



## Syllabus

With the Syllabus tool, you can make a syllabus available to students to provide them with course information such as:

- your contact information and office hours.
- course objectives.
- the institution's academic policies
- your policies regarding late assignments, make-up exams, etc.
- a course outline and important dates.
- overviews of course lessons.
- required texts and recommended reading.

Your location: <b>Syllabus</b>	
<b>Printable Version</b>	
Expand All   Collapse All	
<b>Title</b>	
<input checked="" type="checkbox"/> Section Information: DATE2	<b>Expand or collapse sections.</b>
<input checked="" type="checkbox"/> Section Instructor: Jay Istvanffy	
<input checked="" type="checkbox"/> Course Policies	
Introduction	This section advises students of my policies regarding late assignments, missed exams, etc.
Additional information	<p><b>Late Assignments</b> Unless you have a valid doctor's note, you will be docked 10% for each day that your assignment is late.</p> <p><b>Missed Exams</b> If you have a valid doctor's note, you can re-schedule missed exams. Exams will not be returned to students until all students have submitted their exams.</p>
<input checked="" type="checkbox"/> University Policies	
Introduction	For information on the university's policies regarding plagiarism, please visit the university website: <a href="http://university.edu.ca/policies">http://university.edu.ca/policies</a> .

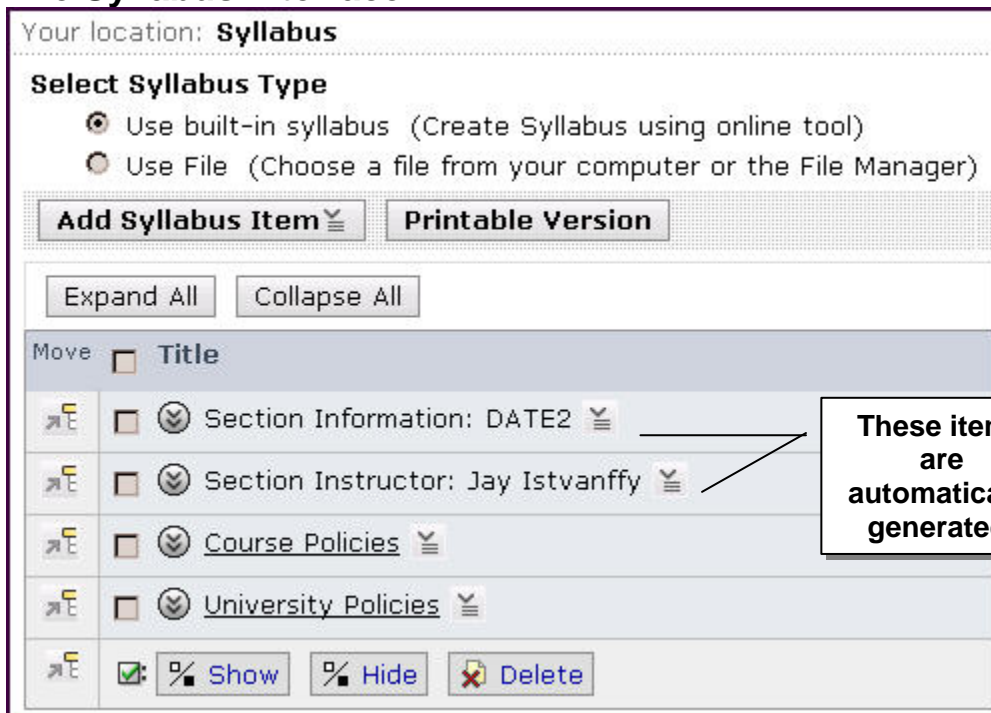
### Student View of Syllabus

Syllabus Tool by Tab

<b>Build</b>	From both the Build and Teach tabs, you can: <ul style="list-style-type: none"> <li>• Create a Syllabus or import a file.</li> <li>• Edit the Syllabus.</li> <li>• Create a printable view of the Syllabus.</li> </ul>
<b>Teach</b>	

❖ TERMS TO KNOW	
<b>Built-in Syllabus</b>	When you create a syllabus, you are using the built-in syllabus.
<b>Item</b>	The built-in syllabus contains six different sections to which you can add course information; each section is called an item. The built-in syllabus contains the following items: <ul style="list-style-type: none"> <li>• Goals</li> <li>• Policies</li> <li>• Course Requirements</li> <li>• Custom</li> <li>• Lesson</li> <li>• Resources</li> </ul>
<b>Syllabus File</b>	When you import a syllabus, you are using a syllabus file.

