

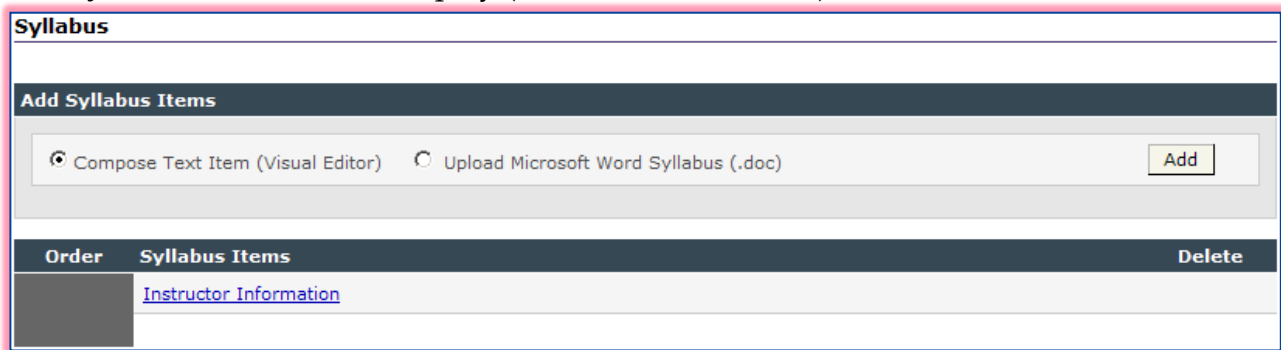
Syllabus

The online syllabus can include all the same elements as a traditional syllabus, such as the Course Description, Course Objectives, Course Policies and Procedures, Grading Policies, Course Textbooks, and anything else that pertains to the course. These items, and other items can be added to an online syllabus or an existing offline Microsoft Word document can be loaded into the course. When an existing document is uploaded, a link to the document displays in the Syllabus section of the course. If the syllabus is created directly into the course under Author mode using the Syllabus feature, the information displays in the Syllabus area of the course.

When working with this feature, it is not possible to upload a Microsoft Word document and to add items using the Visual Editor at the same time. Either one or the other of the items must be selected. If a syllabus is uploaded from a Word Document and the instructor decides later to add some content using the Visual Editor, the link to the syllabus will be removed. If an item was added using the Visual Editor and then later the instructor decides to upload a syllabus from Microsoft Word, all existing syllabus text items will be deleted.

Create a Syllabus

- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click **Syllabus** under the **Course Home** button.
- ❖ The **Syllabus** window will display (see illustration below).



Order	Syllabus Items	Delete
	Instructor Information	

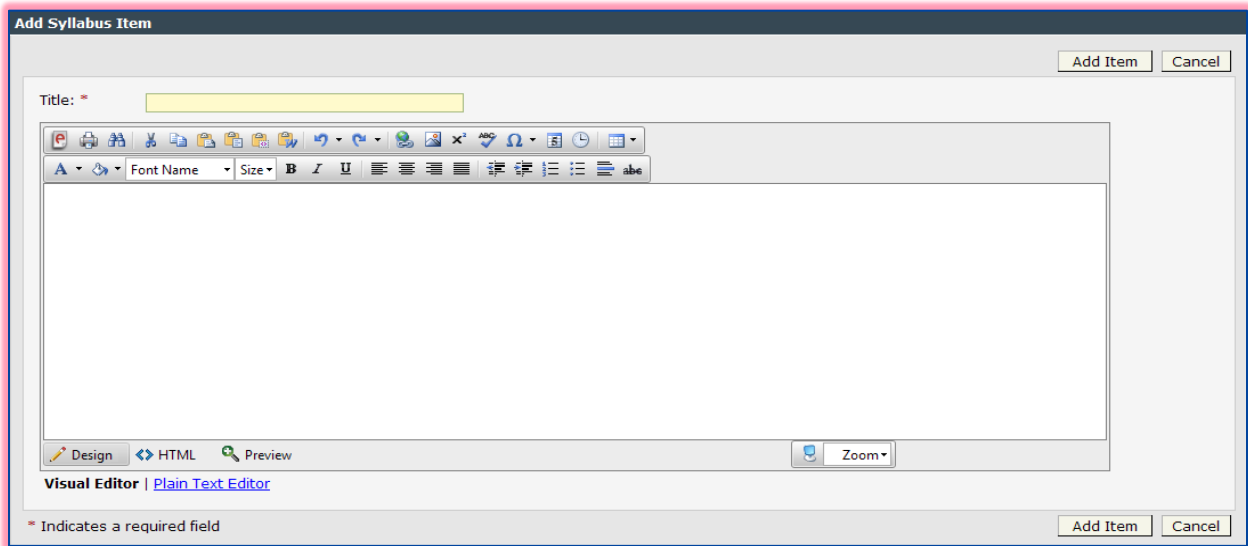
- ❖ Choose one of the following options:
 - **Compose Text Item (Visual Editor)** - This option is used by the instructor to compose and add text items to the syllabus.
 - **Upload Microsoft Word Syllabus (.doc)** - This option is used to upload an existing Microsoft Word Document. The document will be uploaded and displayed in HTML (Web) format.
- ❖ Click **Add**.

