

Syllabus Tool

Adding Syllabus Tool

Before you and your students can use *Syllabus*, you must add it to your course.

1. In designer view, click **Add Page or Tool** under the **Options: links**.



2. Choose Syllabus under Course Contents Tools

Add Page or Tool

Select a page or tool to add to your course.

Pages	Course Content Tools
Organizer Page	Syllabus
Single Page	Content Module
URL	Glossary
	Image Database
	Index
	Content Utilities
	Search
	Compile
	Resume Course
	CD-ROM

3. The **Add Syllabus** window will then show up.

▶ - Course Menu - ▼ Homepage > Add Page or Tool > **Add Syllabus**

Add Syllabus

- Enter a title for this item:
- Decide where to show the link to this item.
 - On the *Course Menu*, visible on all pages. Link will appear as text.
 - On an *Organizer Page*: ▼
 - Link shows item title
 - Link shows icon (select below)
 - Use default icon
 - Use custom icon
 - Choose icon:
- Add this item to your course.

4. "Enter a title for the page" actually means *Enter a title for the Syllabus*.

5. Where to show item:

- If you check "on the navigation bar", the URL title will show on the left under Course Menu.

- If you check "on an organizer page", the URL will appear on that page.
 - You can check both.
6. Under "On an organizer page", you have several options:
- Links shows title: the URL title appears on the page
 - Link shows icon: WebCT generates a clickable icon
 - You can decide to have both options selected.
7. Click **Add** when you finish the setting.
8. You will be brought back to the homepage. Click on your Syllabus Tool (icon or text) to modify it:




9. The Syllabus Page appears in designer view.

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"/> Course Information	<input checked="" type="checkbox"/>
<input type="radio"/> Instructor Information	<input checked="" type="checkbox"/>
<input type="radio"/> Course Goals	<input checked="" type="checkbox"/>
<input type="button" value="Update"/>	

Actions

 indicates a selection is required from the main frame.


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





Organize: Syllabus Tool

 Move item up by:

 Move item down by:

Adding Syllabus Content

There are two ways to add syllabus content. You can choose the syllabus source to be the **syllabus tool** contained within WebCT or a file you created and uploaded to WebCT.

A. Adding content from syllabus file --- upload a syllabus you created in Word or some other program.

If you do not want to spend the time retyping your syllabus information into the WebCT Syllabus Template you can upload your syllabus document so students can view it in your WebCT Course. The tutorial that follows provides the steps

1. Click on the Syllabus Tool on your homepage. A page similar to this will appear.

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 checked="" type="checkbox"/>
<input type="radio"/> Course Information	<input checked="" type="checkbox"/>
<input type="radio"/> Course Goals	<input checked="" type="checkbox"/>
<input type="button" value="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

2. Select the radial button next to Syllabus File. The page will change, and you will be able to see the browse button as pictured below. Click Browse.

 - Course Menu - Homepage > **Syllabus**

Syllabus

To use a syllabus saved in a text or HTML file, enter a filename, and then click **Update**. To preview the Syllabus, select View.

Current file: [None](#)

Filename:

Actions

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

3. A pop-up window will appear. This is the WebCT File Manager.

File Browser

Select a file. Tip: To view a file, click .

If the file you need does not appear in the list below, upload it first, then select it.

