

U of S Course Tools

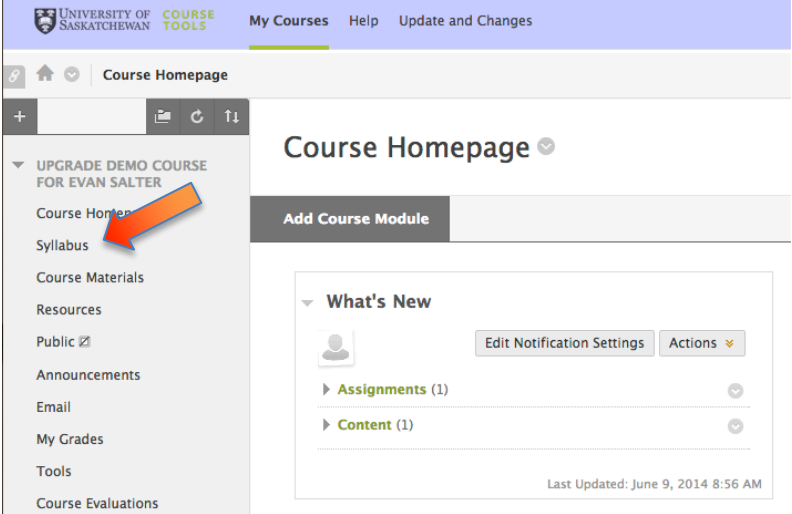
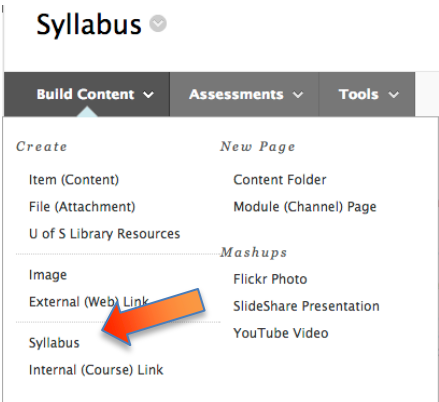
Working with the Syllabus Tool – For Instructors

Fall, 2015




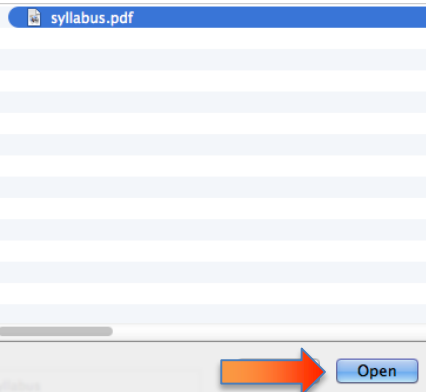





Background: If you are using the U of S Course Tools for the first time, please review the Course Tools Basic document before using this document. Note that the screenshots contained within may vary from your course, especially with the options available. Customization of your course allows you as an instructor to add many teaching tools, and we have enabled a few basic tools for your use. Additional help is available online using the complete [Instructor Guide](#).

Step:	Action: Using an Existing Syllabus with the Syllabus Tool
Background	The Academic Courses Policy , states “Instructors must make the course syllabus available to Department Heads prior to the start of the course, and to students at the beginning of the course.” U of S Course Tools contains a syllabus tool that allows you to either import an existing syllabus (attach an existing file and recommended method) or generate a new syllabus (not recommend as this is not an exportable file).
1.	<p>To import an Existing Syllabus document, select Syllabus from the top left menu.</p> 
2.	<p>Result: The Syllabus folder with instructions on how to use the tool. You may upload an existing Syllabus into this area of your course. THIS IS THE EASIEST WAY TO USE YOUR EXISTING SYLLABUS.</p> <p>Hover the mouse over Build Content and select Syllabus</p> 

