

Syllabus

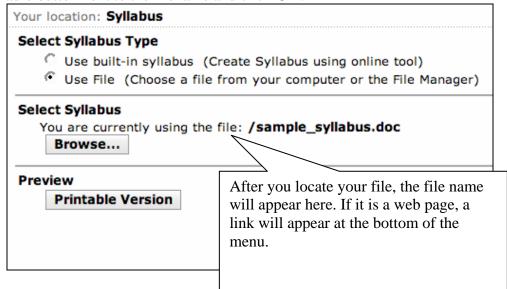


The syllabus can be your actual syllabus, course outline, homework outline, etc. The syllabus tool provides two options: the first option is to link directly to a file and the second option is to use the built-in forms. If you don't see the syllabus button in the left menu, click Manage Course from the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



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.

