

# Syllabus Tool

At the end of this tutorial, you will be able to answer the following questions:

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**Note:**

- The terms **Instructor**, **Maintainer**, and **Owner** refer to the same role in Coursar. They are used interchangeably in this document.
- The terms **Student**, **Participant**, and **Member** refer to the same role in Coursar. They are used interchangeably in this document.
- **Course & Project** sites both refer to a **workspace** or a **site** in Coursar's terminology. They are used interchangeably in this document. Anything that is used in a Course site can be used in a Project site, and vice versa.

## What is the Syllabus tool?

The Syllabus tool provides a place in the course site for the instructor to post a syllabus and for students to access the syllabus.

### Instructor Options for Posting a Syllabus

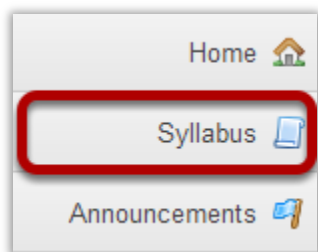
**File Attachment:** Instructors may add a document (ie, .pdf, .docx) as an attachment to the Syllabus tool. Students may download, open, and print the file at their convenience. In order to make an edit to a syllabus that is posted using this option, the instructor will need to make the edit to the original document on their computer, remove the attachment and replace it with the edited document.

**Webpage from Document:** Instructors may create a webpage syllabus from a text document using the Rich Text Editor in the Syllabus tool. Instructors may copy and paste the text from the document into the Rich Text Editor to create a webpage version of your file. Students may read the document in the Syllabus tool, and there is also a "print" option to print the syllabus. Any edits the instructor wants to make to the syllabus can be done directly in the Rich Text Editor.

**Multi-Part Syllabus:** Instructors can create a multi-part syllabus by adding one syllabus item at a time. This allows the instructor to reorder or remove individual items in the syllabus. The Syllabus tool allows users to bulk add items by number of items or by dates. If the instructor likes to organize the syllabus by weeks or class meetings, this is good option to use.

**Point to Webpage:** If the instructor has a syllabus posted on a webpage, the instructor may direct the Syllabus tool to that syllabus.

To access this tool, select the Syllabus from the Tool Menu of your site.



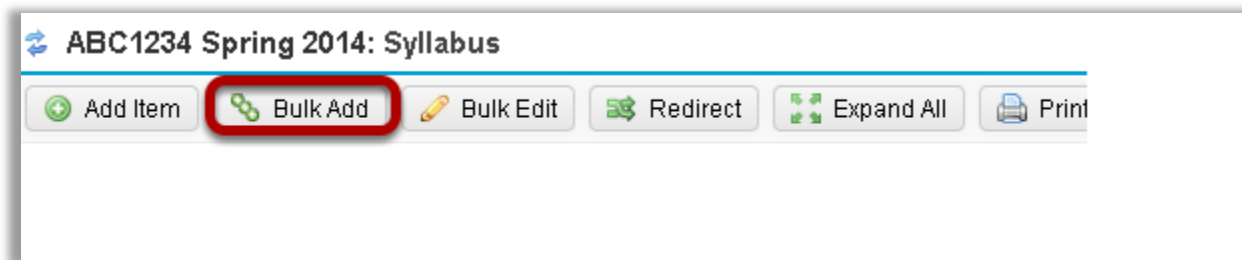
## How do I create a multi-part syllabus based on number of items needed?

You can create a multi-part syllabus based on the number of items needed, outlined here, or using a date and calendar format in the "How do I create a multi-part syllabus by dates?" tutorial.

### Go to Syllabus.

Select the **Syllabus** tool from the Tool Menu of your site.

### Click Bulk Add.



### Type in title for the syllabus.

**Bulk Create Syllabus Items**

Create syllabus items in bulk by either specifying the number of ite

\* Title

Select "Create syllabus items by number of items needed" and enter the number of items.

**Bulk Create Syllabus Items**

Create syllabus items in bulk by either specifying the number of items you want to create

\* Title

Create syllabus items by number of items needed

\* Number of Items

Create syllabus items by dates

Click Post.

\* Title

Create syllabus items by number of items needed

\* Number of Items

Create syllabus items by dates

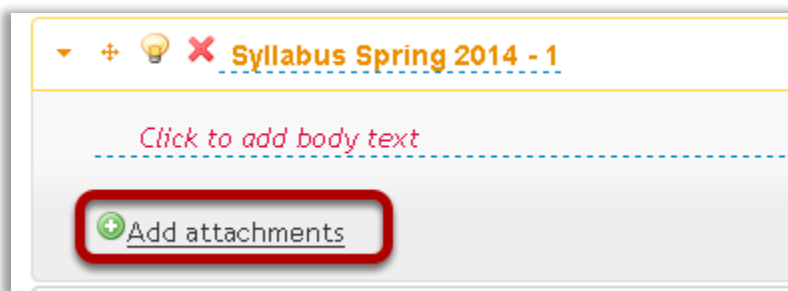
You will be taken to a screen where you see the number of items requested and may edit them there.

Click the arrowhead icon to the left of an item to expand the item.



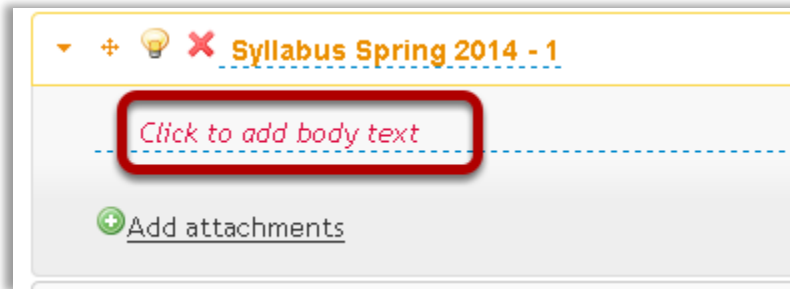
This allows you to add a file as an attachment to this syllabus item, or to open the Rich Text Editor to create content directly in the Syllabus item.

Add an attachment to this Syllabus item. (Optional)



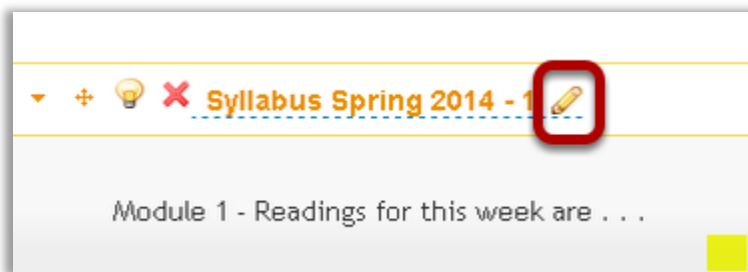
Browse for the file on your computer, or attach a copy from the Resources in your course.

AND/OR add content using the Rich Text Editor.



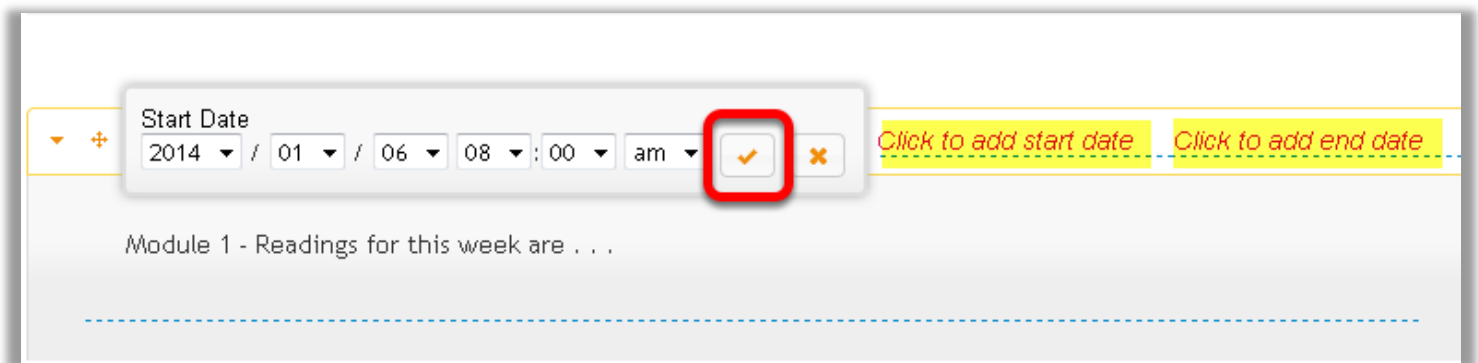
Clicking this link opens the Rich Text Editor which allows you to enter the content, or copy and paste from Word into the Rich Text Editor to create the content.

