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.
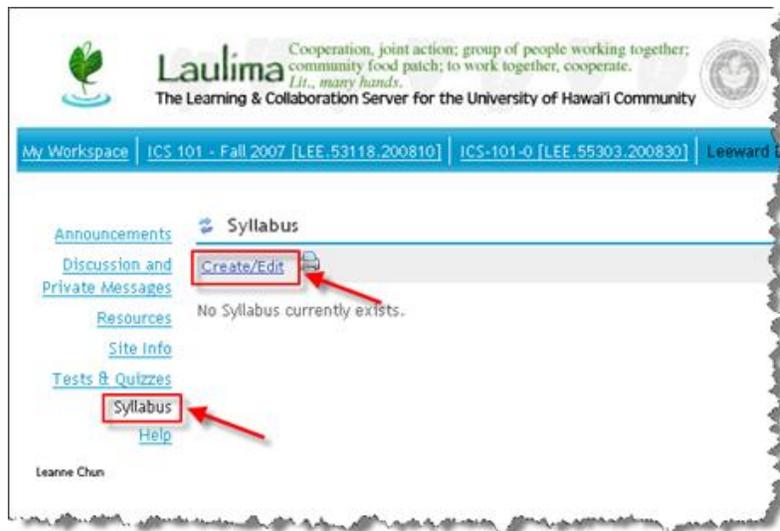
3. Click Add from the Syllabus tool title bar.
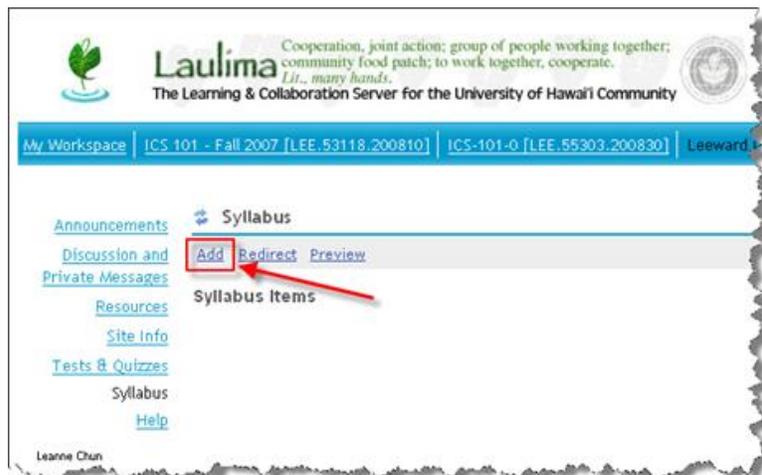
4. In the Title textbox, type **Course Syllabus**.

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

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

10. Click **Continue**.
11. 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.

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

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.