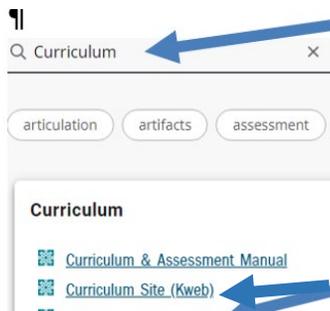# How to Retrieve a Course Outline/Syllabus Report from Kweb

Step 1: Log into My Tri-C Space

- Log in to My Tri-C Space.
- From the Main Menu, click Discover

- Type *Curriculum* in the search bar
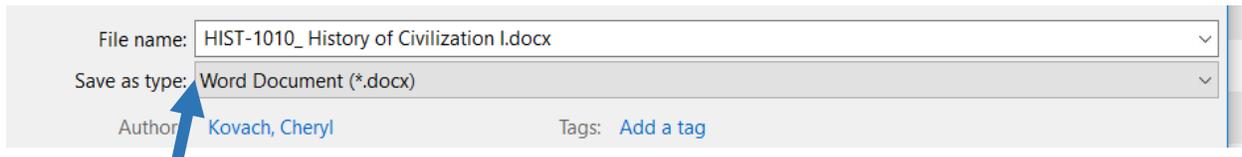- Click on the **Curriculum Site (Kweb)** link

This will take you to the Curriculum Development Kweb site landing page. On the left navigation menu, click on Curriculum Course Outlines – Active link.

Step 2: Search for the course to review

- Click on the subject folder of your desired course.
- Click on the desired course. The course outline will open in the browser window.
- Do a **Save As** or a File Download to your departmental drive/location where you wish to develop your syllabus.

File name:	HIST-1010_ History of Civilization I.docx
Save as type:	Word Document (*.docx)
Author	Kovach, Cheryl Tags: Add a tag

- Click **the Save As Drop Down box** to change the Save as Type from Web page to Word Document.

- Add additional information, such as assignment descriptions, weekly schedule, etc. to the syllabus as appropriate.