

Replace old syllabus with current one

Important information before continuing

1. 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.
2. 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.)

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

3. 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.
4. There are three common ways to upload your syllabus. All three will be explained in this tutorial.

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

Business Principles. Pam Der

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 by 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 three methods to place your syllabus in the Syllabus and Quick Links section. This is the student view.

1. Syllabus and Quick Links

Syllabus

Syllabus for BUSI 1301 Spring 2018

Quick Links

Syllabus

Instructor Contact Information

Grade Calculator (for those without Microsoft Excel)

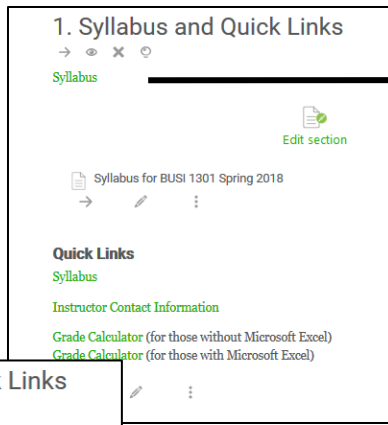
Grade Calculator (for those with Microsoft Excel)

Method 1: Syllabus uploaded in the summary window of the section heading.

Method 2: Syllabus dragged and dropped as a file. (Quickest & easiest)

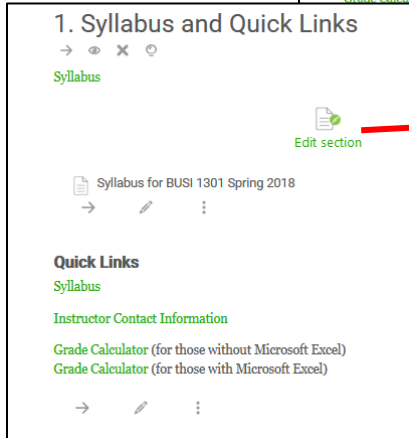
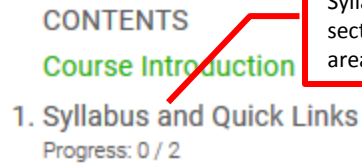
Method 3: Syllabus uploaded in a label resource.

Method 1



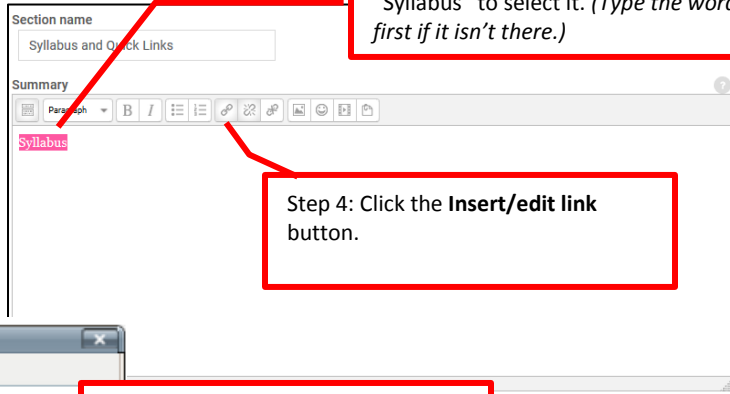
Method 1: Syllabus is uploaded in the summary window of the section heading.

Step 1: Click to open the Syllabus and Quick Links section in the CONTENTS area.

