

Competencies

After reading this document, you will be able to:

- ◆ Create a syllabus using the built-in tool
- ◆ Import a syllabus file

Syllabus Tool

The Syllabus tool allows the creation of a customized syllabus for the course that is accessible from the Homepage. It contains sections for course information, instructor information, course goals, policies, textbooks, course requirements, and lessons. Custom sections can be created or simply import a syllabus that has been previously created.

To Create a Syllabus Using the Built-In Tool:

- 1 From the *Build* or *Teach* tab, click **Syllabus**. The *Syllabus* screen appears, with the default items (section information and section instructor) automatically populated.
- 2 Click **Add Syllabus Item** and click the item to be added.

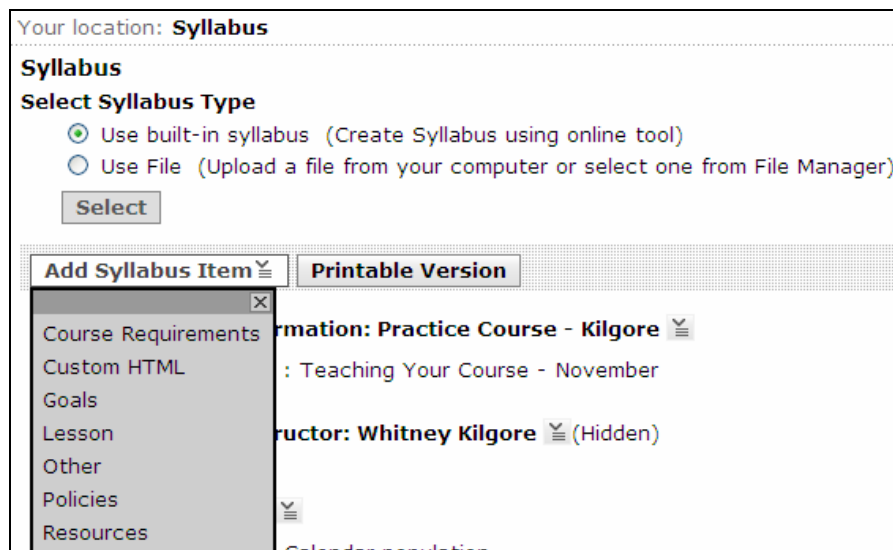


Figure 1: Using the Syllabus Tool - Add Syllabus Item

- 3 Complete the required fields. The heading may be changed. Each item type has unique fields and settings.
- 4 Click **Save**. The *Syllabus* screen appears and the item is added to the bottom of the item list.

< Your location: Syllabus > Add Syllabus Item

Add Policies

*Heading: Policies

Introduction: This section advises students of my policies regarding late assignments, missed exams, etc.

Additional information: <h3>Late Assignments</h3> Unless you have a valid doctor's note, you will be docked 10% for each day that your assignment is late. <h3>Missed Exams</h3> If you have a valid doctor's note, you will be allowed to make up the exam.

Use HTML

Save Cancel

* Required field

Figure 2: Using the Syllabus Tool - Add Syllabus item using HTML

5 HTML tags can be used to format item information.



Tip Provide students with a schedule of how often you plan to log on to the discussion forum and provide availability for online chat sessions. This will help students know what to expect from the course.

To Import a Syllabus File:

- 1 From the Syllabus screen, under *Select Syllabus Type*, select *Use File*.
- 2 Click **Select**.
- 3 Under *Select Syllabus*, click **Browse**. Locate and select the file.
- 4 The *Syllabus* screen updates and the file is displayed.

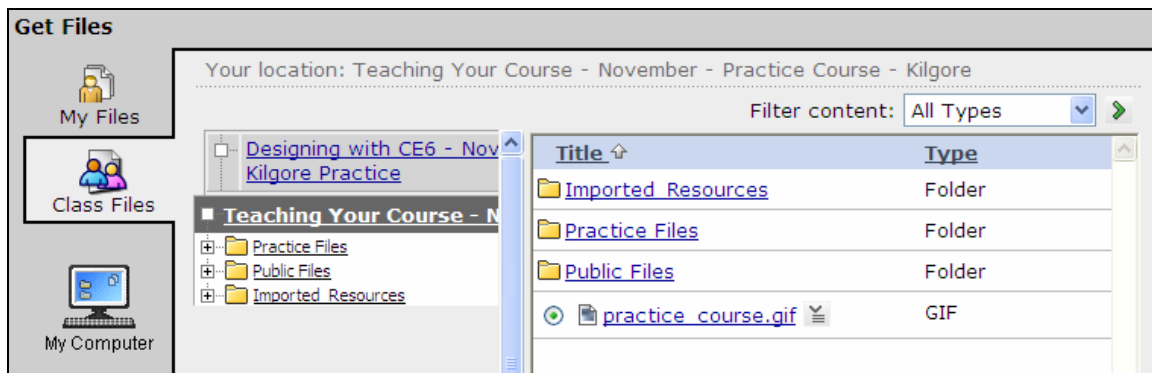


Figure 3: Using the Syllabus Tool - Browse for Syllabus



Note For easiest student access, the file should be in HTML or plain text. If the file is in another format, students must have the necessary software or viewers to open the file.