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Create a Syllabus with the Syllabus Builder Tool

A syllabus is an outline of a course of study. It can contain course information, course objectives, Instructor contact information, assignments, class meeting dates, textbook information, and more. A syllabus is standardized across a department or course. Like other content, a syllabus is added to a Content Area.

Instructors can link to an existing document that will serve as a syllabus, attach a file from a local computer, or link to a file in the Content Collection if it has been enabled by the Administrator.

Step 1	Make sure Edit Mode is ON.	Edit Mode is: ON ?
Step 2	Click on a Content Area .	★
Step 3	Point to Build Content . Select Syllabus .	Build Content ≫ Create > Item > File > Image > URL > Learning Module > Lesson Plan > Syllabus
Step 4	Type a Syllabus Name. Choose Create New Syllabus to use the Syllabus Builder tool.	Name Course Syllabus ★ Syllabus Name Course Syllabus Syllabus Output Oreate New Syllabus Use Existing File



Step 5		Syllabus Infor	mation		
•	The Syllabus Information area provides three text boxes with	🛨 Syllabus Name	Course Syllabus		
	suggested names for the content: Description, Learning Objectives, and Required Materials . The titles are editable and any content may be included or not included in the text boxes.	Heading 1	Description		
		25 15 40	Debalphon		
		Body 1			
		Heading 2	Learning Objectives		
		Body 2			
	text boxes.	Heading 3	Required Materials		
		Body 3			
Step 6		Syllabus Design			
style sets the font, borders	Select a Syllabus Design . The style sets the font, borders and colors for the syllabus. There are	Select Color and Design of the Syllabu Styles	is. Document image 🔿 Notepad 🔿 Modern 🔿 Classic 🔿 Contemporary 🔿 None		
			aders and Borders Dark Weak Cyan		
	six style choices available.	Text			
Step 7	Under Build Lessons, choose either Create Specified Number of Lessons Shells or Do Not Create Lessons Shells.	Build Less Choose how many number. Create Specified N Lessons Shells Do Not Create Les	Iesson shells to build. Lesson shells may be built b lumber of Image: Number of Lessons to Image: Create		
Step 8	Under Options , choose whether to Make the Syllabus Available, Track Number of Views, and Choose Date Restrictions.	Options			
		Make the Syllabus Available	⊚ Yes ⊚ No		
		Track Number of Views	⊚ Yes ⊚ No		
		Choose Date Restrictions	Image: Display After 04/15/2011 Image: Display After 04/15/2011 Enter dates as mm/dd/yyyy. Time may be entered in any increment.		
			🗹 Display Until 04/16/2011 📓 11:51 AM 🕥		
			Enter dates as mm/dd/yyyy. Time may be entered in any increment.		
Step 9	Click Submit.		Submit		
	Notes: Creating a new syllabus usir	ng the Syllabus Builde	r tool allows Instructors to use a		
	customizable template to pre-build l	• •			



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Create a Syllabus Using an Existing File

A syllabus is an outline of a course of study. It can contain course information, course objectives, Instructor contact information, assignments, class meeting dates, textbook information, and more. A syllabus is standardized across a department or course. Like other content, a syllabus is added to a Content Area.

Step 1	Make sure Edit Mode is ON.	Edit Mode is: ON 🕅 ?
Step 2	Click on a Content Area .	+ □ □ □ ↑↓ * FACIT101 (Facit > * Training) Home Page Information Content Chapter 1
Step 3	Point to Build Content. Select Syllabus.	Build Content ≫ Create > Item > File > Image > URL > Learning Module > Lesson Plan > Syllabus
Step 4	Choose Use Existing File. Choose Browse My Computer or Browse Course to access the file.	Syllabus Create New Syllabus Use Existing File Attach File Browse My Computer Browse Course Attached files File Name Image: Course Syllabus.docx Syllabus.docx Image: Course



•	tep 5 Under Content Information, type the Name of the Syllabus. You may also add a description in the text box.	Content Information			
		🜟 Name	Course Syllabus		
		Color of Name	Black		
		Text			
		\land Normal \exists \land B I I abe \times_z \land abc \land			
Step 6	Under Options , choose whether to Make the Syllabus Available , Track Number of Views , and Choose Date Restrictions .	Options			
		Make the Syllabus Available	💿 Yes 💿 No		
		Track Number of Views	í Yes ⊚ No		
		Choose Date Restrictions	Display After 04/15/2011 Display After 04/15/201 Display		
			Display Until 04/16/2011 III:51 AM		
Step 7	Click Submit.		Submit		
		•	vill serve as a syllabus, attach a file from a it has been enabled by the Administrator.		