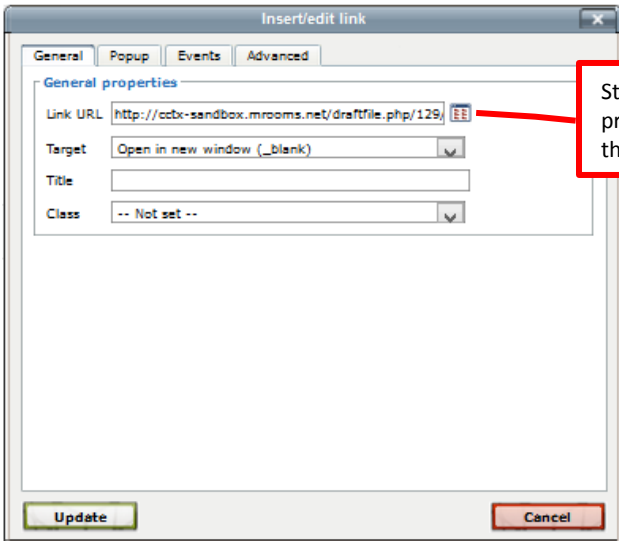


Step 2: Click **Edit section**

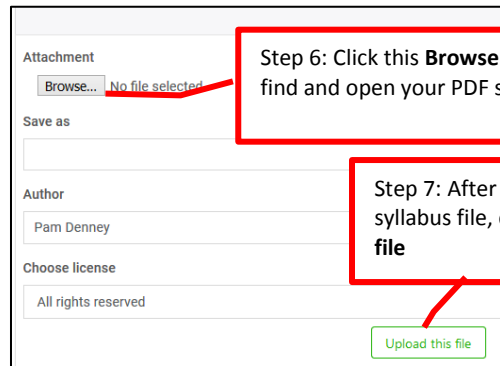
Step 3: Drag across the word "Syllabus" to select it. (Type the word first if it isn't there.)



Step 4: Click the **Insert/edit link** button.

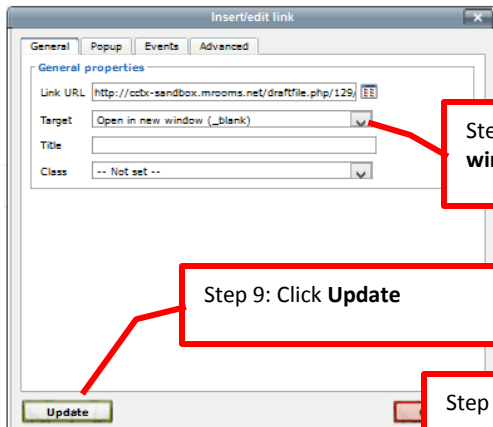


Step 5: Delete the URL of the previous syllabus (if there was one) then click the **Browse** button



Step 6: Click this **Browse** button to find and open your PDF syllabus file.

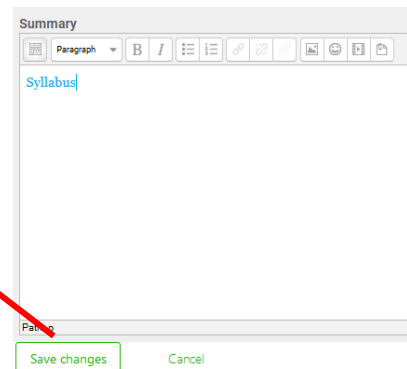
Step 7: After selecting the syllabus file, click **Upload this file**



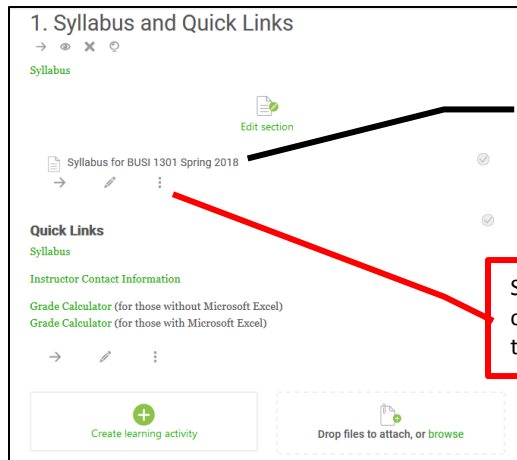
Step 8: Select **Open in new window**.