Edit the heading of a syllabus item.



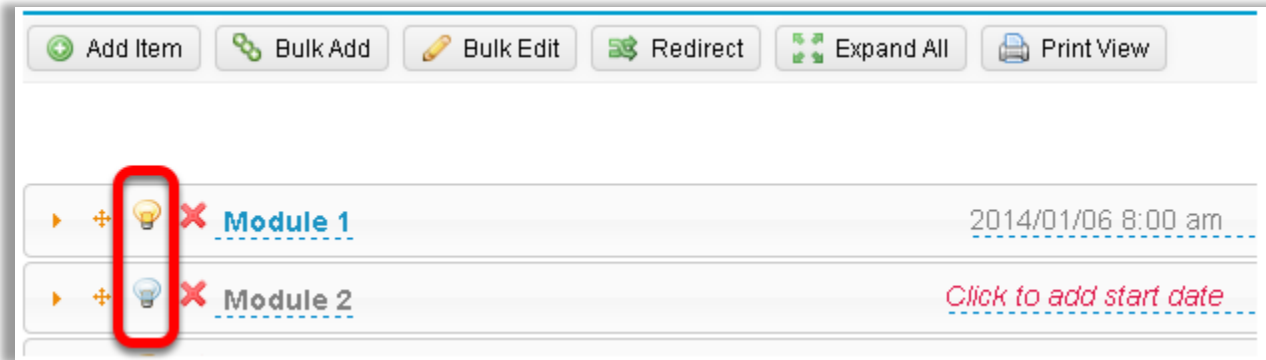
By default, the headings are the title of the syllabus appended with a number. Hover your mouse over the heading to make the pencil icon appear. Click the pencil icon to enable the editing of the heading.

Add start and/or end dates for each syllabus item. (Optional)



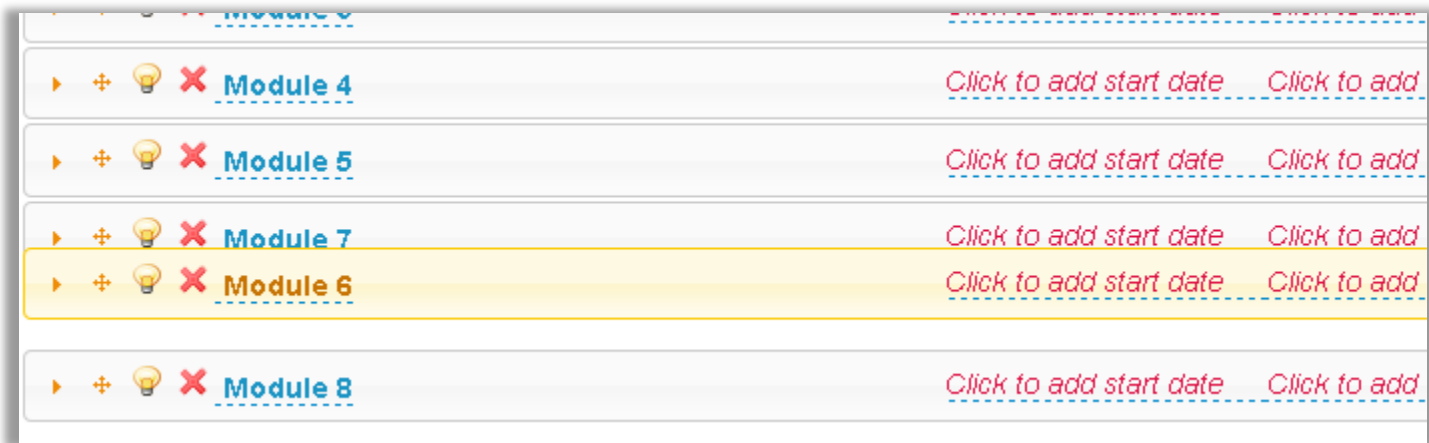
Adding start and/or end dates allows you to determine a time range for when students may view this syllabus item. Click **Click to add start date** or **Click to add end date** and use the drop down menus to select the date and time. Click the checkmark to save your work.

**OR manually hide/release the Syllabus item. (Optional)**



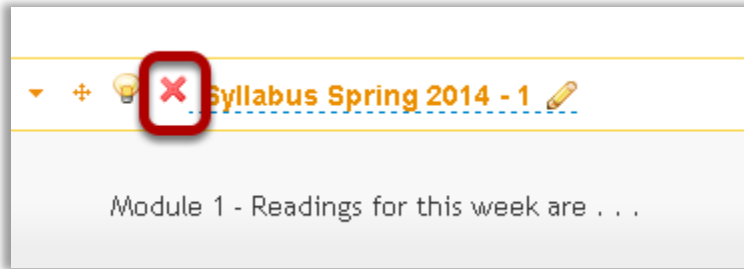
Click the lightbulb icon to hide a Syllabus item. If the icon is yellow, the item is available to students. If gray, hidden from students. In the above example, Module 1 is available to students on January 1, 2014 at 8am. Module 2 is hidden from students until the instructor clicks the lightbulb icon again to change it from gray to yellow.

**Rearranging syllabus items.**



Click any syllabus item and drag it to the location where you want it.

## Delete syllabus item.



Click the red X icon beside any syllabus item to delete it. Confirm that you want to delete the item by clicking **Delete**.

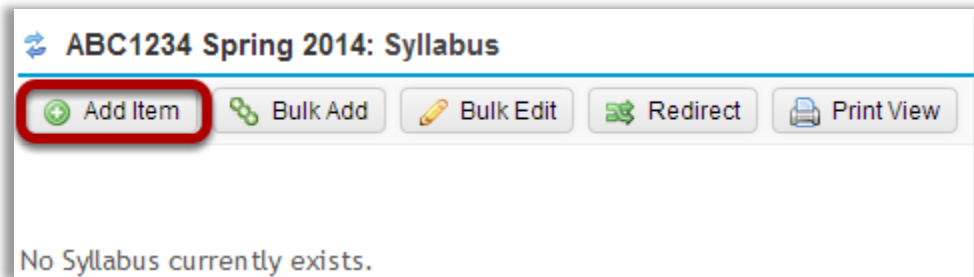


## How do I add my syllabus as a file attachment?

### Go to Syllabus.

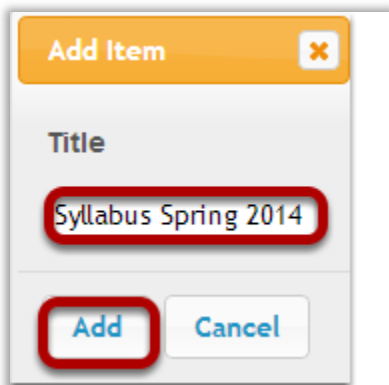
Select the **Syllabus** tool from the Tool Menu in your site.

### Click Add Item.



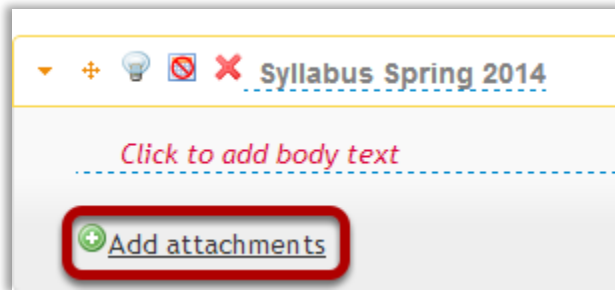
An "Add Item" window opens where you type the name of the item – "Syllabus Spring 2014" for example.

