

## How To Upload Your Syllabi to Your CV Page

1. Open your web browser and go to <https://tconline.texarkanacollege.edu>. Bookmark the page so you can get to it without having to type in the address each time
2. Click the (Log in) link at the top right of the page.



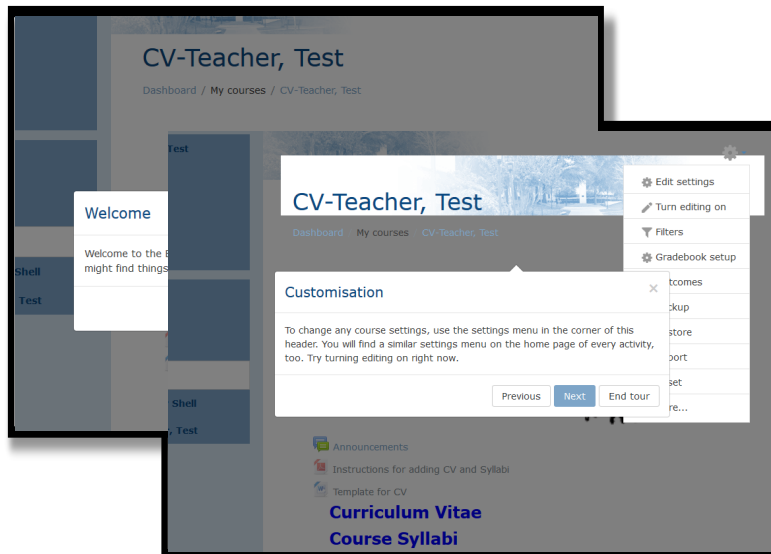
3. Log in with your TC username and password.





4. The landing page should appear with a list of courses you will have access to in the Dashboard view. In the list of your courses that appear, you will find one that is titled CV-your last name, first name. By clicking on it you will be taken into the classroom.



5. There will be a brief tour of the site that will play automatically the first time you enter a classroom. This will familiarize you with the placement of the editing tools and menus for the course, as they have changed with the current version.

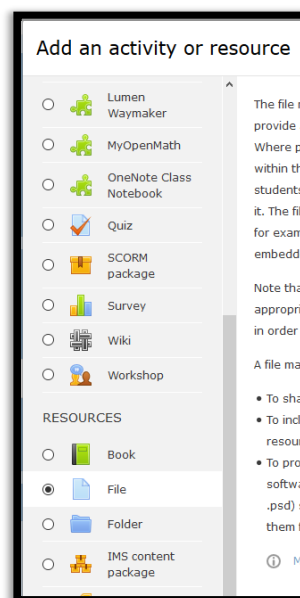



6. During the tour you should have "turned editing on" through the Course Administration icon  .

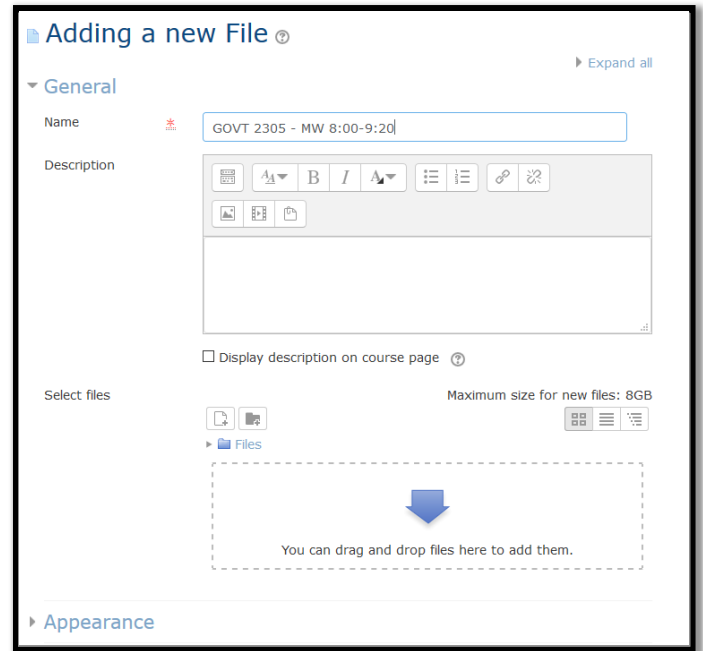
7. You can now begin to edit your course. This document and a template are provided within each page that you may use. They will be hidden from visitors view, but you may use the template after saving it to your computer and altering it. Upload it and place it under the proper label using the cross-hairs  . Your name and subject area may already be completed as well as your photo I.D. if you have one on record.



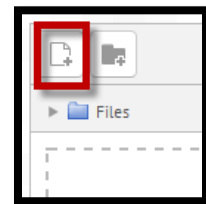
8. After the creation and saving of your document you will go to and click the "+Add an activity or resource" link and click the radio button for ""File" and then the "Add" button.


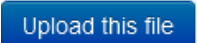


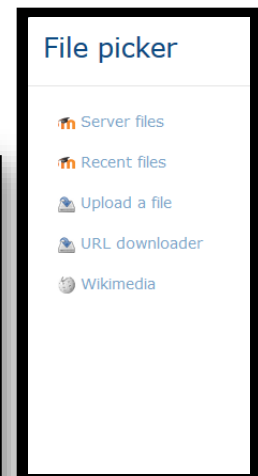
9. Give a Name to your syllabus that is easily recognizable. You can either opt to upload a generic syllabus for your course(s) or a more detailed one - the one you would be using in the course. If you place any information in the "Description" text editor, you can tick the box and have that information display along with the resource on the course page. If you are looking for further explanation and there is the "Help" icon , click it.



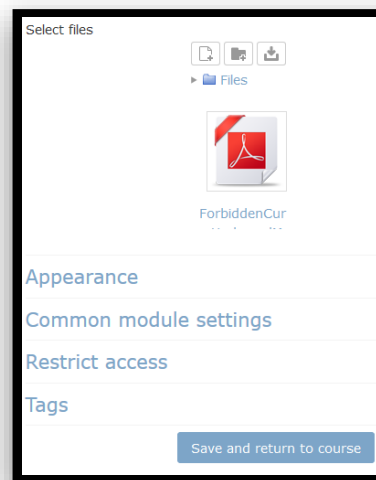
10. Scroll down to the "Select files" box under "Content". You can drag and drop the PDF of your syllabus into this box, or you can click on the white tab in the upper left of the box to browse and download from a specific location.



If you choose this option the "File picker" will show up. Choose "upload a file" and click the  button. Once the file is added, choose .



It will look something similar to this - and to complete the upload, click the "Save and return to course" button.



11. To add more syllabi or other documents, just click on the same "+Add an activity or resource" link. Refer to step 8.

To add your CV, just follow the same steps as for the syllabi.