Step 9: Click **Update**

Step 10: Click **Save changes**

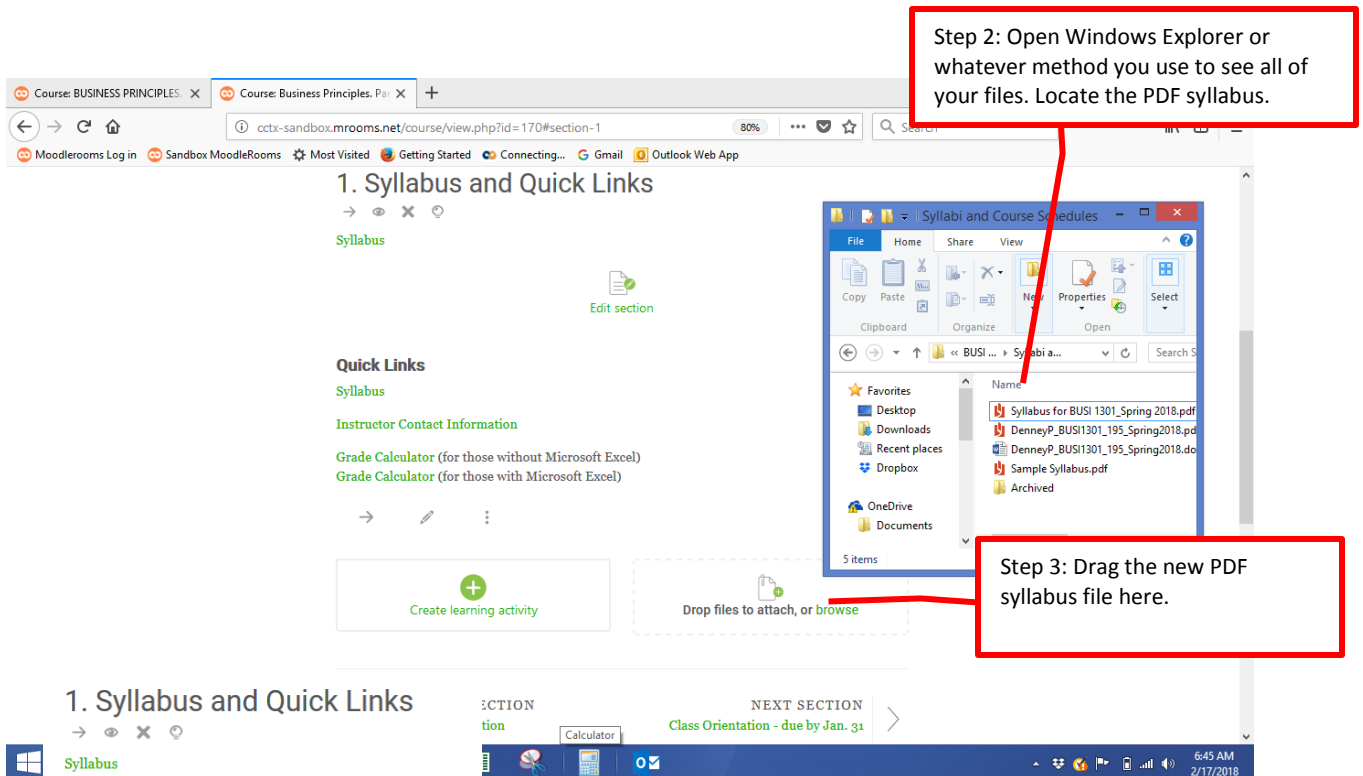


Method 2



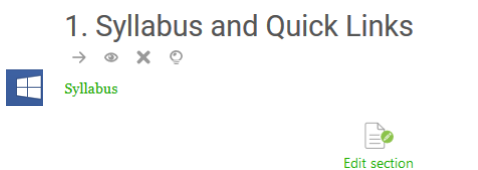
Method 2: Syllabus dragged and dropped as a file. (This is my favorite method because of how quick and easy it is.)

Step 1: If you have the old syllabus here, click the **More** icon below it and choose to **Delete**.



Step 2: Open Windows Explorer or whatever method you use to see all of your files. Locate the PDF syllabus.

Step 3: Drag the new PDF syllabus file here.



Step 4: If you need to move it above any Quick Links label you may have, click the **Move** icon.

You are done!

Method 3

1. Syllabus and Quick Links

Syllabus

Edit section

Syllabus for BUSI 1301 Spring 2018

Quick Links

Syllabus

Instructor Contact Information

Grade Calculator (for those without Microsoft Excel)

Grade Calculator (for those with Microsoft Excel)

Create learning activity

Method 3: Syllabus uploaded into a label resource. (Same place you may have some "Quick Links.")

Step 1: Click the **Edit** icon below the label.

If you want to create a new label, first click the **Create learning activity** button and choose "Label" under the Resource tab.

Label text

Heading 5

Quick Links

Syllabus

Instructor Contact Information

Grade Calculator (for those without Microsoft Excel)

Grade Calculator (for those with Microsoft Excel)

Path: h5 » strong

Save and return to course

Cancel

Last, click **Save and return to course**.

Step 2: Drag across the word "Syllabus" to select it. Then follow Steps 4-9 with Method 1 to replace the old syllabus with your new one.