Add Syllabus Items

- ❖ When the **Compose Text Item** option is chosen, the **Add Syllabus Item** window will display (see illustration on next page).
- ❖ In the **Title** field, input a title for the **Syllabus** item.
- ❖ Compose the text in the **Visual Editor** or copy the text from **Word**.
 - When copying from **Word**, use the **Paste from Word** button (see illustration at right).
 - This will keep the formatting that was applied to the text in the **Word** document.
 - Once the text is loaded into the **Visual Editor** formatting changes can be made.
- ❖ Click **Add Item**.



- ❖ Continue this process until all the syllabus items have been added.

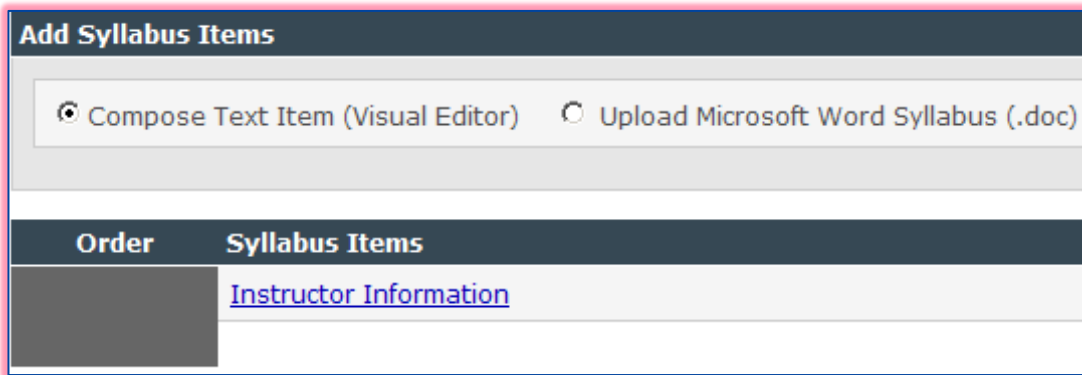


- ❖ Preview the work as a student will see it by clicking on the **Course** tab.

