

Creating a Syllabus

Here is how to post your syllabus

Creating a Syllabus

The Syllabus tool allows you to post a syllabus. It is best practice to create your syllabus in a word processing program such as Microsoft Word, then paste the syllabus into the content field in the Syllabus tool.

1. From the list of tools at the left, **Click Syllabus.**
2. Near the top of the screen, **Click the Create/Edit link.**
3. **Click Add.**
4. In the Title field, **Type a meaningful title.**
5. **Open Microsoft Word or your word processor of choice.**
6. **Open your syllabus file → Copy the text of the syllabus.**
7. **Return to Oncourse.**
8. **Click in the Content field.**

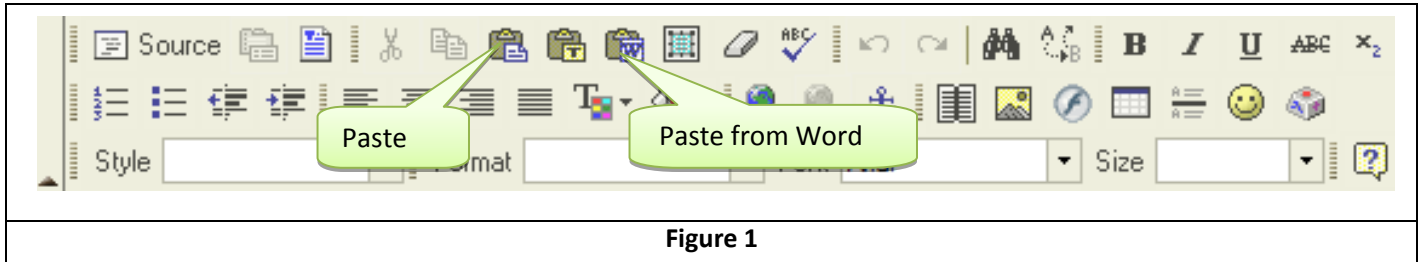



Figure 1

9. In the textbox toolbar (Figure 1), **Click one of the paste icons**
If pasting using the Paste icon, the text appears in the text box. When clicking the Paste from Word icon, the Paste from Word dialog box opens.
 - a. In *the Paste from Word dialog box*, **Click in the text box.**
 - b. **Press Ctrl + v.**
 - c. **Click OK.**
10. Optionally, to make the Syllabus publicly viewable, **Click the Public View radio button.**
11. In the Email Notification drop-down list, **Select a notification level.**
12. To finish, **Click Post,**
or to view before posting, Click Preview.
or to post later, Click Save Draft
or to leave the screen without posting, Click Cancel

Printing a Syllabus

Oncourse CL provides a printable version of the syllabus. If the printable version is not adequate for your needs you may add the original document as an attachment.

1. From the list of tools at the left, **Click Syllabus.**
2. Near the top of the screen next to the Create/Edit Link, **Click the  icon.**
3. Near the top of the screen, **Click the Send to Printer link.**
4. **Click Print.**

Editing a Syllabus

Changes can be made to a syllabus posted in the Syllabus tool.

1. From the list of tools at the left, **Click Syllabus.**
2. Near the top of the screen, **Click the Create/Edit link.**
3. From the Syllabus Item **Click the title of your syllabus.**
4. **Make the desired edits to the Syllabus.**
5. To finish, **Click Post,**
or to view before posting, Click Preview
or to post later, Click Save Draft
or to leave the screen without posting, Click Cancel