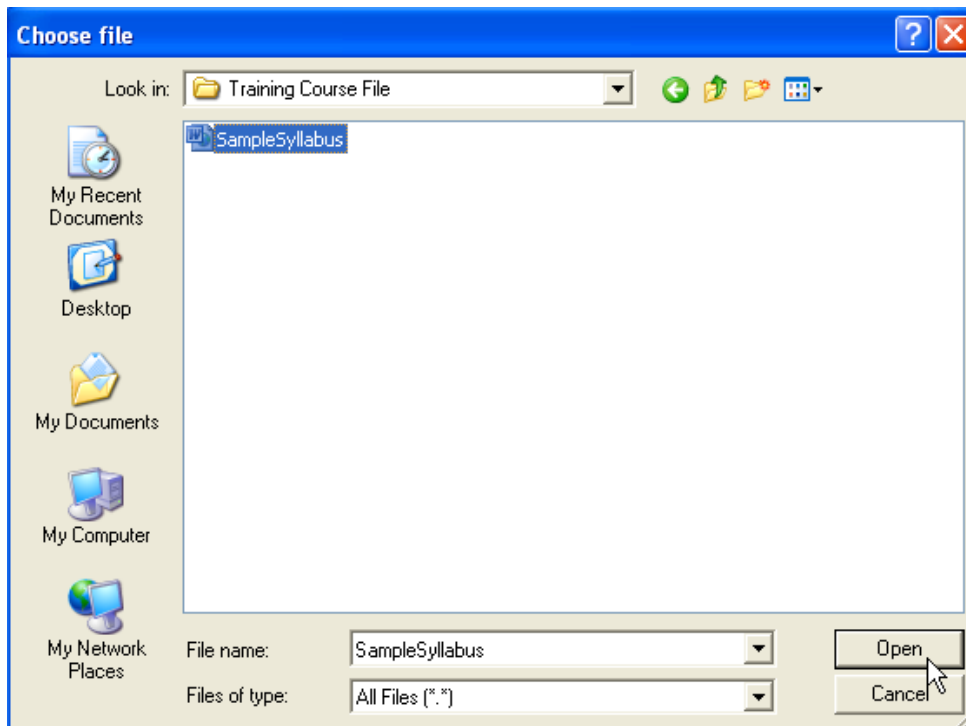
Name	Size (bytes)	Date	Time
My-Files			
Sample essay.doc	19968	December 20, 2004	1:35pm
SampleCourseFiles.zip	31787	December 21, 2004	11:52am
html files			
Pictures			
WebCT-Files			

Upload File : To add a file from your computer, **Browse** for it, select an appropriate folder in the drop-down list, then click **Upload**. Select it in the list above and click **Add selected**. Depending on the file size and network connection, this process may take several minutes.

Filename:

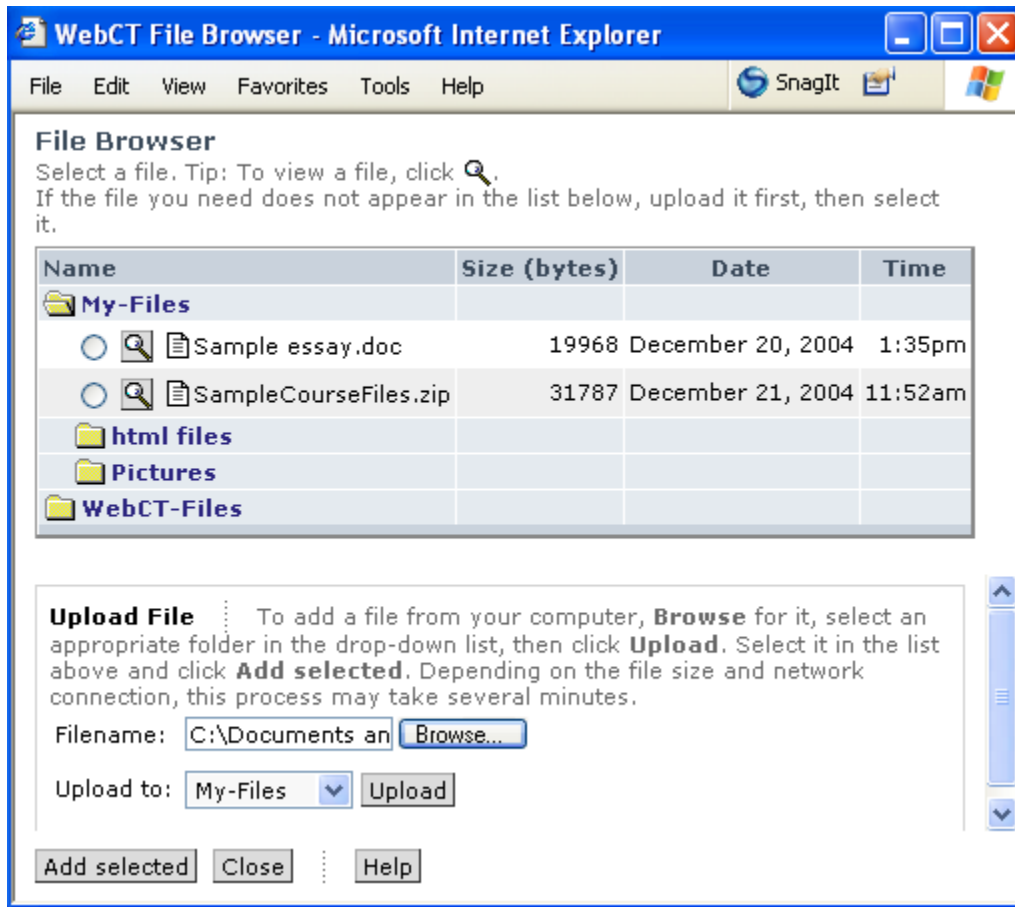
Upload to:

4. If you have not uploaded your syllabus document to WebCT yet, then you will need to upload it. Click the **browse** button under **Upload File** at the bottom of the window. A pop up window will open.



