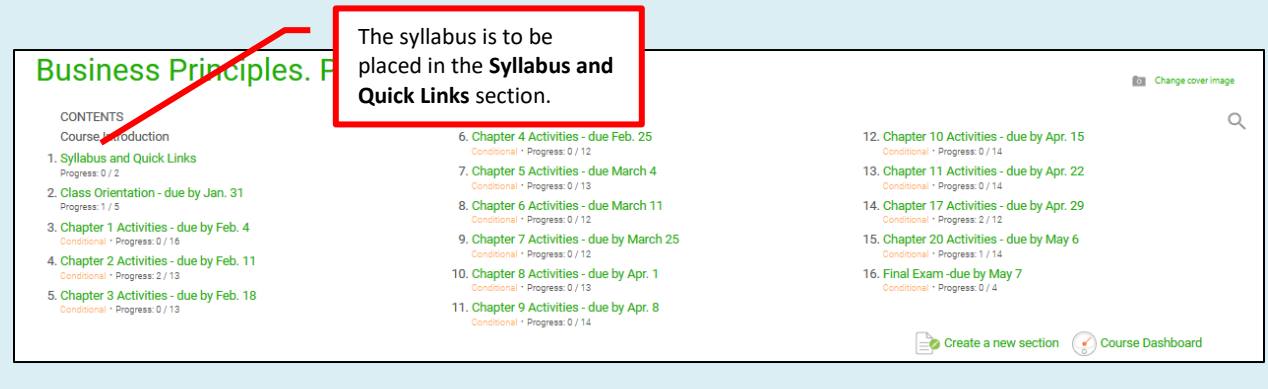## Replace old syllabus with current one

Important information before continuing

1. If you haven't updated your syllabus with the new course policies for the **Accommodation Statement and Non Discrimination Statement**, (beginning in the Spring 2024 semester) do so now.

2. The Tentative Course Schedule must be at the end of your syllabus. It must include all graded activities with due dates as well as identifying which activity/activities will be used to determine their weekly attendance in the course. It is your choice whether to upload a separate file that includes only the course schedule.

3. Before uploading your current syllabus, you should have it **saved as a PDF file**. The reason for doing this is so students don't have to have a special program on their computers, such as Microsoft Word, in order to open and read the document. All they need is the free plugin called Adobe Reader which can be downloaded from the internet. (Most computers already have this program installed.)

    <mark>Need help saving as PDF file?</mark> Create and save your document as normal in Microsoft Word. Then choose **Save as** and below the filename, select PDF as the file type.

4. After uploading the syllabus, make sure it **opens in a new tab (window)** to make it easier for students to get back to your course after viewing it.

5. There are two common ways to upload your syllabus. Both will be explained in this tutorial.

The syllabus is to be placed in the **Syllabus and Quick Links** section.

Business Principles. P

CONTENTS
Course Introduction

1. Syllabus and Quick Links
Progress: 0 / 2
2. Class Orientation - due by Jan. 31
Progress: 1 / 5
3. Chapter 1 Activities - due by Feb. 4
Conditional · Progress: 0 / 16
4. Chapter 2 Activities - due by Feb. 11
Conditional · Progress: 2 / 13
5. Chapter 3 Activities - due by Feb. 18
Conditional · Progress: 0 / 13

6. Chapter 4 Activities - due Feb. 25
Conditional · Progress: 0 / 12
7. Chapter 5 Activities - due March 4
Conditional · Progress: 0 / 13
8. Chapter 6 Activities - due March 11
Conditional · Progress: 0 / 12
9. Chapter 7 Activities - due by March 25
Conditional · Progress: 0 / 12
10. Chapter 8 Activities - due by Apr. 1
Conditional · Progress: 0 / 13
11. Chapter 9 Activities - due by Apr. 8
Conditional · Progress: 0 / 14

