

.....HOW TO ADD A SYLLABUS

Adding a syllabus to your course allows you to create a customized course outline. You can attach a file to the Syllabus tool or you can add/create custom sections which can be saved in TXT, or HTML file formats.

To add a syllabus to your WebCT course, complete the following tasks:

Adding a Custom Syllabus

Before you can attach a file to the syllabus tool you must first upload that file to the Manage Files area in your WebCT course.

Adding a File to Manage Files

To upload a file to the Manage Files area, complete the following tasks:

1. Click **Control Panel** button in the top left-hand area of the WebCT page.
2. Under Control Panel navigation links Select **Manage Files**.
3. Under Actions, select **Upload**. The Upload File screen appears:
4. Click the **Browse** button to navigate to your local drive (your computer's drive) and select the file you would like to upload.
5. Click **Upload**.

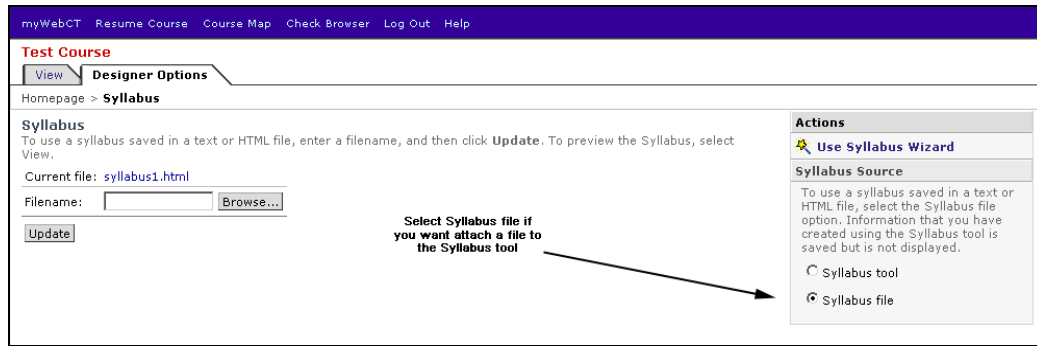
Adding a File to the Syllabus Tool

You can add different file types to the WebCT Syllabus tool; Word, PDF, and HTML are some of the most common.

To add a file to the Syllabus tool, complete the following steps:

1. Navigate to your course.
2. Select the **Syllabus** link in the left navigation bar or on the homepage.

Note: If you have not added the Syllabus tool to your WebCT course or do not see it listed navigate to the Add Page or Tool option and follow the directions to add the Syllabus tool to your course.



3. Under **Actions**, select **Syllabus file**.
4. Click **Browse**. The Manage Files area appears.
5. Select the file by placing a check-mark in the radio box next to the file.
6. Click **Add Selected**. The File will be displayed in the Filename box.



7. Click **Update**.
8. Select the **View** tab. The Syllabus file will be displayed in the WebCT Syllabus tool.

Adding a Predefined Section

To add a predefined section to your syllabus, complete the following steps:

1. Under **Actions**, select **Syllabus tool**. The Syllabus tool options will appear:

Test Course

View **Designer Options**

Homepage > **Syllabus**

Syllabus
To preview the Syllabus, select View. To change the status of a section, select or deselect Active, and then click Update.

| Section Title | Active |
|--|--------------------------|
| <input type="radio"/> Instructor Information | <input type="checkbox"/> |
| <input type="radio"/> Course Information | <input type="checkbox"/> |
| <input type="radio"/> Course Goals | <input type="checkbox"/> |
| <input type="radio"/> Lesson | <input type="checkbox"/> |
| <input type="radio"/> Instructor Information | <input type="checkbox"/> |
| <input type="radio"/> Course Requirements | <input type="checkbox"/> |

Update

Actions
* indicates a selection is required from the main frame.

Use Syllabus Wizard

Syllabus Source
To use a syllabus saved in a text or HTML file, select the Syllabus file option. Information that you have created using the Syllabus tool is saved but is not displayed.

Syllabus tool
 Syllabus file

Options: Syllabus Tool

Lesson Add

Edit
Delete
Delete all

Organize: Syllabus Tool

Move item up by: Go
Move item down by: Go

- Under Options: Syllabus Tool, click the down arrow to add predefined section/s to the Syllabus tool. Click the Section you wish to make Active and select **Options: Syllabus Tool > Edit**. The Section you choose to add/edit appears:

Test Course

View **Designer Options**

Homepage > Syllabus > **Edit Section Content**

Edit Instructor Information Section
Empty fields will not be displayed to students.

*Section title:

Name:

Email:

Office location:

Office hours:

Phone:

Biography:

Teaching assistant:

Teaching assistant:

Teaching assistant:

Format: Plain text HTML

Update Cancel

*Required fields.

- Fill out the appropriate information, and click **Update**.

The sections that are marked as Active will be displayed in the Syllabus tool

Note: Notice that you can enter information in either Plain Text or HTML. If you select HTML you don't have to include HTML tags when you select HTML. If no tags are entered, text will have a style sheet applied which sets the font type and size.