

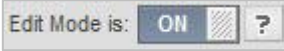
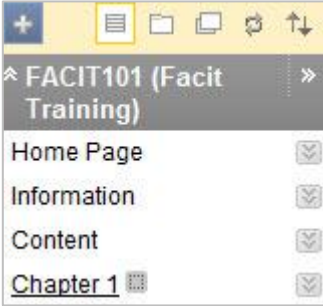
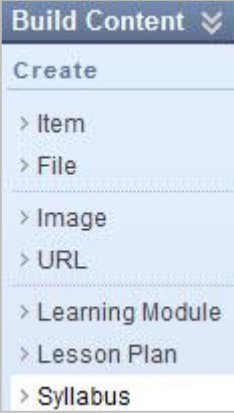
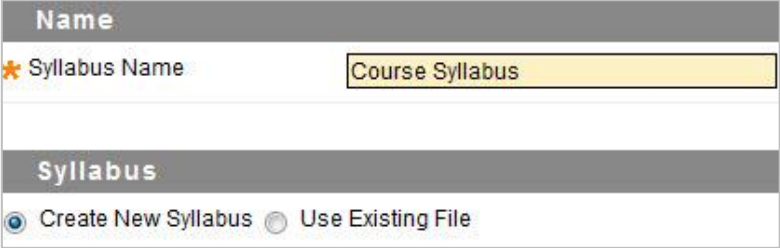
HOW TO CREATE A SYLLABUS

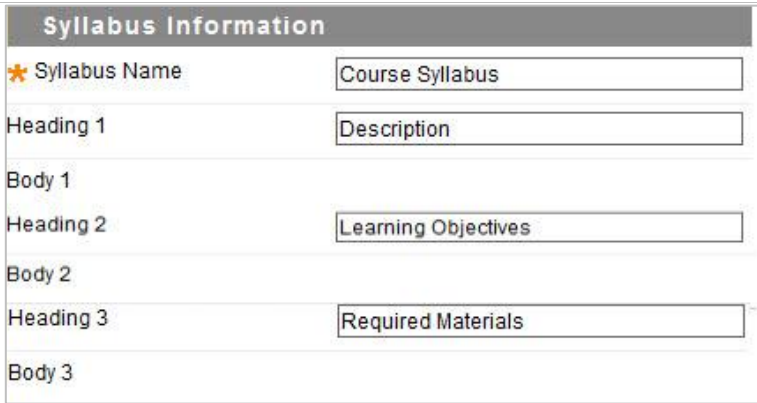
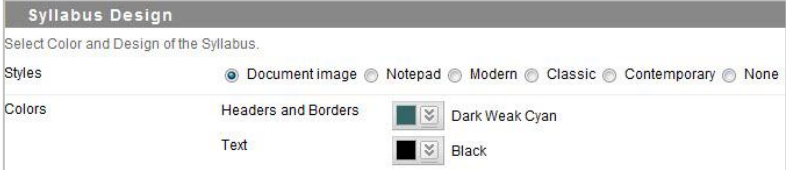
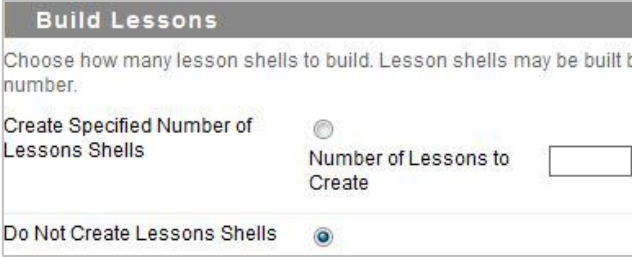
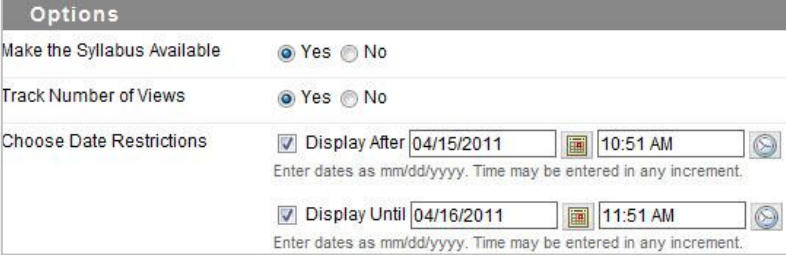



Create a Syllabus with the Syllabus Builder Tool

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 .	
Step 2	Click on a Content Area .	
Step 3	Point to Build Content . Select Syllabus .	
Step 4	Type a Syllabus Name . Choose Create New Syllabus to use the Syllabus Builder tool.	

