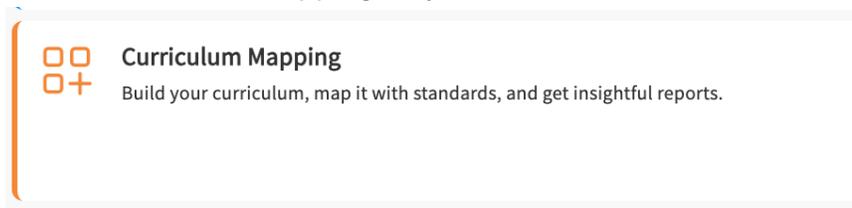


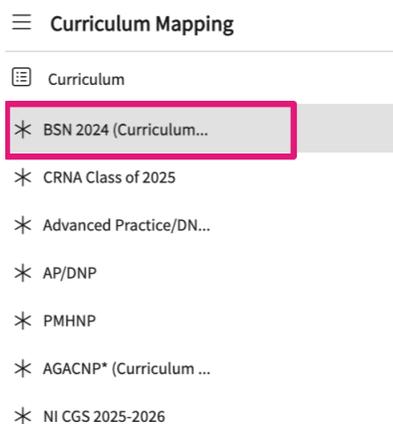
As you add your syllabi information, you may want to download that information from time to time. The system can help you with this task! The generate syllabus feature will take all components you have entered within the system for a single course and generate a standardized Word document.

Steps:

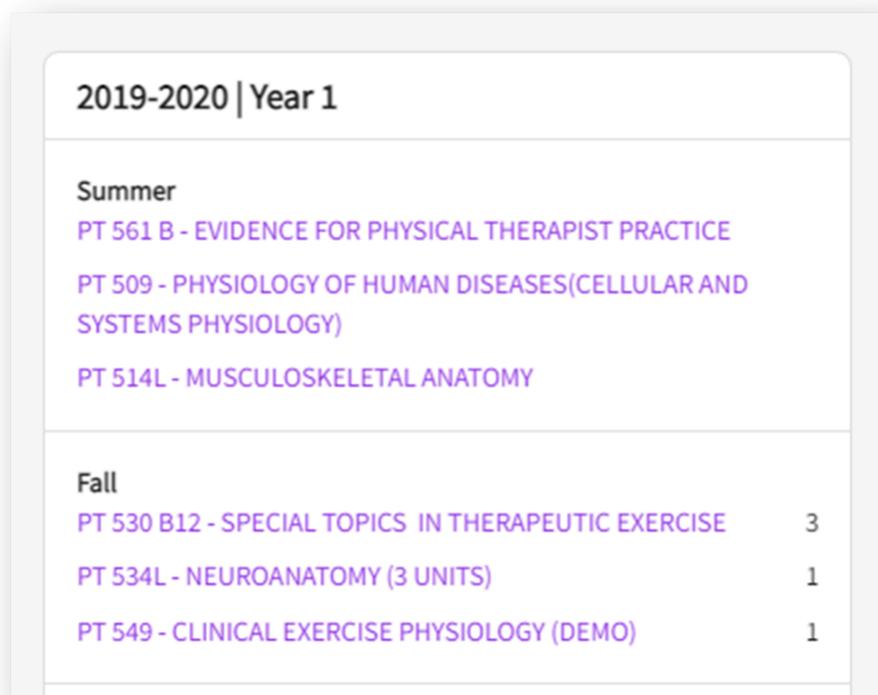
1. Select Curriculum Mapping on your left menu or dashboard



