



## Syllabus



The syllabus can be your actual syllabus, course outline, homework outline, etc. The syllabus tool provides two options: the first option is to link directly to a file and the second option is to use the built-in forms. If you don't see the syllabus button in the left menu, click Manage Course from the Build or Teach tab and then click Course Menu. If the link next to Syllabus is "Show Link", click it and now you will have access to the syllabus tool.

### Use a File

If you already have a syllabus file, this option provides a link to your file.

**Step 1:** Using the **Build** or **Teach** tab, click **Syllabus**.

**Step 2:** Select the **Use File** radio button.

**Step 3:** Under Select Syllabus, click **Browse** and locate your syllabus (refer to the Get Files section for details on the Get Files window). After you locate your syllabus, click the radio button next to the filename and click **OK**.

Your location: **Syllabus**

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**Select Syllabus Type**

Use built-in syllabus (Create Syllabus using online tool)

Use File (Choose a file from your computer or the File Manager)

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**Select Syllabus**

You are currently using the file: **/sample\_syllabus.doc**

**Browse...**

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**Preview**

**Printable Version**

After you locate your file, the file name will appear here. If it is a web page, a link will appear at the bottom of the menu.

## Use Built-in Syllabus

The default syllabus is called a built-in syllabus and is a syllabus that is based on a template, so all you have to do is fill in the forms.

- Step 1:** Using the **Build** or **Teach** tab, click **Syllabus**.
- Step 2:** Select the **Use built-in syllabus** radio button.
- Step 3:** To add a new syllabus section, click the **Add Syllabus Item** button and choose an option.
- Step 4:** Fill in the form and then click **Save**. Repeat this process until you have all the sections desired.

The screenshot shows a web interface for managing a syllabus. At the top, it indicates the current location is 'Syllabus' and offers two options for selecting a syllabus type: 'Use built-in syllabus' (selected) and 'Use File'. Below these are buttons for 'Add Syllabus Item' and 'Printable Version'. A list of syllabus sections is displayed, including 'Section In', 'Section Instructor', 'Goals', 'Policies', 'Course requirements', 'Custom Section 1', 'Lesson', and 'Resources'. At the bottom of the list are 'Show', 'Hide', and 'Delete' buttons. Three callout boxes provide instructions: one points to the 'Printable Version' button, another points to the first two items in the list, and a third points to the action menu icon for the 'Lesson' item.

Your location: **Syllabus**

**Select Syllabus Type**

- Use built-in syllabus (Create Syllabus using or
- Use File (Choose a file from your computer or

**Add Syllabus Item** **Printable Version**

**Expand All** **Collapse All**

Move	Title
	<input type="checkbox"/> Section In Raymond's Course
	<input type="checkbox"/> Section Instructor Raymond's Course
	<input type="checkbox"/> Goals
	<input type="checkbox"/> Policies
	<input type="checkbox"/> Course requirements
	<input type="checkbox"/> Custom Section 1
	<input type="checkbox"/> Lesson
	<input type="checkbox"/> Resources

**Show**  **Hide** **Delete**

If you would like to print your syllabus, click **Printable Version**. Your students also have the printable option.

The first two items do not have forms to fill in.

Click the action menu and select **Edit**, if you need to edit a section.