12. Chapter 10 Activities - due by Apr. 15
Conditional · Progress: 0 / 14
13. Chapter 11 Activities - due by Apr. 22
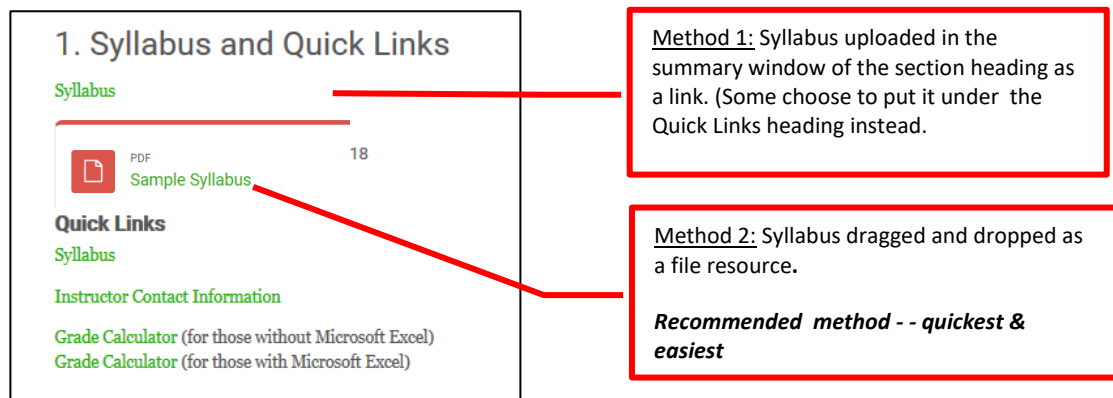Conditional · Progress: 0 / 14
14. Chapter 17 Activities - due by Apr. 29
Conditional · Progress: 2 / 12
15. Chapter 20 Activities - due by May 6
Conditional · Progress: 1 / 14
16. Final Exam -due by May 7
Conditional · Progress: 0 / 4

📷 Change cover image

🖉 Create a new section   🧭 Course Dashboard

The remaining pages of this tutorial provide step-by-step instructions to use these two methods to place your syllabus in the Syllabus and Quick Links section.

1. Syllabus and Quick Links

Syllabus

📄 PDF   18
Sample Syllabus

Quick Links
Syllabus

Instructor Contact Information

Grade Calculator (for those without Microsoft Excel)
Grade Calculator (for those with Microsoft Excel)

Method 1: Syllabus uploaded in the summary window of the section heading as a link. (Some choose to put it under the Quick Links heading instead.

Method 2: Syllabus dragged and dropped as a file resource**.**

Recommended method - - quickest & easiest

Method 1

1. Syllabus and Quick Links

→ ◎ ⋮

Use this area to describe what this topic is about - with text, images, audio & video.

Edit section

Step 1: Click **Edit section** in the Syllabus and Quick Links section.
(*If you want to put it under the Quick Links heading, skip this step.*)

Step 2: Type "Syllabus" if not already there.

Step 3: Drag across the word and click the "Link" icon.

Summary

A ▾ B I — I ∞ ⊗ 🖾 🖹 🎤 🎥 H-P ⬇

Syllabus

Create link ✕

Text to display

Syllabus

Enter a URL

[   ]   Browse repositories...

☑ Open in new window

Create link

Step 4: If an old file is located here, delete it first.

Step 5: Enable **Open in new window** so the syllabus will open in a new window when students click on the link.

Step 6: Click **Browse repositories**

Attachment

Choose File   No file chosen

Step 7: Click **Choose File** to select the new PDF syllabus where you have it saved.

AGRI 1415_Master Syllabus.docx
AGRI 1415_Master Syllabus.pdf
AGRI 2317_Master Syllabus.docx
AGRI 2317_Master Syllabus.pdf
ARTS 1301_Master Syllabus.pdf

Attachment

Choose File | ARTS 1301_...ter Syllabus.pdf

Save as

Author

Admin User

Choose license ❓

All rights reserved

Upload this file

Step 8: Once it is attached, click **Upload this file.**

Summary

A ▾ | B | *I* | — | Ɨ | 🔗

Syllabus

Step 9: Click **Save changes**

Save changes | Cancel

Method 2

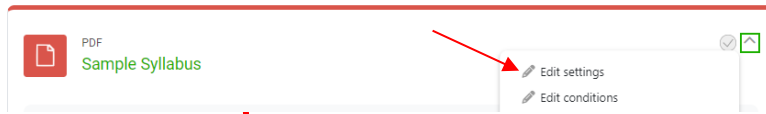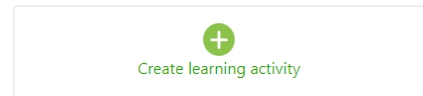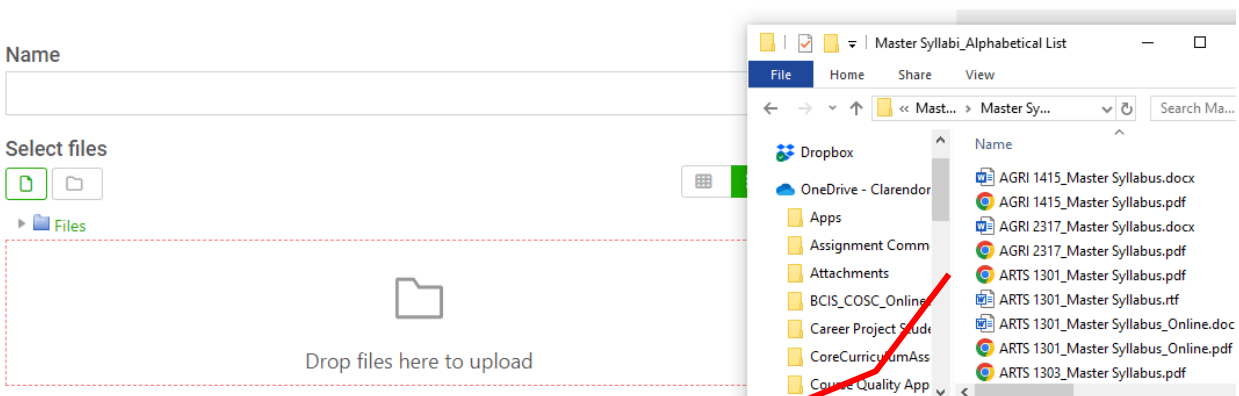Method 2: Syllabus dragged and dropped as a file. (*This is my favorite method because of how quick and easy it is.*)