### Type the Title of the item



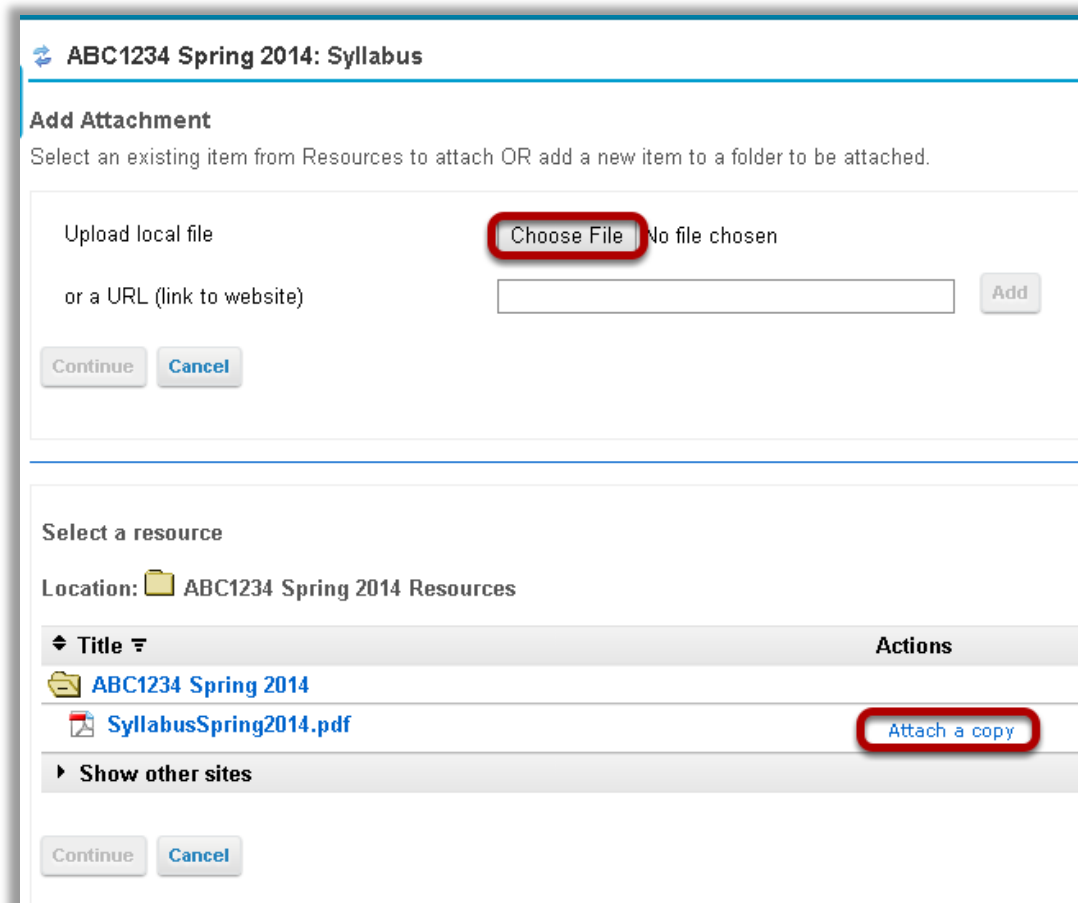
Click **Add**.

## Add Attachments



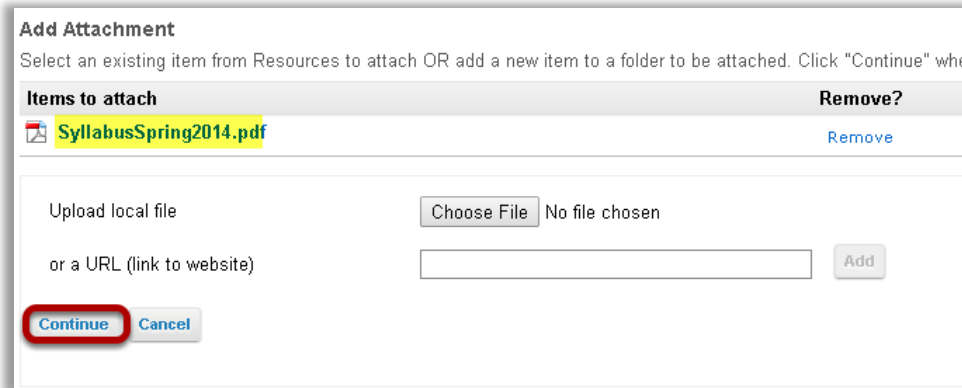
Click the **Add attachments** button to browse for your file.

## Browse for your file.



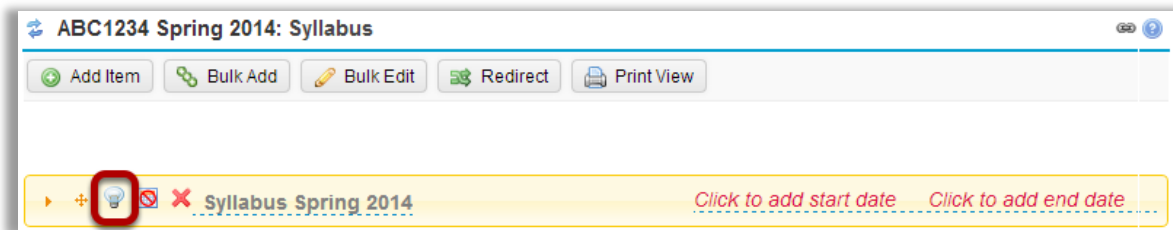
To select the file from your computer, click the **Choose File** button. OR if the file is in your Resources, you may attach it by clicking **Attach a copy**.

### Confirm the file selection.



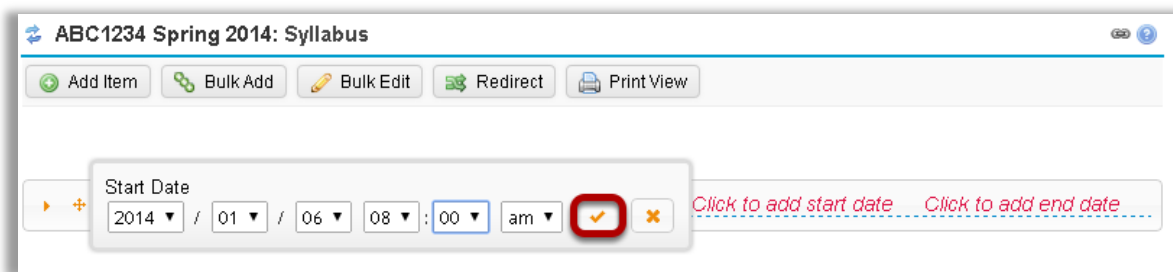
The file name will be displayed. Click **Continue**.

### Publish Your Syllabus



You will be returned to the main Syllabus screen. To publish your syllabus, click the gray light bulb icon. The icon turns yellow to signify that the syllabus is published.

### Add Start and End Dates. (Optional)



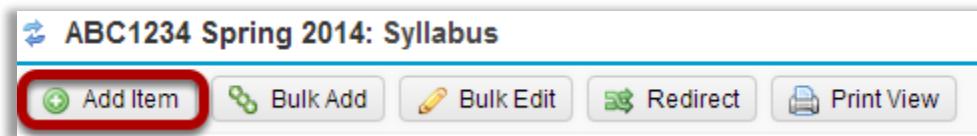
To restrict student access to a certain time frame, click **Click to add start date** and/or **Click to add end date**. Select your date and time as illustrated above, using the drop-down menus. Click the check mark icon when you are done.

