

Publishing Your Syllabus to the LOR

Office of Information Technology



- 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*.

A screenshot of the D2L LMS interface for a course. The main heading is "Syllabus and Other Stuff". Below it, there are course details: "Starts Sep 5, 2013 8:24 AM" and "Ends D...". There is a text input field for "Add a description...". Below that, there are two buttons: "New" and "Add Existing Activities". A dropdown menu is open, showing options: "View Topic", "Edit Properties In-place", "Change File", "Send to Binder", "Submit Feedback", "Download", "Move To", "Edit Metadata", "Publish to LOR" (highlighted with a red arrow), and "Delete Topic". To the right of the menu, there are "Print" and "Settings" icons, a "Published" status indicator, and "Expand All" and "Collapse All" links. Below the menu, there is a section titled "Syllabus" with another "New" and "Add Existing Activities" button. At the bottom, there is a list item "Syllabus CD732 Fall 2013" with a document icon and a checkmark.

4) Select your school/program specific syllabi repository. Click Next.

Publish to LOR
Syllabus CD732 Fall 2013

Publish To: •

Pick a Repository

Instructional Design
Instructional Design
CSD Syllabi

Overwrite an existing object

> [Sharing and Publishing Options](#)

Content

Name

Syllabus CD732 Fall 2013

Next **Cancel**

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**.

MGH INSTITUTE
OF HEALTH PROFESSIONS

Phonological/Articulation Disorders - CD-732-01-13FA

[Course Home](#) | [Course Materials](#) | [Assessments](#) | [Communication](#) | [Edit Course](#) | [Resources](#) | [Help](#)

Publish to LOR
Syllabus CD732 Fall 2013

Metadata
Add a title and other metadata for this learning object.

[Classify](#)

Name	Value
General	
Title	CD-732-01-13FA
Description	
Keyword	syllabus

Publish to LOR **Cancel** **Back**