

Module 2:

Syllabus



Add Course Syllabus, Outline

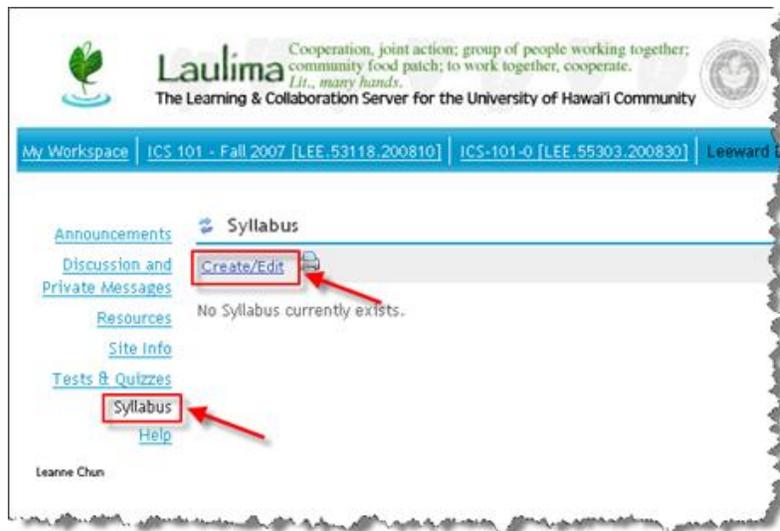
The Syllabus tool may be used to link to a syllabus that you have already created, or you can create one directly in the tool.



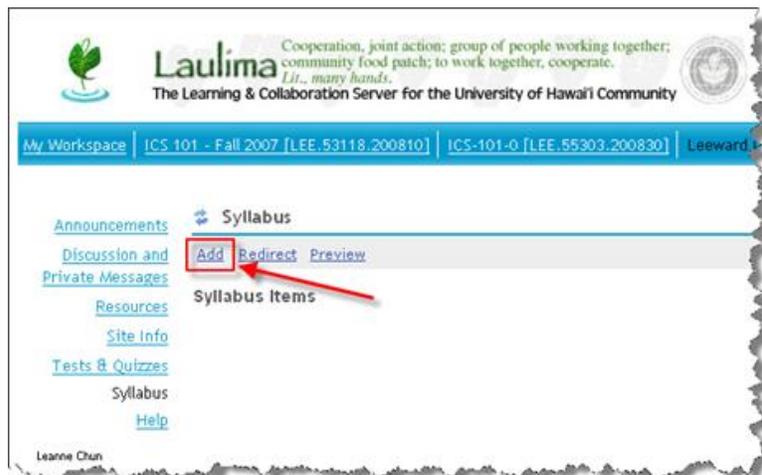
It is strongly recommended that you create your syllabus in Word, save it as a PDF, and upload it. Please see handout on Constructing a Course Syllabus and Word 2007.

Assuming you have already created your Course Syllabus and saved it in PDF format,

1. Click **Syllabus** from the menu along the left side of your screen.
2. Click **Create/Edit** from the Syllabus tool title bar.



3. Click **Add** from the Syllabus tool title bar.



4. In the Title textbox, type **Course Syllabus**.

- Skip the Content textbox. Leave the default Access setting on **Only for Site**.
- Click **Add attachments**.
- Click **Browse**.

- Navigate to your Course Syllabus file. Double-click on the file or select it and click **Open**.
- The system will indicate it is “Processing...” and the file name will appear under Items to attach.

- Click **Continue**.
- Repeat for Course Outline and/or Course Schedule and/or Course Calendar.



You may choose to provide a detailed Course Schedule to your students by week or by month using Word tables or Word/PowerPoint calendars. Screen shot samples are shown below.

Course Schedule Fall 2007			
Week	Topic	Readings	Activity
Week #1 Aug 26 - Aug 28	Introduction to Course	Syllabus	<ul style="list-style-type: none"> -Read Syllabus -Listen to instructor's welcome message <p>Weekly Assignment:</p> <ul style="list-style-type: none"> -Pre-course survey -Weekly Discussion: Self introductions -Learner's choice -Self Introductions (Weekly Discussion) -Star Search -E bingo (Part 1)
Week #2 Aug 27 - Sept 2	Integrating Educational Technology into the Curriculum	Chapter 1	<ul style="list-style-type: none"> -Read Chapter 1 -Presentation on File Management -View Timeline 2006 <p>Weekly Assignment:</p> <ul style="list-style-type: none"> -Learner's choice -Weekly Discussion: ARCS Model -Star Search (announce winner) -E bingo (Part 1) -Assignment #1: Discussion board post Goal, Need and Curriculum Applications statement
Week #3 Sept 3 - Sept 9	Communications Networks, the Internet and the World Wide Web	Chapter 2	<ul style="list-style-type: none"> -Read Chapter 2 -Presentation of topic: Network <p>Weekly Assignment:</p> <ul style="list-style-type: none"> -Learner's choice -Weekly Discussion: Describe distance education benefits and uses. -E bingo Winner -Assignment #1: Technology Integration Plan Post Goal, Need and Curriculum Application

You can create a Course Schedule by week using Word tables.

The image shows a calendar for November 2007 with a grid layout. The days of the week are listed at the top: SUNDAY, MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, SATURDAY, SUNDAY. The calendar is divided into weekly blocks, each representing a week of a course. Each block contains a topic for that week and a list of activities or assignments. The topics shown are: Week 11: Graphics, Week 12: Web Design, Week 13: Database, Week 14, and Week 15: Database. The activities listed include 'Last day to take Quiz', 'Graphics project due', 'Web Design project due', 'Database project due', and 'Database Project Due'.

Alternately, you can download calendar templates from the Microsoft Office site (<http://office.microsoft.com/en-us/templates/CT101043131033.aspx>) and create a Course Calendar using Word or PowerPoint. This example was using PowerPoint.

Save the file as a PDF and [add to your course as shown above](#).