## How do I create a syllabus using cut and paste from a document?

### Go to Syllabus.

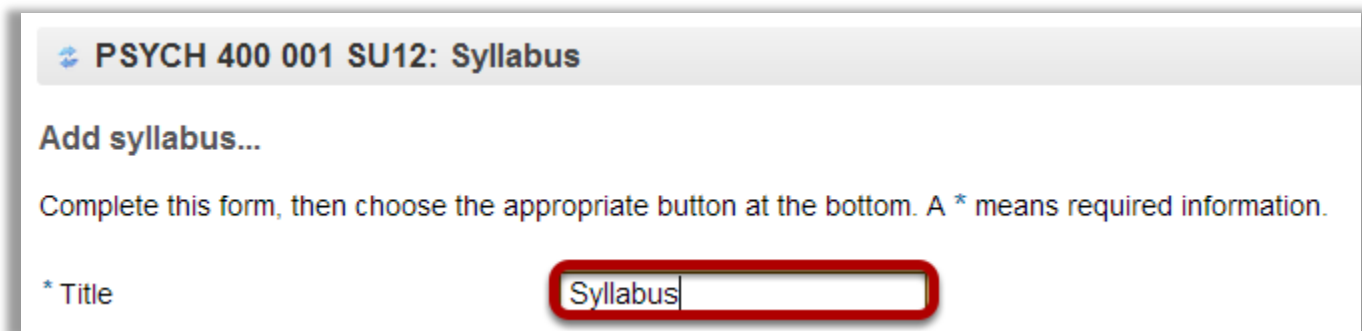
Select the **Syllabus** tool from the Tool Menu in your site.

### Click Add Item.



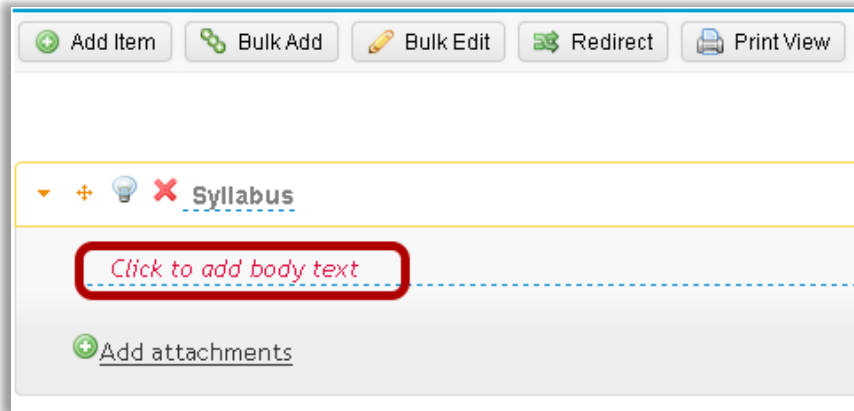
An "Add Item" window opens where you type the name of the item.

### Enter a title.


 A screenshot of a form titled "PSYCH 400 001 SU12: Syllabus". The form has a heading "Add syllabus..." and a sub-heading "Complete this form, then choose the appropriate button at the bottom. A \* means required information." Below this, there is a label "\* Title" followed by a text input field containing the word "Syllabus". The input field is highlighted with a red box.

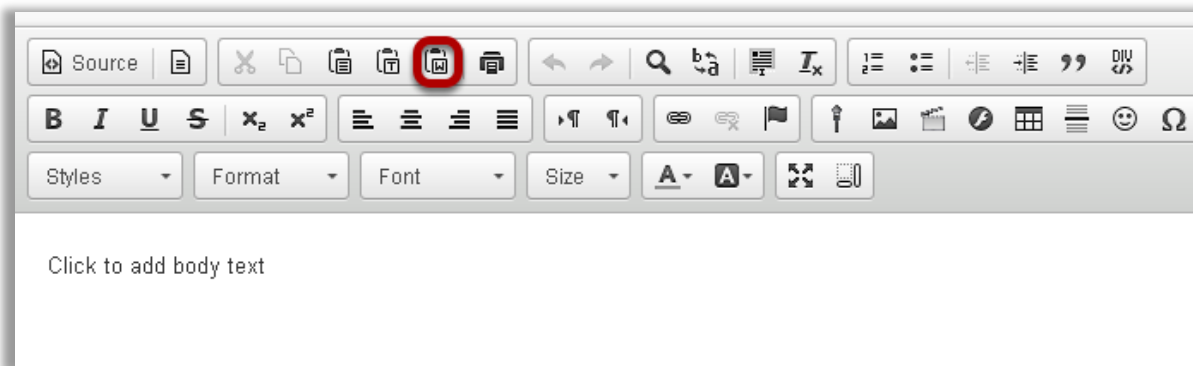
A title is required. You may enter something simple, such as "Syllabus" here.

Open the Rich Text Editor.



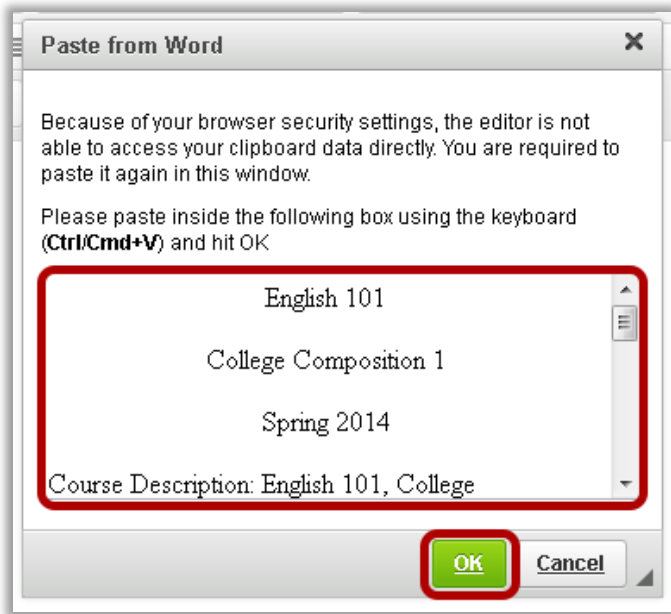
Click **Click to add body text** to open the Rich Text Editor.

Click the **Paste from Word** icon.



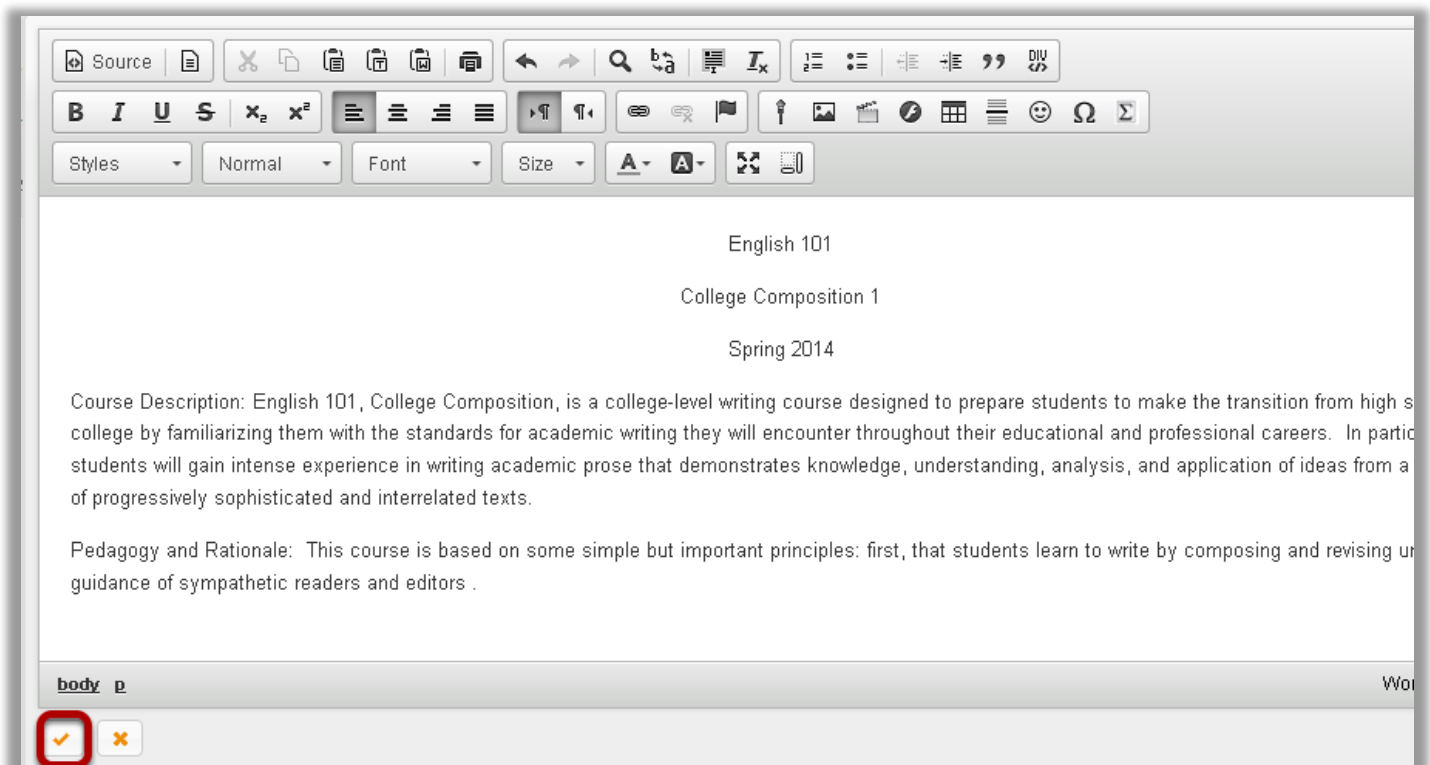
A "Paste from Word" window opens where you paste the text from your document.