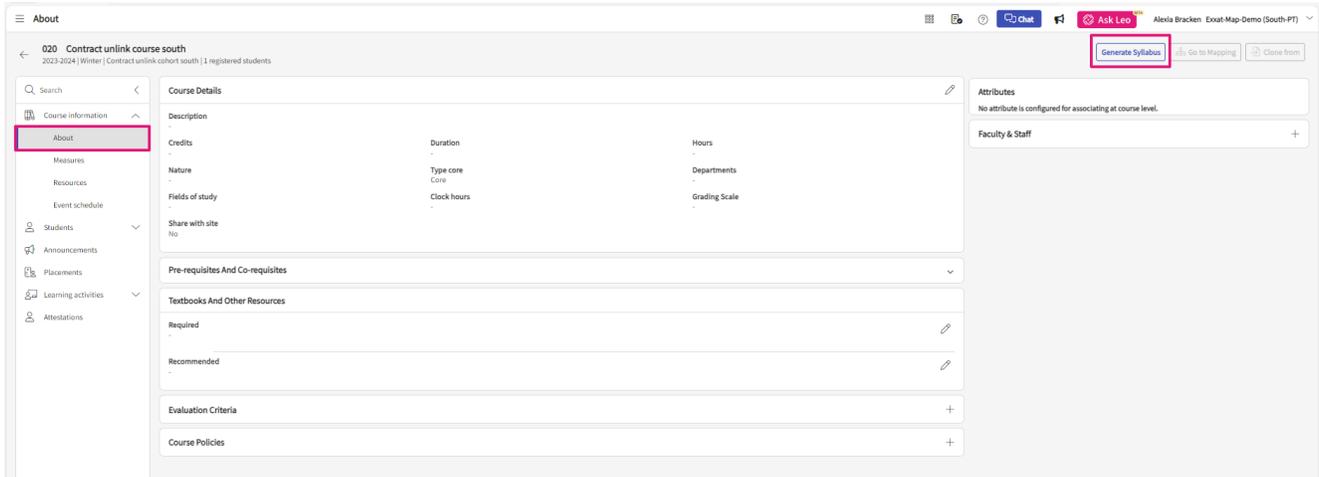
2. Select Curriculum Grid from the left ribbon.



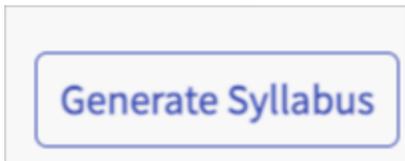
3. On the curriculum grid page, select the course you'd like to work with.



4. You'll be redirected to the **About** section for the course you have selected.



5. Click **Generate Syllabus**.

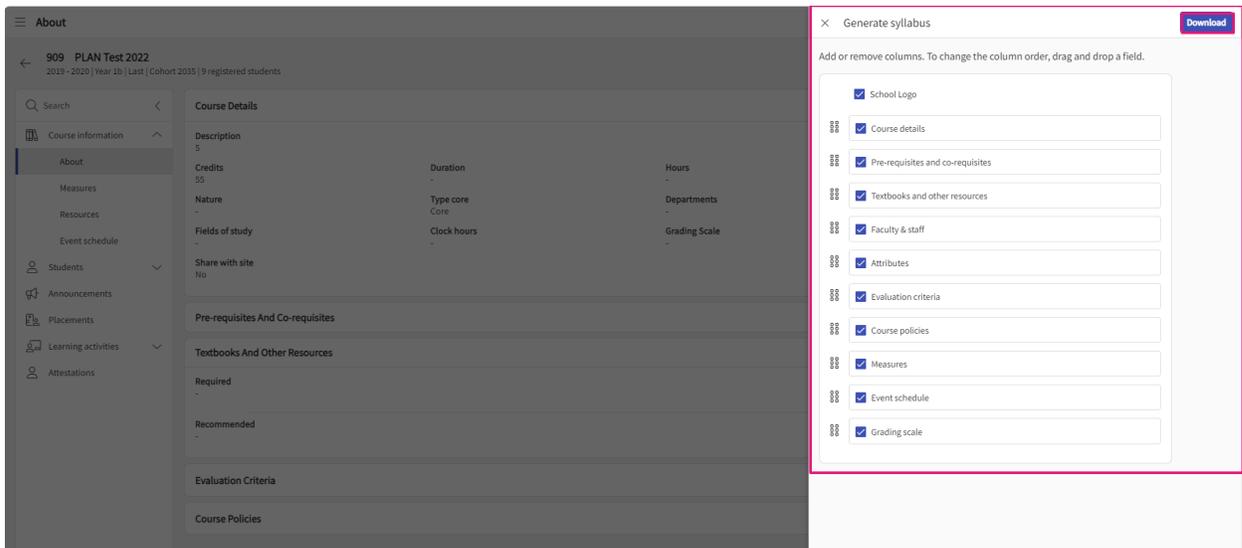


6. In the **Generate syllabus** drawer, the syllabus details are selected by default.

1. You can deselect the sections you want to exclude from your download file.

2. To reorder the syllabus tiles, click the vertical ellipsis  and drag the required tile to your preferred position in the format.

3. Click **Download**.



7. The file is saved in your browser's **Downloads** folder.