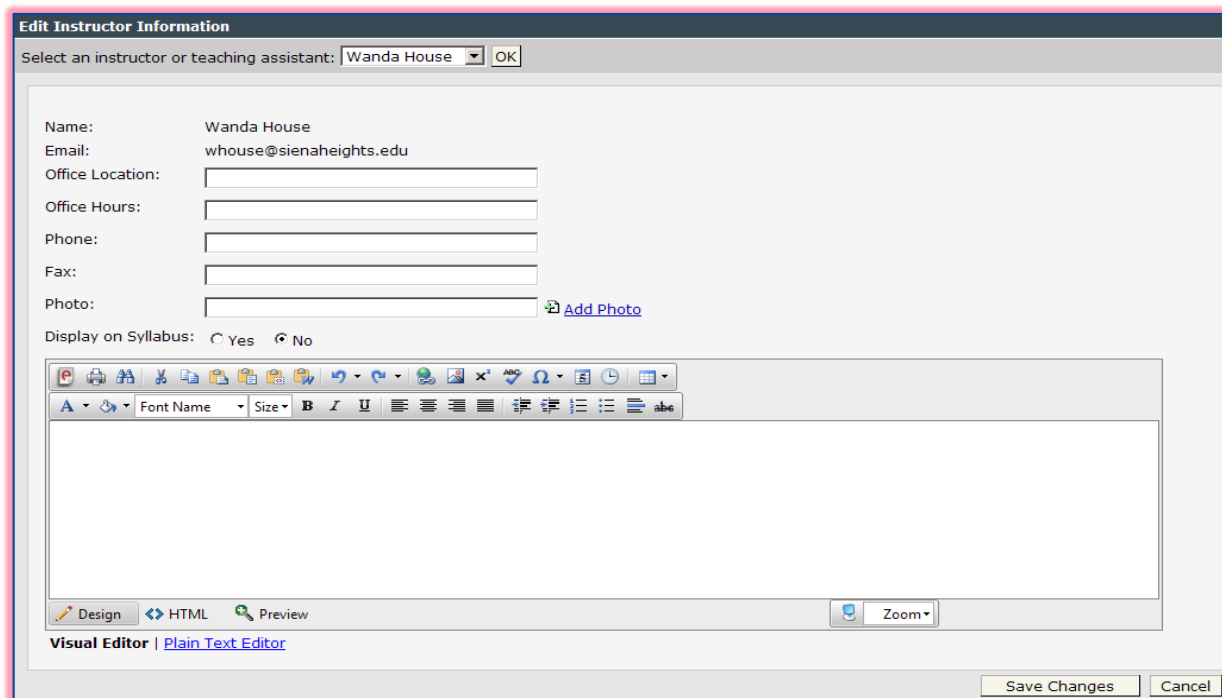
Add Instructor Information

In addition to content information, instructors can also include a brief greeting to welcome students to the course in the **Instructor Information** section. Instructors may also want to include information about themselves and include a picture to add a personal touch to the syllabus.

- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click **Syllabus** under **Course Home**.
- ❖ Click **Instructor Information**. This link appears under the **Syllabus Items** link (see illustration below).



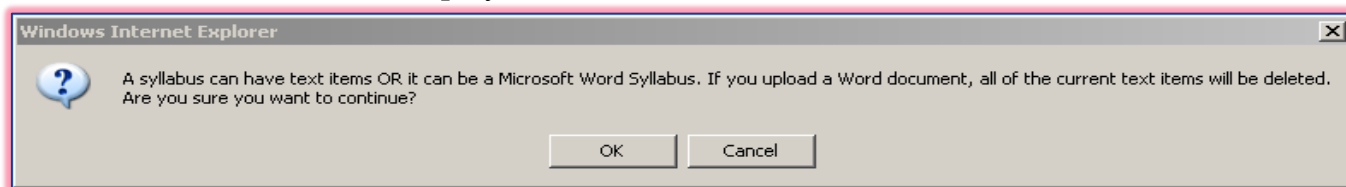
- ❖ The **Edit Instructor Information** window will display (see illustration on next page).
- ❖ A list of the instructors and teaching assistants will appear in the drop-down list.
- ❖ Select the instructor or teaching assistant for whom the information is being added.
- ❖ Click **OK**.
- ❖ The **Name** and **Email Address** of the instructor will be displayed in the first two rows.
- ❖ Enter additional contact information in the fields provided.
- ❖ Click the **Add Photo** link to upload a picture of yourself.
- ❖ Click the **Yes** button if this information is to display in the syllabus.
- ❖ Click the **No** button if this information is not to display in the syllabus.