Paste the text into the Paste from Word window.



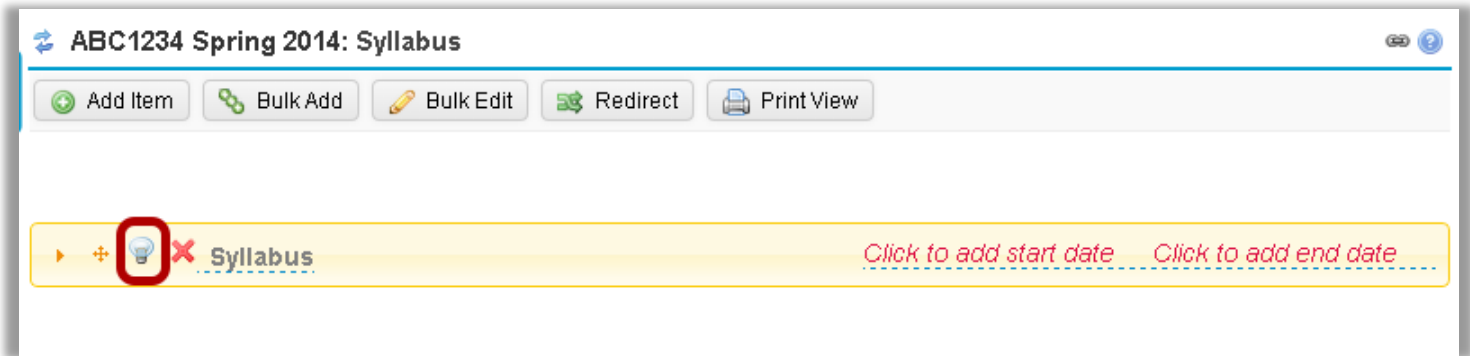
Click OK

Make edits to the text in the Rich Text Editor.



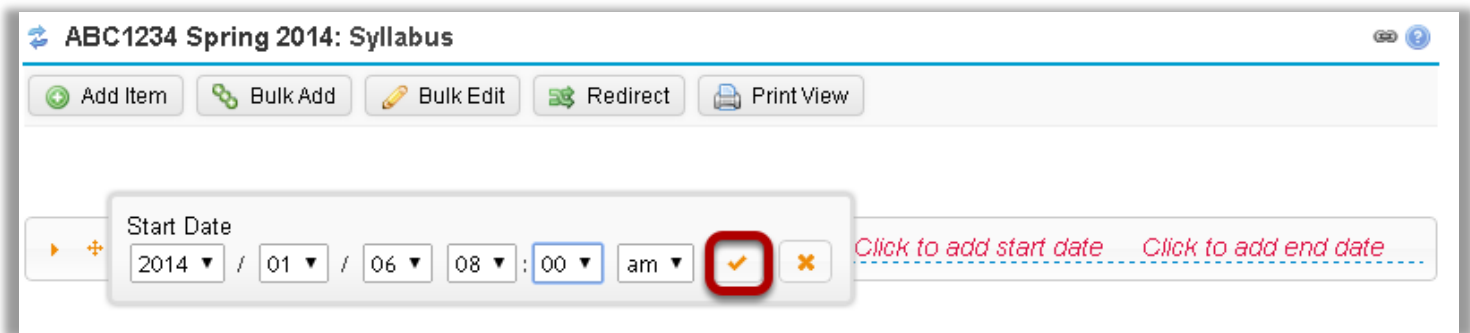
Review the text to make sure it appears as you intend. Make any edits using the formatting icons built into the Rich Text Editor. When you are done, click the orange check icon in the bottom left corner of the Rich Text Editor.

### Publish your syllabus.



You will be returned to the main Syllabus screen. To publish your Syllabus, click the gray light bulb icon. The icon turns yellow to signify that the syllabus is published.

### Add start and end dates. (Optional)



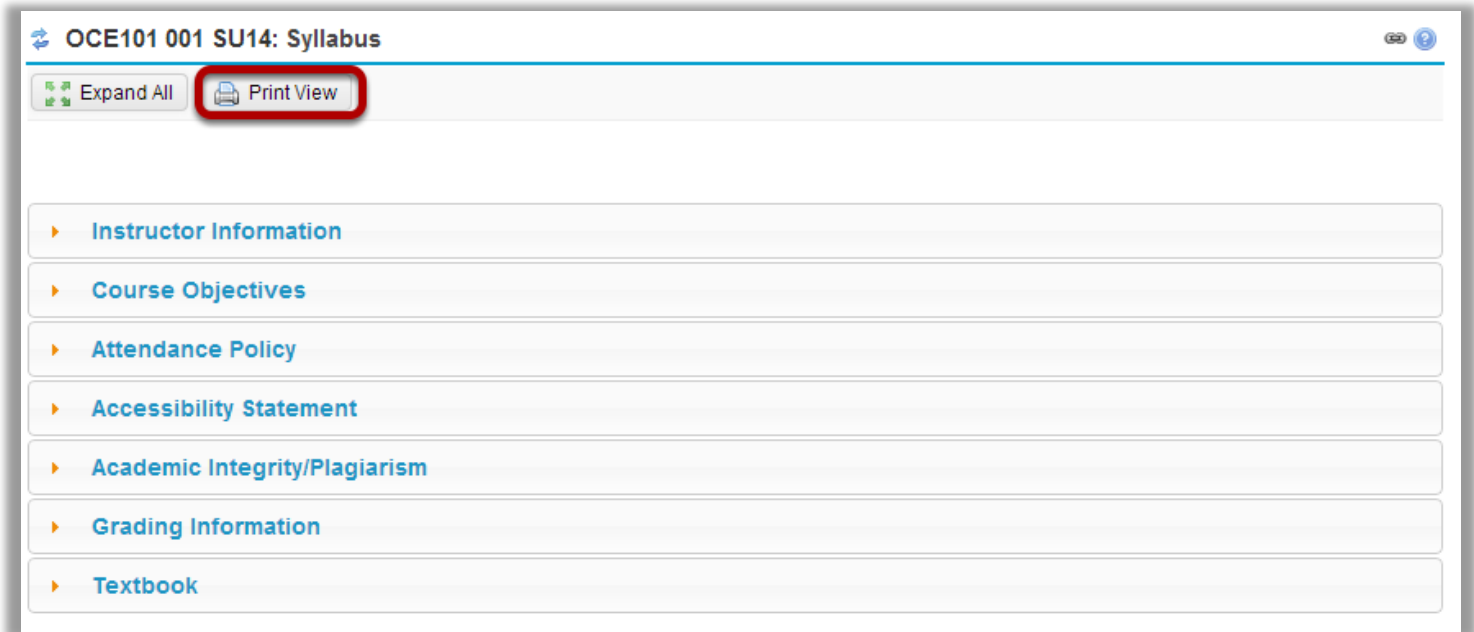
To restrict student access to a certain time frame, click **Click to add start date** and/or **Click to add end date**. Select your date and time as illustrated above, using the drop-down menus. Click the check mark icon when you are done.

