1) From your D2L home page, navigate to the course from which you wish to publish the syllabus.

2) Navigate to your Syllabus in Course Materials--->Content.

3) From the drop-down menu next to your syllabus, select Publish to LOR.
4) Select your school/program specific syllabi repository. **Click Next.**

5) On the proceeding screen, **click Next.**

6) **Copy and paste** the exact D2L course code into the *Title* field. In the *Keyword* field, please **type** in the word *syllabus*. **Click Publish to LOR.** This will start the publishing process. On the final screen, **click Done.**