

Creating a Syllabus

Your online syllabus should include the same features you would include in a traditional syllabus--features such as a Course Description, Course Objectives, General Course Policies and Procedures, Grading Policies, Course Textbooks, and anything else you want to include.

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In **Author** mode, you can easily add these and other items to your online syllabus; or, you can also upload an existing offline Microsoft Word document into your course syllabus. If you choose to upload an existing document, the document will load in the main content area of your course, just as if you choose to create a custom online Syllabus with the Syllabus Builder (in Author mode).

Note: A link to the course Syllabus displays in the left-side course navigation tree by default. If you'd like, you can disable or "hide" the Syllabus link under **Preferences** on the **Course Admin** tab. Remember that this will hide the Syllabus link from students as well.

Uploading an existing syllabus

To upload an existing syllabus:

Step 1: In the upper left corner of your screen, click **Course Home** and then click **Syllabus**.



Step 2: Click **Author** to switch to Author mode.

Step 3: From the **Type** drop-down list, select **Upload MS Word Syllabus**. Click **Add This Item**.

Note: If you choose to upload a Word document into your online Syllabus, the Word document will permanently overwrite any information currently in your Syllabus.

Step 4: In the screen that displays, use the **Browse** button to locate the Word document you want to upload into your Syllabus.

Note: Refer to the [Formatting Tips](#) section of this document for important information about formatting your Word document for uploading.

Step 5: When you're ready to upload, click **Save Changes**. Your Word document appears in the Syllabus section of your course.

You can also create a Syllabus with the Teaching Solutions Syllabus Builder. This online authoring tool allows you to customize an online Syllabus for your course.

Creating a customized online syllabus

To create a customized online syllabus:

Step 1: In the upper left corner of your screen, click **Course Home** and then click **Syllabus**.

Step 2: Click **Author** to switch to Author mode. From this screen, you can add new items to the syllabus or you can edit existing items. Items that are currently in your syllabus are listed under **Syllabus Sections**. (A sample syllabus is included in your course at

the bottom of the syllabus page in **Author** mode.)

Syllabus

Design Tips Help

Add New Syllabus Item

Type: Custom Items Add This Item

Your syllabus currently contains the following sections. To edit a section, click its title; to change the order in which they will appear on the page, change the numbers in the left-hand column.

Syllabus Sections		
	Instructor Information	
1	Course Description	Delete
2	Course Objectives	Delete
3	Grading Policy	Delete
4	Textbook(s)	Delete

Save

Step 3: To add a new syllabus item, select the type of item you wish to add from the **Type** drop-down list and then click **Add This Item**. You can create your own syllabus items by selecting **Custom Items** from this list. Fill out the fields that appear for the item you select and then click **Save**. *Note: For information about the individual items that you can add to your syllabus, see the Help topics that follow.*

Tip: You can create a weekly schedule using a custom item. Format the weekly schedule as a table using the toolbar (see the Help topic **Formatting Content** for information on creating tables).

Step 4: To edit an existing item, click on the item you wish to edit, make any corrections or changes, and click **Save Changes**.

Step 5: To reorder your syllabus items, change the numbers to the left of each item, and click **Save**. You cannot re-order the "Instructor Information" content.

Adding a Course Description to your syllabus

A Course Description is usually an overview of course content and focus.

To add a Course Description to your syllabus:

- Step 1: In **Author** mode, click **Syllabus**. Items that are currently in your syllabus display under **Syllabus Sections**.
- Step 2: Select **Course Description** from the **Type** drop-down list and click **Add This Item**. The **Edit Course Description** page opens.
- Step 3: If you want to call the Course Description something other than "Course Description," enter that text in the **Title** text box.

Step 4: Enter your actual Course Description in the **Text to display** text box. Remember, you can use the Visual Editor toolbar to format your Course Description (see the Help topic **Formatting Content** for more information).

Tip: If you're creating a course that must meet Section 508 Accessibility Requirements, you'll need to switch to the HTML view in the Visual Editor and verify that your HTML code meets the requirements. To see specific 508 requirements or for more information, see the Help topic under Course Creation called Accessibility Requirements or go to <http://www.access-board.gov/sec508/guide/1194.22.htm>

Step 5: Click **Save** to add the Course Description to your syllabus.

Adding Course Objectives to your Syllabus

Course objectives are the concepts and skills you expect your students to understand and be capable of after completing your course.

To add Course Objectives to your syllabus:

Step 1: In **Author** mode, click **Syllabus**. Items that are currently in your syllabus display under **Syllabus Sections**.

Step 2: Select **Course Objectives** from the **Type** drop-down list and click **Add This Item**. The **Edit Course Objectives** page opens.

Step 3: If you want to call Course Objectives something other than "Course Objectives," enter that text in the **Title** text box.

Step 4: Enter an introduction for your Course Objectives in the **Introductory text** text box. Remember, you can use the Visual Editor toolbar to format your Course Objectives (see the Help topic **Formatting Content** for more information).

Tip: Again, if your course must meet Section 508 requirements, refer to <http://www.access-board.gov/sec508/guide/1194.22.htm> to make sure your course introduction is compliant. You can check your HTML code by clicking the HTML button in the top right corner of the Visual Editor.

Step 5: Enter your actual Course Objectives in the **Objective** text boxes provided. The Objectives you enter will appear in a bulleted list on your course syllabus. If you need more room for Objectives, click **Add Objective** to add another Objective text box.

Step 6: Enter any additional Course Objective text in the **Additional text** text box. Any text you enter here will display after the Objectives bulleted list.

