Submitting Section Offering (graybar) modifications

Step 1: You will receive an invitation to the CyBox named **Course Offerings**.

Step 2: Once you sign into CyBox (Sign Ons), then you will see the <u>Course Offerings</u> folder.

All Files

NAME ↑

Course Offerings

Step 3: Click on the Catalog and Course Offerings folder. This will give you access to the <u>Graybar</u> and <u>Unpublished</u> folders.

NAME ↑

Graybar

Study Abroad

Sub-sectioning

Unpublished

Step 4: Upload your document into the appropriate folder. You can do this one of two ways:

1. Drag your attachment into CyBox -- go to your attachment in your working directory and <mark>drag</mark> the attachment into the appropriate folder.

OR

2. Upload your attachment into CyBox – when in the folder you want to upload to, select the 'New +' button in the top right hand corner within CyBox. Select 'File Upload' and find your attachment in your working directory. Once you have the attachment that needs to be uploaded, then select <u>Open</u>.

File Upload

Folder Upload