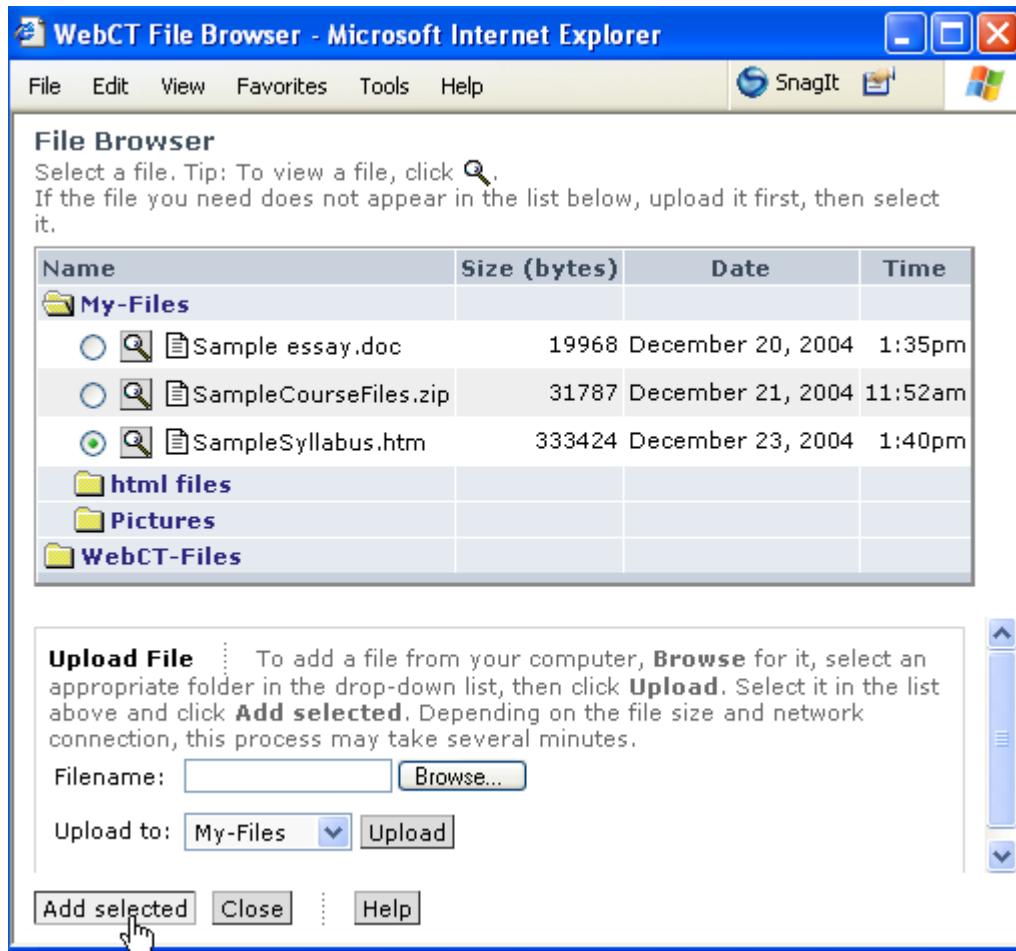
The Choose File window allows you to browse for and select the syllabus file on your hard drive. When you find your syllabus document, select it and click open.

5. Make sure you are uploading the syllabus file to the My_Files folder and Click **upload** button.



The File Manager page replaces the Upload File page and you are almost finished.

