**Submitting your Syllabus in D2L**

1. **Log into D2L and select the division BPS Shell from your home screen. Choose the current years shell.**

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1. **Select the “Assignments” tab**

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1. **Select the appropriate submission folder for the syllabus you are submitting:**

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1. **Add required files by selecting “Add a File”**

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1. **Select “My Computer” and “Upload” to select your files.**

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1. **Select your Syllabus Submission Files – and then Select “Open”**

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1. **Ensure that all your submission files are uploaded and select “Add”**

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1. **Add a comment on your submission screen with your: course and section information, and your name.**
2. **After confirming that your files have been uploaded and comments completed, select “submit”.**