## The Syllabus Interface

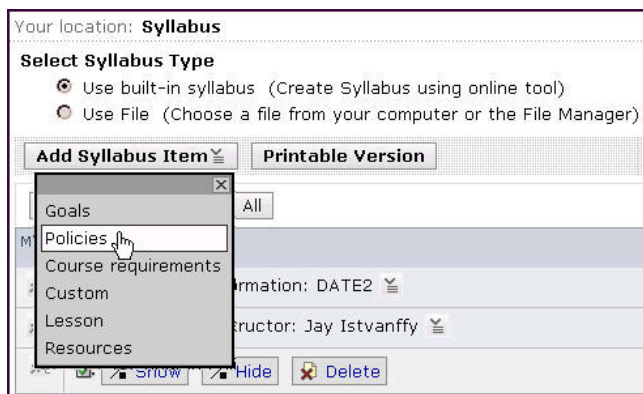


## Creating a Syllabus

You can use the built-in syllabus feature to enter information or you may import a file that has been created.

To create a syllabus using the built-in tool:

1. Under Course Tools, click **Syllabus**. The Syllabus screen appears, with the default items (section information and section instructor) automatically populated.
2. Click **Add Syllabus Item**. From the ActionLinks menu, select the item type.



**Note:** You can add multiple instances of each item and customize the titles.

3. Complete the required fields. You may change the Heading, if desired. Each item type has unique fields and settings.

**Create 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 docked 10% for each day that your assignment is late. Exams will not be returned if students have submitted their exams.

Use HTML

Save Cancel

\* Required field

You can use HTML tags to format item information.

4. Click **Save**. The Syllabus screen appears and the item is added to the bottom of the item list.

Other actions you can perform in the built-in Syllabus:

- **Move** selected items, to rearrange how the items are presented.
- **Show/Hide** syllabus items to determine whether they are visible to students.
- **Delete** items.
- **Expand/Collapse** item information.

Once your syllabus is created or uploaded, students can access the syllabus through the Course Menu or you may create a link to it on the Home Page or a folder.

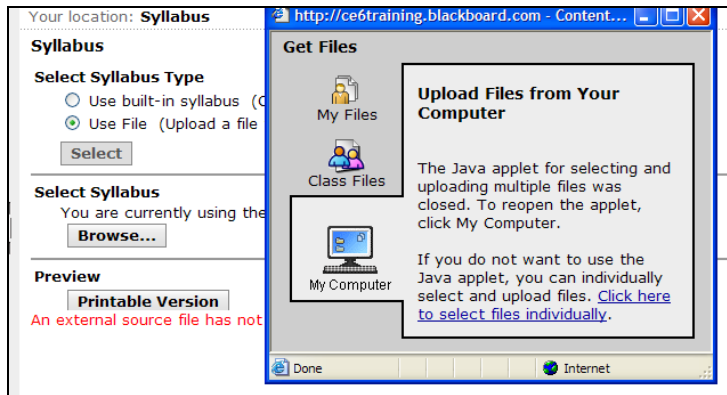
## Importing a Syllabus File

If you have created a syllabus, you can import the file and make it available to section members.

**Note:** The file should be in HTML or plain text for the easiest student access. If the file is in a format other than plain text or HTML, students must have the necessary software or viewers to open the file.

To import a syllabus file:

1. From the Syllabus screen, under Select Syllabus Type, select *Use File*.



2. Under Select Syllabus, click **Browse** and locate and select the file. The Syllabus screen updates and the file is displayed.

## Previewing the Syllabus

You can preview how the syllabus will look when it is printed.

To view the printable version of the Syllabus, from the Syllabus screen, under Preview, click **Printable Version**. The syllabus is previewed in a pop-up window.