## How do I print the syllabus?

### Go to Syllabus.

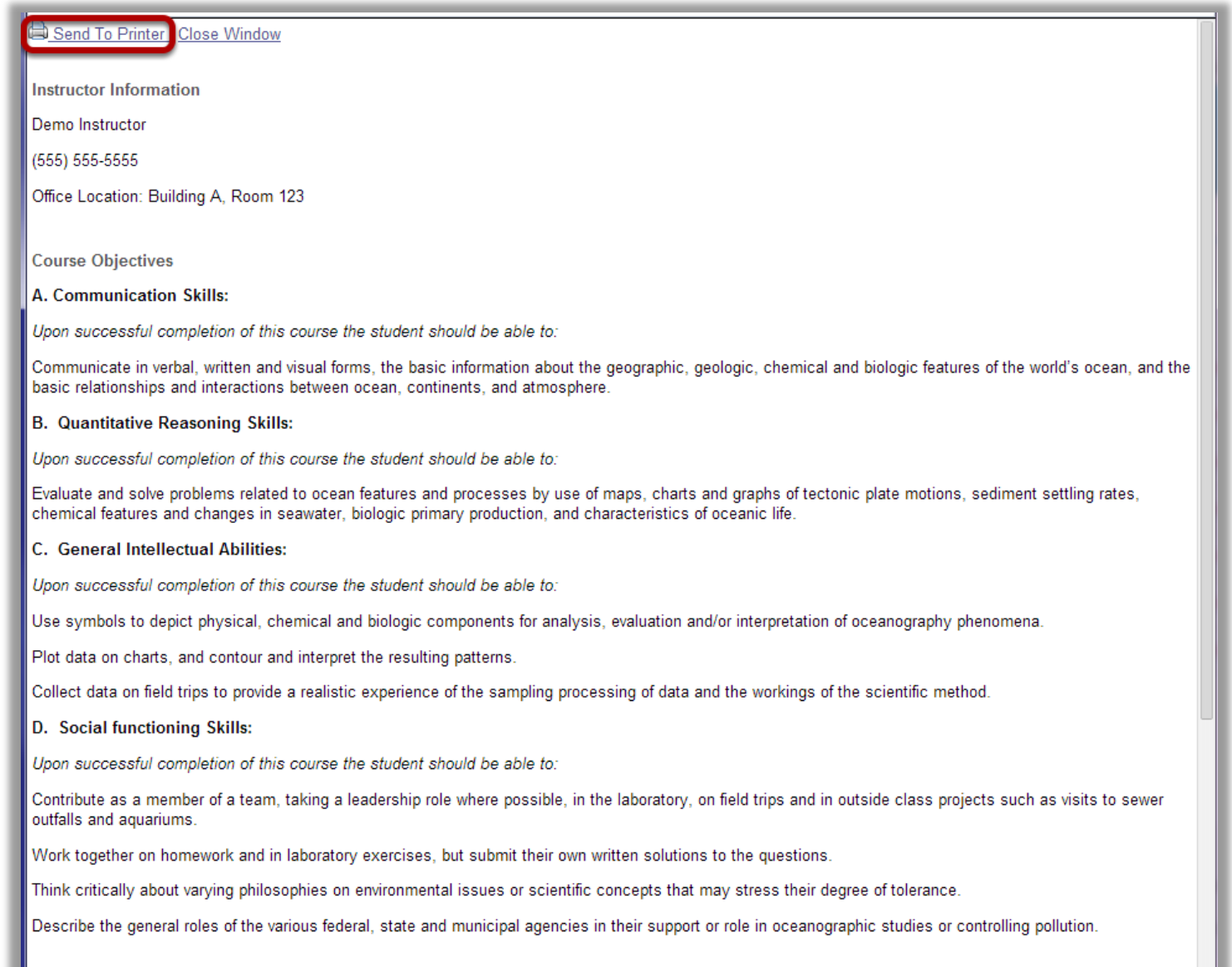
Select the **Syllabus** tool from the Tool Menu of your site.

### Click Print View.





## Click Send to Printer.



[Send To Printer](#) [Close Window](#)

**Instructor Information**

Demo Instructor  
(555) 555-5555  
Office Location: Building A, Room 123

**Course Objectives**

**A. Communication Skills:**

*Upon successful completion of this course the student should be able to:*

Communicate in verbal, written and visual forms, the basic information about the geographic, geologic, chemical and biologic features of the world's ocean, and the basic relationships and interactions between ocean, continents, and atmosphere.

**B. Quantitative Reasoning Skills:**

*Upon successful completion of this course the student should be able to:*

Evaluate and solve problems related to ocean features and processes by use of maps, charts and graphs of tectonic plate motions, sediment settling rates, chemical features and changes in seawater, biologic primary production, and characteristics of oceanic life.

**C. General Intellectual Abilities:**

*Upon successful completion of this course the student should be able to:*

Use symbols to depict physical, chemical and biologic components for analysis, evaluation and/or interpretation of oceanography phenomena.

Plot data on charts, and contour and interpret the resulting patterns.

Collect data on field trips to provide a realistic experience of the sampling processing of data and the workings of the scientific method.

**D. Social functioning Skills:**

*Upon successful completion of this course the student should be able to:*

Contribute as a member of a team, taking a leadership role where possible, in the laboratory, on field trips and in outside class projects such as visits to sewer outfalls and aquariums.

Work together on homework and in laboratory exercises, but submit their own written solutions to the questions.

Think critically about varying philosophies on environmental issues or scientific concepts that may stress their degree of tolerance.

Describe the general roles of the various federal, state and municipal agencies in their support or role in oceanographic studies or controlling pollution.

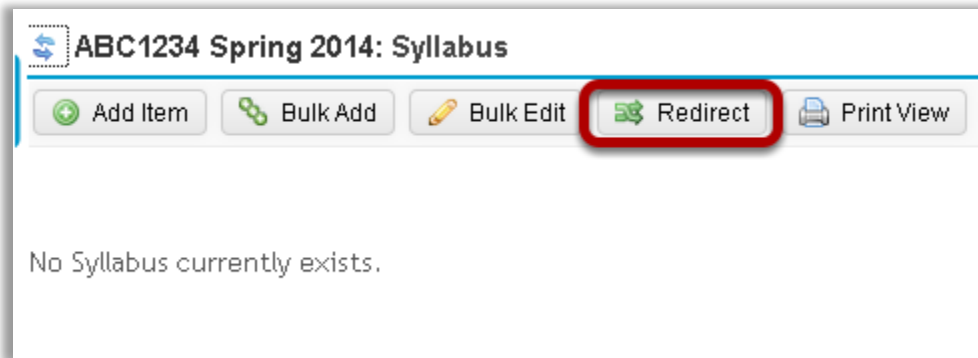
A new window will open which displays the entire syllabus in a single window. Click the **Send to Printer** link in the top left of the window to print.