Step 7: Click **Save** to add the Course Objectives to your syllabus.

Adding Course Policies and Procedures to your syllabus

The Policies and Procedures section of your syllabus usually includes general course protocol—things like whether late work will be accepted, how you (or the institution) handle plagiarism,

explanations about make-up work, or any other course policies and procedures you choose to include.

To add Course Policies and Procedures to your syllabus:

- Step 1: In **Author** mode, click **Syllabus**. Items that are currently in your syllabus display under **Syllabus Sections**.
- Step 2: Select **Policies and Procedures** from the **Type** drop-down list and click **Add This Item**. The **Edit General Policies and Procedures** page opens.
- Step 3: If you want to call the Policies and Procedures section something other than "Course Policies and Procedures," enter that text in the **Title** text box.
- Step 4: Enter your course policies or procedures in the **Policy Text** text box. Remember, you can use the Visual Editor toolbar to format your text (see the Help topic **Formatting Content** for more information).
- Tip: Again, if your course must meet Section 508 requirements, refer to <http://www.access-board.gov/sec508/guide/1194.22.htm> to make sure your course introduction is compliant. You can check your HTML code by clicking the HTML button in the top right corner of the Visual Editor.
- Step 5: Enter any additional Policy or Procedure text in the **Additional Text** text box. A break will appear between this text and the text you entered in the **Policy Text** text box.
- Step 6: Click **Save** to add the Policies and Procedures section to your syllabus.

Adding a Grading Policy to your syllabus

The Grading Policy section of your syllabus can explain to students what course elements will be graded, the scale by which grades will be determined, and any other grading information you think might be helpful.

To add a grading policy:

- Step 1: In **Author** mode, click **Syllabus**. Items that are currently in your syllabus display under **Syllabus Sections**.
- Step 2: Select **Grading Policy** from the **Type** drop-down list and click **Add This Item**. The **Edit Grading Policy** page opens.
- Step 3: If you want to call your Grading Policy something other than "Grading Policy," enter that text in the **Title** text box.
- Step 4: Enter an introduction for your Grading Policy in the **Introductory Text** text box. Use the Visual Editor toolbar to format your text (see the Help topic **Formatting Content** for more information).

- Tip: If your course must meet Section 508 requirements, refer to <http://www.access-board.gov/sec508/guide/1194.22.htm> to make sure your course introduction is compliant. You can check your HTML code by clicking the HTML button in the top right corner of the Visual Editor.
- Step 5: At this point, your Grading Policy is divided into three sections: **Grading Criteria**, **Grading Scale**, and **Additional Information**. You can add Introductory or explanatory text for each of these sections.
- Step 6: Under **Grading Criteria**, list the items in your course for which students will be assigned grades (in the **Graded Item** column). Then assign a percentage or point value to each graded item. For example, Assignments may make up 50% of students' final grade, or 500 points out of a possible 1,000.
- Step 7: Under **Grading Scale**, assign a letter grade to a numeric value. For example, you might assign 70% or 70 points to a "C" letter grade.
- Step 8: Click **Save** to add your Grading Policy to your syllabus.

Adding Course Textbooks to your syllabus

The Course Textbooks section of your Syllabus displays a list of all the required (and optional) textbooks for your course, including the textbook name, publisher, edition, and any other information you choose to include.

To add a list of required or recommended textbooks to your syllabus:

- Step 1: In **Author** mode, click **Syllabus**. Items that are currently in your syllabus display under **Syllabus Sections**.
- Step 2: Select **Course Textbooks** from the **Type** drop-down list and click **Add This Item**. The **Edit Textbooks** page opens.
- Step 3: If you want to call your Textbooks section something other than "Textbook(s)," enter that text in the **Title** text box.
- Step 4: Enter an introduction for your Textbook section in the **Introductory text** text box. Use the Visual Editor toolbar to format your text (see the Help topic **Formatting Content** for more information).
- Tip: If your course must meet Section 508 requirements, refer to <http://www.access-board.gov/sec508/guide/1194.22.htm> to make sure your course introduction is compliant. You can check your HTML code by clicking the HTML button in the top right corner of the Visual Editor.
- Step 5: Enter the following information for each course textbook:
- Title
 - Author
 - URL (optional)
 - Publisher

- Edition/Year
- Step 6: Select whether each textbook is **Required Reading** or **Recommended Reading**.
- Step 7: Enter any additional textbook information in the **Additional text** text box. Any text you enter here will display after the course textbooks list.
- Step 8: Click **Save** to add the Textbooks section to your syllabus.

Adding Custom Items to your syllabus

You can add any information you want to your syllabus by adding a Custom Syllabus Item.

To add a Custom Item to your syllabus:

- Step 1: In **Author** mode, click **Syllabus**. Items that are currently in your syllabus display under **Syllabus Sections**.
- Step 2: Select **Custom Item** from the **Type** drop-down list and click **Add This Item**. The **Edit Custom Item** page opens.
- Step 3: Enter a title or section heading for your custom item in the **Title** text box.
- Step 4: Enter your custom information in the **Text to display** text box. Use the Visual Editor toolbar to format your text (see the Help topic **Formatting Content** for more information).
- Tip: If your course must meet Section 508 requirements, refer to <http://www.access-board.gov/sec508/guide/1194.22.htm> to make sure your course introduction is compliant. You can check your HTML code by clicking the HTML button in the top right corner of the Visual Editor.
- Step 5: Click **Save** to add the syllabus item to your syllabus.