6. When your syllabus file is listed in the File Browser the last step is to select the file and click Add Selected.



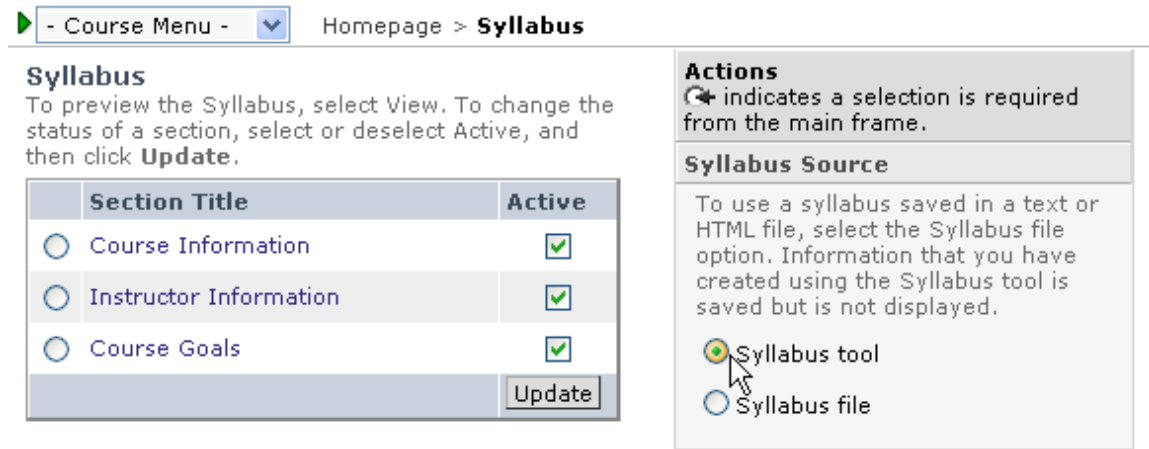
7. The Syllabus Page will load with the syllabus file in the filename Box. Click **Update** button.



9. Preview how the syllabus will look to the students switch from Designer Options to View.

B. Adding content from syllabus tool

1. The first step in adding content to a syllabus using the Syllabus tool is to make sure the Syllabus sources is set to Syllabus tool. To do this, click on the radial button next to "Syllabus Tool". Once it is selected the window will look similar to the one below:

The screenshot shows the Syllabus tool interface. At the top, there is a breadcrumb trail: '- Course Menu - > Homepage > Syllabus'. Below this, the 'Syllabus' section contains instructions: 'To preview the Syllabus, select View. To change the status of a section, select or deselect Active, and then click Update.' A table lists three sections: 'Course Information', 'Instructor Information', and 'Course Goals', each with a radio button and a checkmark in the 'Active' column. An 'Update' button is at the bottom right of the table. To the right, the 'Syllabus Source' section explains that users can use a syllabus saved in a text or HTML file or use the Syllabus tool. Two radio buttons are present: 'Syllabus tool' (selected) and 'Syllabus file'. An 'Actions' section at the top right notes that a selection is required from the main frame.

Section Title	Active
<input type="radio"/> Course Information	<input checked="" type="checkbox"/>
<input type="radio"/> Instructor Information	<input checked="" type="checkbox"/>
<input type="radio"/> Course Goals	<input checked="" type="checkbox"/>