PDF
Sample Syllabus
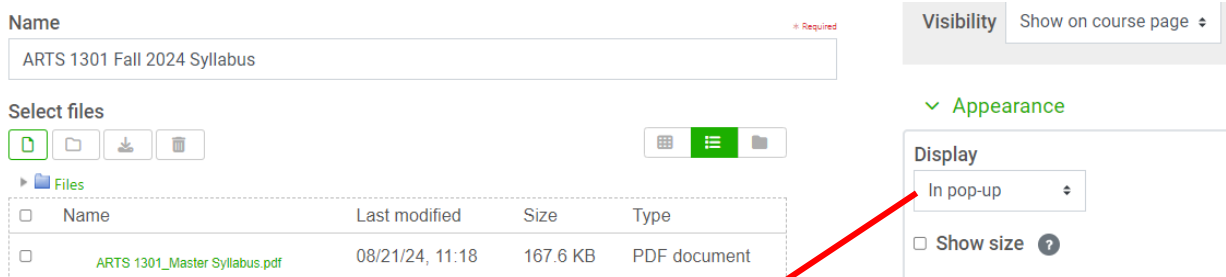
Edit settings
Edit conditions

Step 1: If you already have an old syllabus file resource, first click **Edit settings** from the drop-down menu.
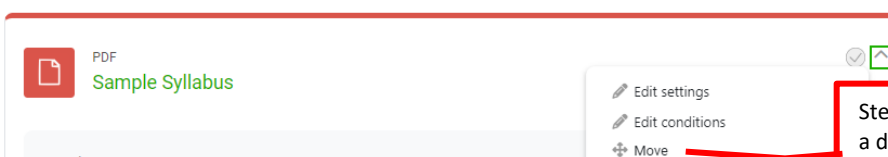
Create learning activity

If you DO NOT already have an old syllabus file resource here, add a "File" learning activity first. Then you can go to the Edit settings and follow the other steps here.

Name

Select files

Files

Drop files here to upload

Master Syllabi_Alphabetical List

File   Home   Share   View

Mast... > Master Sy...   Search Ma...

Dropbox
OneDrive - Clarendor
Apps
Assignment Comm
Attachments
BCIS_COSC_Online
Career Project Stude
CoreCurriculumAss
Course Quality App

Name

AGRI 1415_Master Syllabus.docx
AGRI 1415_Master Syllabus.pdf
AGRI 2317_Master Syllabus.docx
AGRI 2317_Master Syllabus.pdf
ARTS 1301_Master Syllabus.pdf
ARTS 1301_Master Syllabus.rtf
ARTS 1301_Master Syllabus_Online.doc
ARTS 1301_Master Syllabus_Online.pdf
ARTS 1303_Master Syllabus.pdf

Step 2: Open Windows Explorer or whatever method you use to see all of your files. Locate the PDF syllabus and drag it into the "Drop files here to upload" box..

Name

ARTS 1301 Fall 2024 Syllabus   * Required

Select files

Files

	Name	Last modified	Size	Type
☐	ARTS 1301_Master Syllabus.pdf	08/21/24, 11:18	167.6 KB	PDF document

Visibility   Show on course page

⌄ Appearance

Display

In pop-up

☐ Show size ❓

Step 3: If not already done, change the "Display" choice to **In pop-up** so the syllabus will open in a new window when students click on it

PDF
Sample Syllabus

Edit settings
Edit conditions
Move

Step 4: If you need to move it to a different position in the section, click **Move** from the drop-down menu.