## How do I point my syllabus to a webpage?

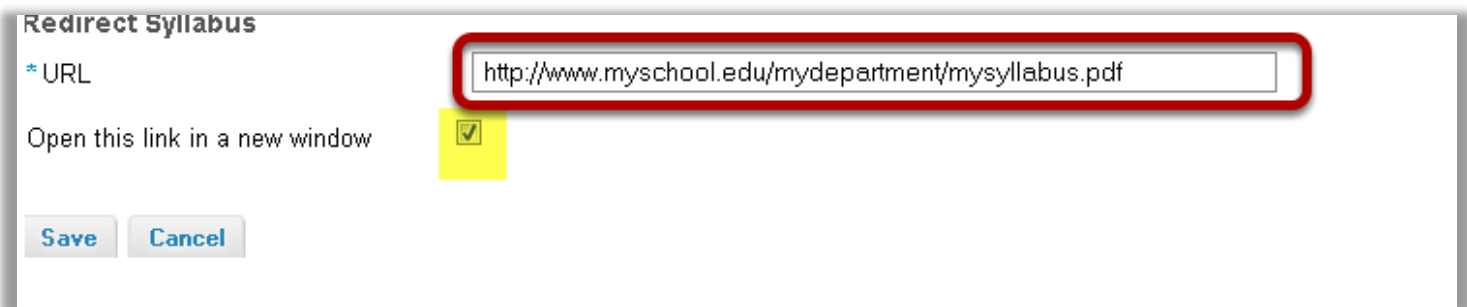
### Go to Syllabus.

Select the **Syllabus** tool from the Tool Menu in your site.

### Click Redirect

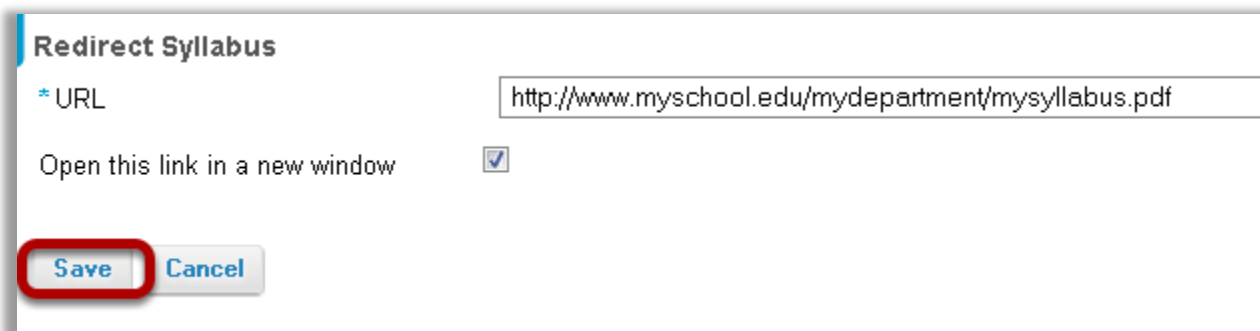


### Enter the URL of the webpage location of your syllabus



Click the checkbox if you want the webpage to open in a new window.

### Click Save



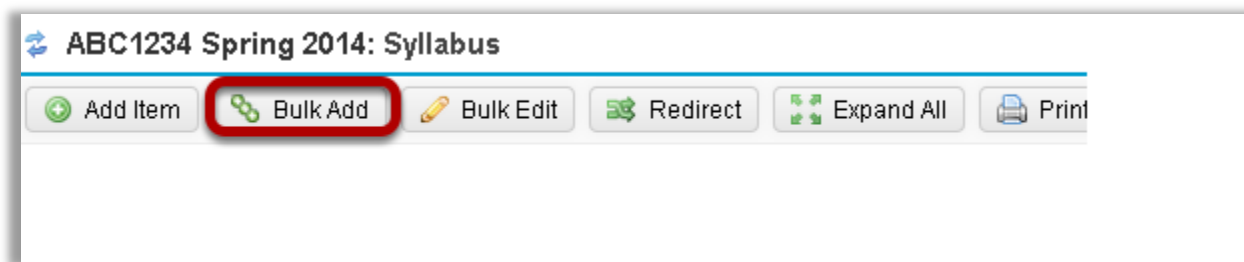
## How do I create a multi-part syllabus by dates?

You can create a multi-part syllabus using a date and calendar format, outlined here, or based on the number of items needed in the "How do I create a multi-part syllabus based on the number of items needed?" tutorial. The date and calendar format creates a specific syllabus item for each meeting time of the class.

### Go to Syllabus.

Select the **Syllabus** tool from the Tool Menu in your site.

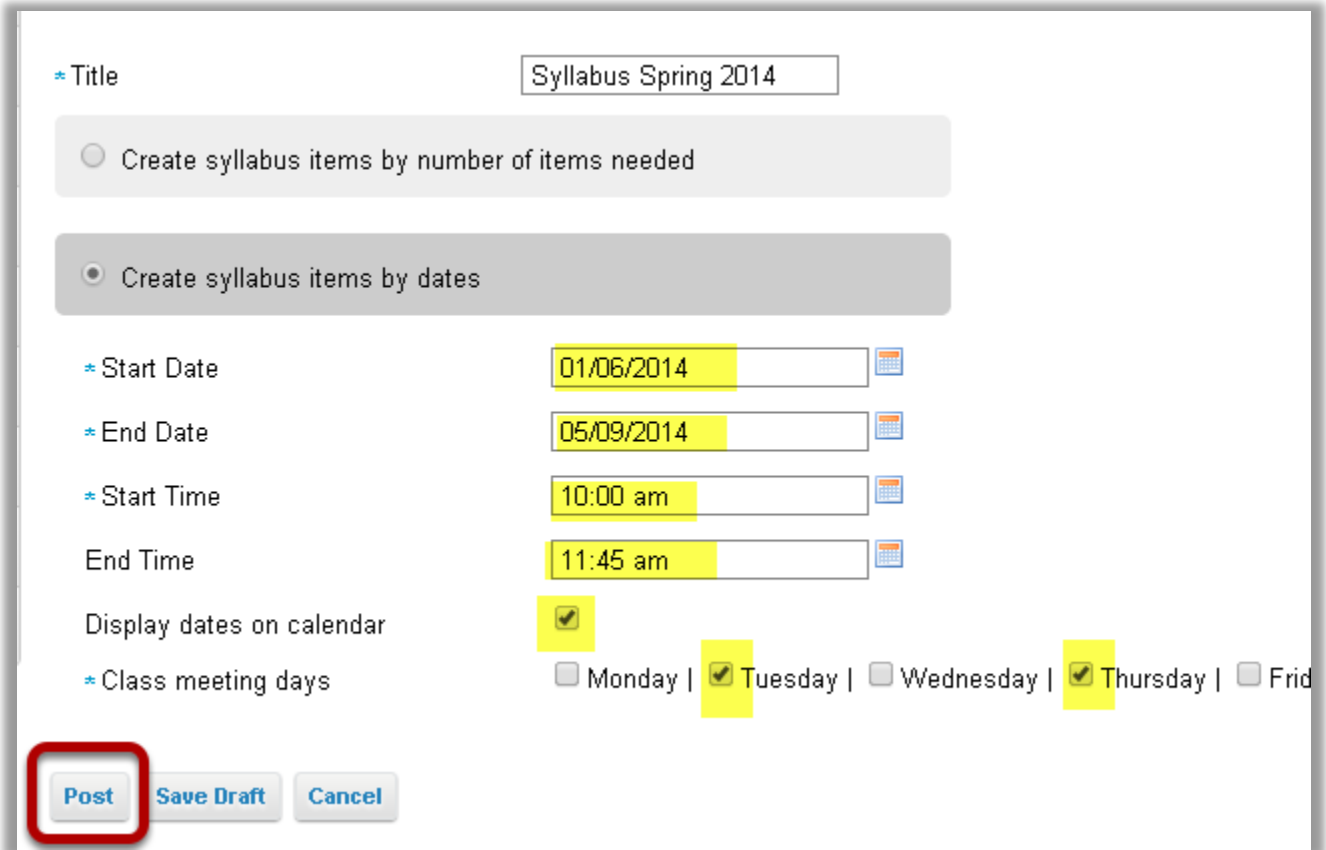
### Click Bulk Add.