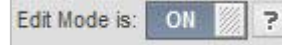
<p>Step 5</p>	<p>The Syllabus Information area provides three text boxes with suggested names for the content: Description, Learning Objectives, and Required Materials. The titles are editable and any content may be included or not included in the text boxes.</p>	 <p>Syllabus Information</p> <p>* Syllabus Name: Course Syllabus</p> <p>Heading 1: Description</p> <p>Body 1</p> <p>Heading 2: Learning Objectives</p> <p>Body 2</p> <p>Heading 3: Required Materials</p> <p>Body 3</p>
<p>Step 6</p>	<p>Select a Syllabus Design. The style sets the font, borders and colors for the syllabus. There are six style choices available.</p>	 <p>Syllabus Design</p> <p>Select Color and Design of the Syllabus.</p> <p>Styles: <input checked="" type="radio"/> Document image <input type="radio"/> Notepad <input type="radio"/> Modern <input type="radio"/> Classic <input type="radio"/> Contemporary <input type="radio"/> None</p> <p>Colors: Headers and Borders: Dark Weak Cyan, Text: Black</p>
<p>Step 7</p>	<p>Under Build Lessons, choose either Create Specified Number of Lessons Shells or Do Not Create Lessons Shells.</p>	 <p>Build Lessons</p> <p>Choose how many lesson shells to build. Lesson shells may be built by number.</p> <p>Create Specified Number of Lessons Shells: <input type="radio"/> Number of Lessons to Create: []</p> <p>Do Not Create Lessons Shells: <input checked="" type="radio"/></p>
<p>Step 8</p>	<p>Under Options, choose whether to Make the Syllabus Available, Track Number of Views, and Choose Date Restrictions.</p>	 <p>Options</p> <p>Make the Syllabus Available: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Track Number of Views: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Choose Date Restrictions: <input checked="" type="checkbox"/> Display After: 04/15/2011 10:51 AM</p> <p><input checked="" type="checkbox"/> Display Until: 04/16/2011 11:51 AM</p>
<p>Step 9</p>	<p>Click Submit.</p>	<p style="text-align: center;">Submit</p>
	<p>Notes: Creating a new syllabus using the Syllabus Builder tool allows Instructors to use a customizable template to pre-build lessons as needed, or build lessons one at a time.</p>	



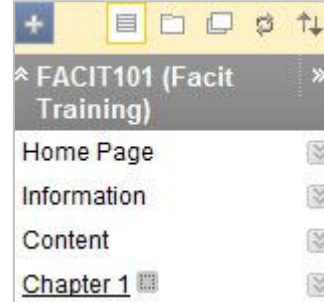
Create a Syllabus Using an Existing File

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.

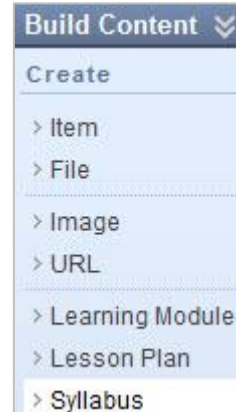
Step 1 Make sure **Edit Mode** is **ON**.



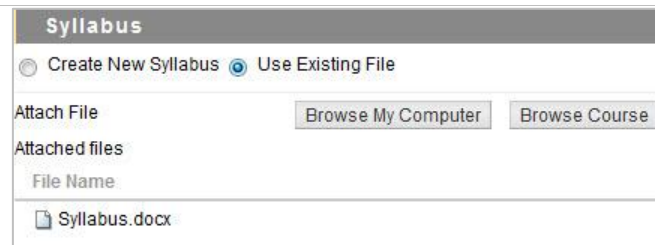
Step 2 Click on a **Content Area**.




Step 3 Point to **Build Content**. Select **Syllabus**.



Step 4 Choose **Use Existing File**. Choose **Browse My Computer** or **Browse Course** to access the file.



Step 5	Under Content Information , type the Name of the Syllabus. You may also add a description in the text box.	
Step 6	Under Options , choose whether to Make the Syllabus Available , Track Number of Views , and Choose Date Restrictions .	
Step 7	Click Submit .	
	Notes: 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.	