*

- ☐ The Class
- ☒ Any Middlebury Person
- ☐ Public / Anyone in the world.

Save

\* denotes required fields

- b) Upload Syllabus

Who can view the file?

☐ N/A

☐ The Class

☒ Any Middlebury Person

☐ Public / Anyone in the world.

Save

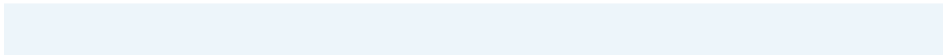
- 1) Enter your Syllabus Title in the Resource/Link Title
- 2) Click on Browse to browse your computer to find the syllabus file.
- 3) Once you find it, click upload.
- 4) Once uploaded, click next.
- 5) Choose “Any Middlebury Person” and
- 6) Click Save

**Upload a new file \***

No file selected.

Files must be less than **150 MB**.

Allowed file types: **jpg jpeg gif png txt doc docx xls xlsx pdf ppt pptx pps ppsx odt ods odp**.



You will see a link to your syllabus document on the page



**c) Link to Syllabus**

Resource/Link Title \*

Syllabus Link URL \*

Type or copy/paste the syllabus URL into this field. URLs should begin with **http://** or **https://**.

To find the URL either copy it from your browser's URL bar or right-click on a link and select the "Copy Link Location" option.

Who can view the link? \*

- ☐ The Class  
☒ Any Middlebury Person  
☐ Public / Anyone in the world.

\* denotes required fields

- 1) Enter your Syllabus Title in the Resource/Link Title
- 2) Paste the URL link for your syllabus
- 3) Choose "Any Middlebury Person" and
- 4) Click Save