### Type in title for the syllabus.




## Select "Create syllabus items by dates".





\*Title


Create syllabus items by number of items needed

Create syllabus items by dates

\* Start Date  

\* End Date  

\* Start Time  

End Time  

Display dates on calendar

\* Class meeting days  Monday |  Tuesday |  Wednesday |  Thursday |  Friday

**Post** Save Draft Cancel

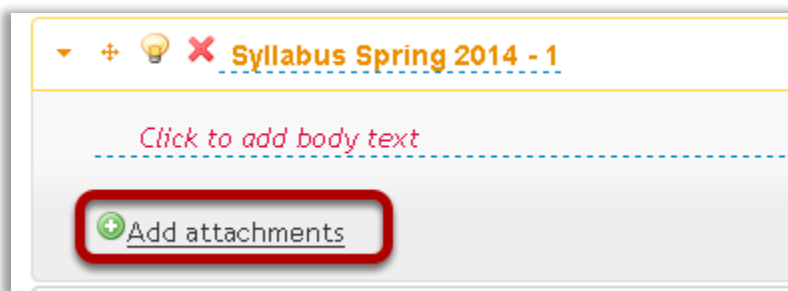
- Fill in the start date and the end date of the semester using the Calendar icons.
- Add the start time of the class and an optional end time.
- Select whether or not you want the items added to the calendar
- Select which days of the week this course will meet
- Click **Post**

Click the arrowhead icon to the left of an item to expand the item.



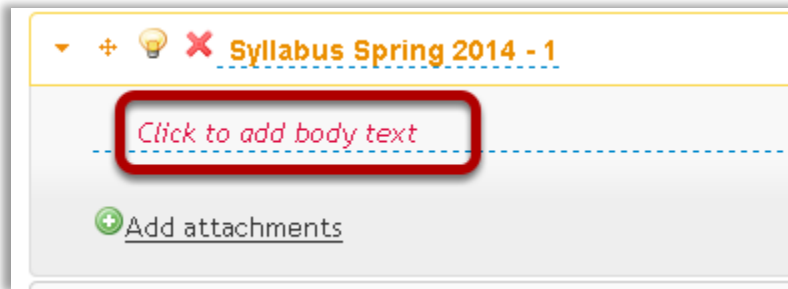
This allows you to add a file as an attachment to this syllabus item, or to open the Rich Text Editor to create content directly in the Syllabus item.

Add an attachment to this syllabus item.



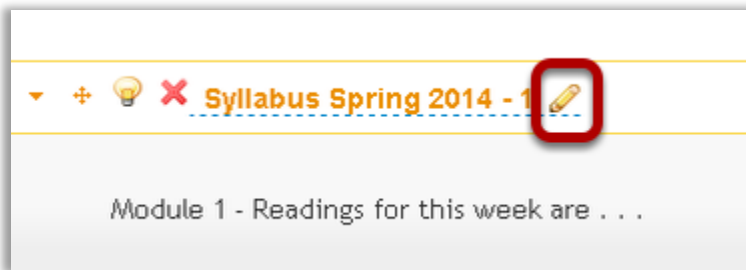
Browse for the file on your computer, or attach a copy from the Resources in your course.

AND/OR add content using the Rich Text Editor.



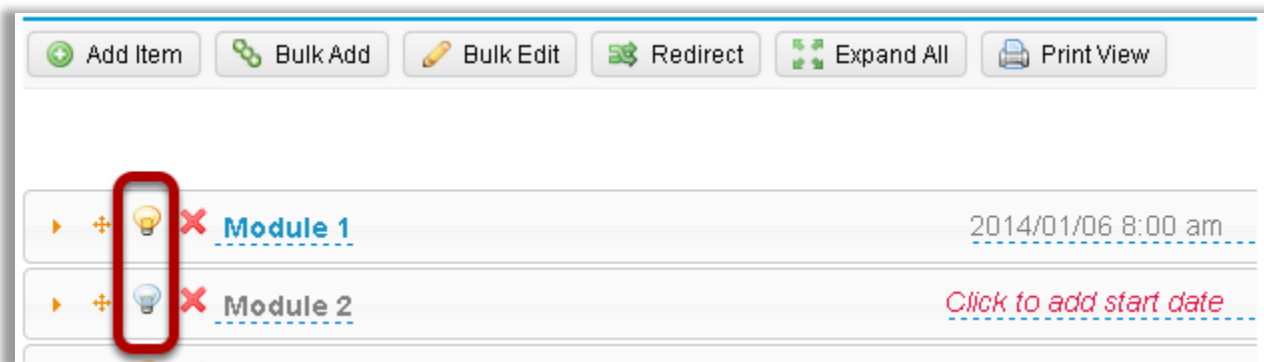
Clicking this link opens the Rich Text Editor which allows you to enter the content, or copy and paste from Word into the Rich Text Editor to create the content.

Edit the heading of a syllabus item.



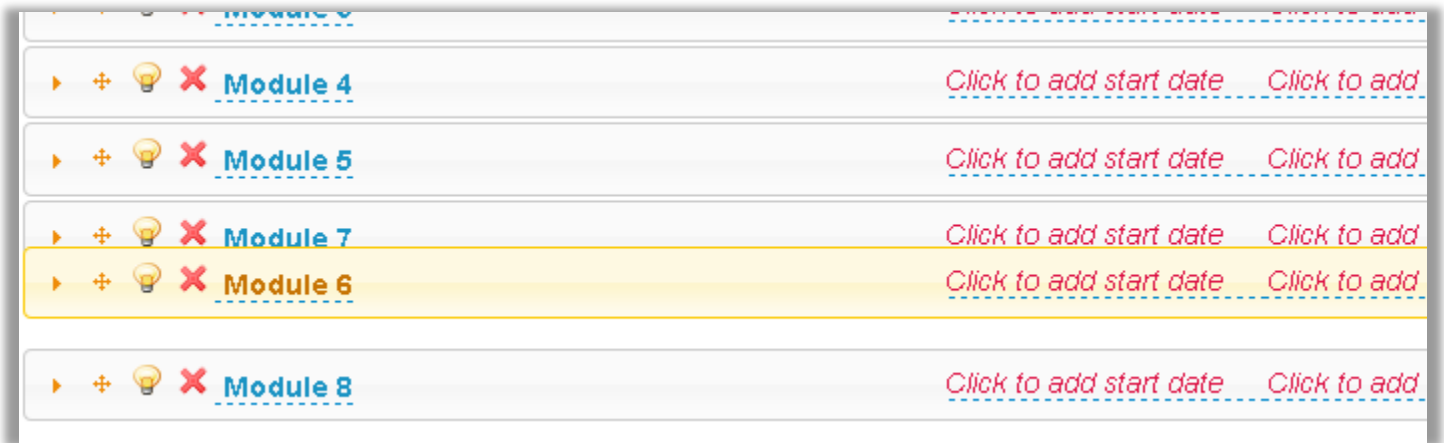
By default, the headings are the title of the syllabus appended with a number. Hover your mouse over the heading to make the pencil icon appear. Click the pencil icon to enable the editing of the heading.

Hide/release the syllabus item. (Optional)



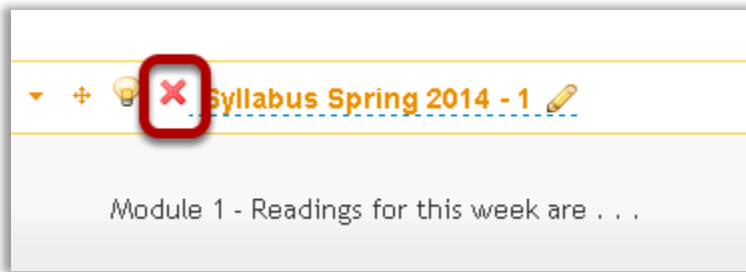
Click the lightbulb icon to hide a Syllabus item. If the icon is yellow, the item is available to students. If gray, hidden from students. In the above example, Module 1 is available to students on January 1, 2014 at 8am. Module 2 is hidden from students until the instructor clicks the lightbulb icon again to change it from gray to yellow.

Rearranging syllabus items.



Click any syllabus item and drag it to the location where you want it.

Delete syllabus item.



Click the red X icon beside any syllabus item to delete it. Confirm that you want to delete the item by clicking **Delete**.