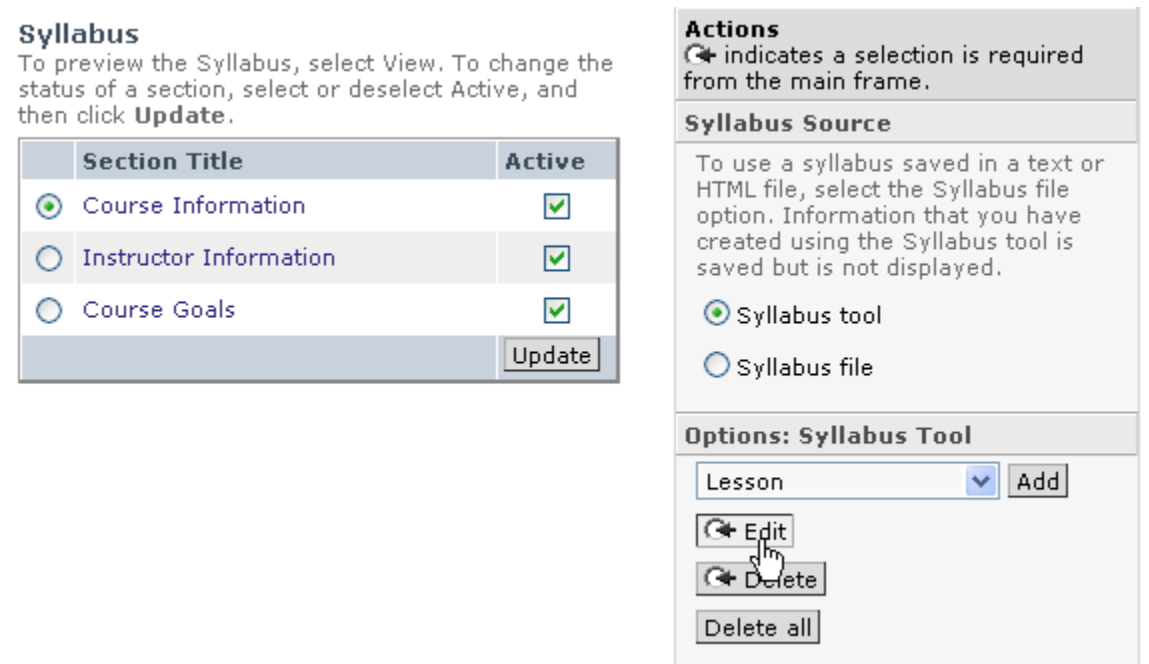
Update

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

2. You will notice that WebCT has already added some default syllabus sections. You will need to edit those. Each section is edited one at a time. To do this, select the section you wish to edit by clicking on the radial button next to it. Then, click the **Edit** Button located on the right-hand menu bar.

This screenshot shows the Syllabus tool interface after a section has been selected. The 'Syllabus Source' section remains the same, with 'Syllabus tool' selected. Below it, the 'Options: Syllabus Tool' section is expanded, showing a dropdown menu set to 'Lesson' and an 'Add' button. Below the dropdown are three buttons: 'Edit', 'Delete', and 'Delete all'. The 'Edit' button is highlighted with a mouse cursor. The 'Syllabus' table and instructions are also visible on the left side of the interface.

Section Title	Active
<input checked="" type="radio"/> Course Information	<input checked="" type="checkbox"/>
<input type="radio"/> Instructor Information	<input checked="" type="checkbox"/>
<input type="radio"/> Course Goals	<input checked="" type="checkbox"/>

Update

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

3. Once you click **Edit**, a screen will appear similar to the one below:

 - Course Menu -  Homepage > Syllabus > **Edit Section Content**

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

*Section title:

Course title:

Course number:

Course discipline:

Course description:

Course start date:

Course end date: Show Date

Location:

Meeting day(s):

Meeting time(s):

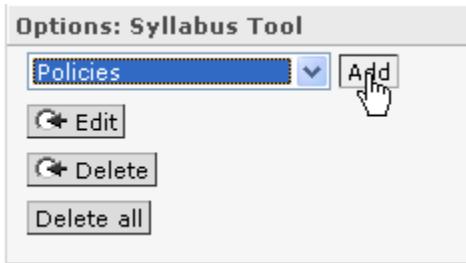
Prerequisite(s):

Format: Plain text HTML

*Required fields.

4. Fill out the form and then click "Update" button (only the boxes with a red * must be filled out, the rest are optional). You will be brought back to the Syllabus Page. Repeat this process to edit any sections of your choosing.

5. To Add other sections to the syllabus, select a section from the drop-down menu under **Options: Syllabus Tool** on the right-hand side. Then, click Add.



6. After clicking Add, a form will load. Fill out the section of your syllabus by completing the form. Any areas you leave blank will not be shown to the students.

Add Policies Section
Empty fields will not be displayed to students.

*Section title:

Introduction:

Additional information:

Format: Plain text HTML

*Required fields.

Click **Add**. You will be taken back to the main syllabus page. You can Add more sections in a similar manner, and you can edit them by following the procedure outlined above.

When you have added all the sections you can preview the Syllabus by selecting the View tab at the top of the screen, instead of Designer Options.

Note: Deactivating Section

If you do not want students to view a section of the syllabus, but you do not want to delete it entirely you have the option of deactivating the section.

1. A section is active if the box following the Section Title is checked.
2. If the box is empty the section is not viewable to students.

Section Title	Active
<input checked="" type="radio"/> Course Information	<input checked="" type="checkbox"/>
<input type="radio"/> Instructor Information	<input type="checkbox"/>
<input checked="" type="radio"/> Course Goals	<input checked="" type="checkbox"/>
<input type="button" value="Update"/>	

These options are highlighted in green and you will need to click update when you are done making your changes for the changes to be viewable by the students.