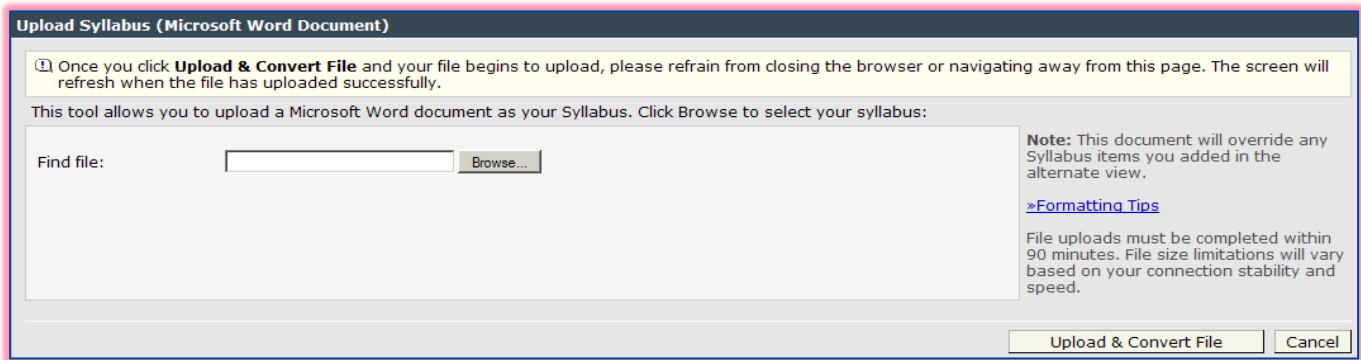
- ❖ Insert a message to the students in the **Visual Editor**.
- ❖ Use the buttons on the **Visual Editor Toolbar** to format the text.
- ❖ Click **Save Changes**.

Upload an Existing Syllabus

- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click **Syllabus** under **Course Home**.
- ❖ Click the **Upload Microsoft Word Syllabus (.doc)** option button (see illustration on previous page).
- ❖ Click the **Add** button.
- ❖ If any information had been added to the syllabus using the **Visual Editor** the message in the illustration below would display.



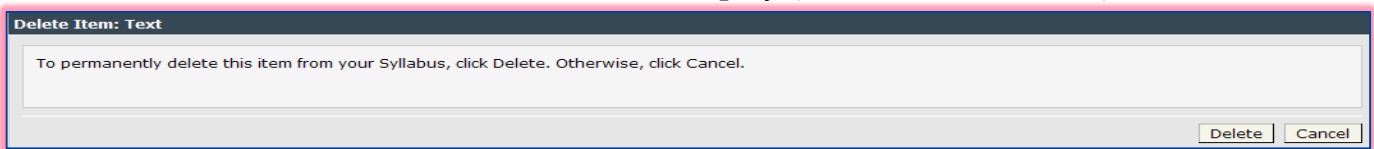
- ❖ Click **OK**.
- ❖ If information had not been added to the **Visual Editor** the above information would not display.
- ❖ The **Upload Syllabus (Microsoft Word Document)** window will display (see illustration top of next page).
- ❖ Click **Browse** to open the **Choose File** dialog box.
- ❖ Select the Word document that is to be uploaded.
- ❖ Click **Open**.
- ❖ The syllabus path and name will appear in the **Find File** box.
- ❖ Click the **Upload & Convert File** button.
 - A link to the Word document should appear under **Syllabus Items**.
 - Students can click the link to open the Word document and view the Syllabus.



Delete Syllabus Items

An instructor has the capability of removing items that have been added to the Syllabus.

- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click **Syllabus** under **Course Home**.
- ❖ In the **Delete** column, click the **Delete** button beside the item that is to be deleted.
- ❖ The **Delete Items** confirmation window will display (see illustration below).



- ❖ Click **Delete**.

Reorder Syllabus Items

Once the syllabus items have been created, the instructor can change the order of the items.

- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click **Syllabus** under **Course Home**.
- ❖ Locate the **Syllabus Item(s)** for which the order is to be changed.
- ❖ In the **Order** column, type a new number for the item.
- ❖ Click **Save**.