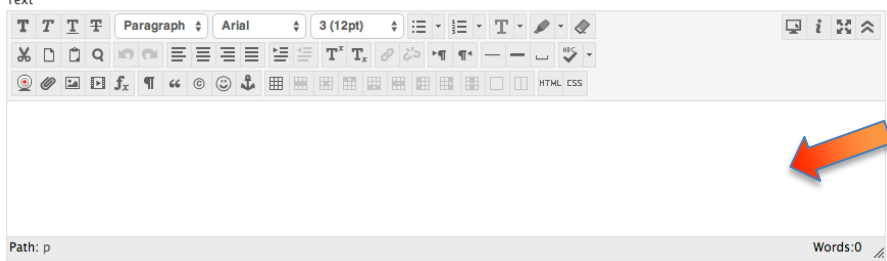


<p>3.</p>	<p>Enter the Syllabus Name</p> <p>Add Syllabus</p> <p>A Syllabus is an outline of a course of study. It can contain course information, goals, instructor co class meeting dates, textbook information, and more. More Help</p> <hr/> <p>* Indicates a required field.</p> <p>NAME _____</p> <p>* Syllabus Name <input type="text" value="Art 110 Syllabus"/> </p>
<p>4.</p>	<p>Select the Use Existing File radio button under the Syllabus option .</p> <p>SYLLABUS </p> <p><input type="radio"/> Create New Syllabus <input checked="" type="radio"/> Use Existing File</p> <p>Attach File (naming rules) <input type="button" value="Browse My Computer for copyright cleared file"/> <input type="button" value="Browse Content Collection for copyright cleared file"/></p>
<p>5.</p>	<p>Select Browse My Computer for copyright cleared file.</p> <p>Attach File (naming rules) <input type="button" value="Browse My Computer for copyright cleared file"/> </p>
<p>6.</p>	<p>Find the appropriate syllabus file and click Choose or Open.</p> <p> </p>
<p>7.</p>	<p>Click Submit</p> <p><input type="button" value="Cancel"/> <input type="button" value="Submit"/> </p>
<p>8.</p>	<p>In the Edit Item window, enter any text that you would like to include with the syllabus.</p>

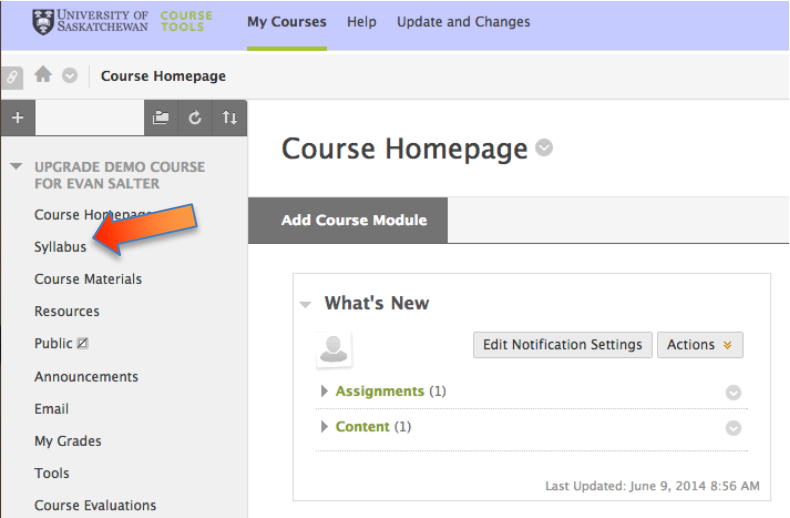


Color of Name █ Black

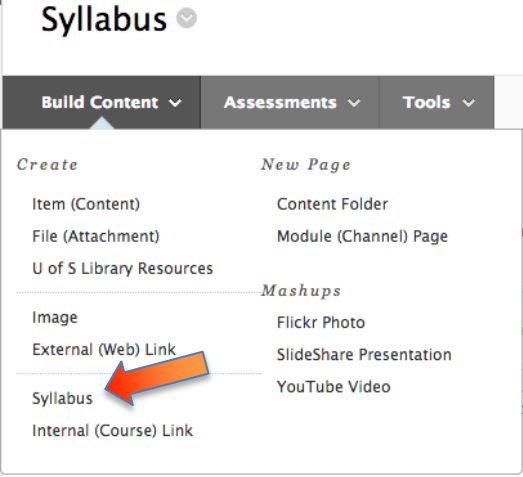


Text



Click **Submit**.

Step:	Action: Generating a New Syllabus using the Syllabus Tool (NOT recommended as this file is not printable)
1.	<p>From your course homepage, select Syllabus from the top left menu.</p> 
2.	<p>The Resulting view is the Syllabus page with instructions on using the tool. Highlight over Build Content and select Syllabus</p>







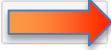


	
<p>3.</p>	<p>Enter the Syllabus Name and click Submit (leave the radio button as Create New Syllabus)</p> <h3>Add Syllabus</h3> <p>A Syllabus is an outline of a course of study. It can contain course information, goals, instructor contact information, assignments, class meeting dates, textbook information, and more. More Help</p> <p>* Indicates a required field. Cancel Submit</p> <p>NAME _____</p> <p>* Syllabus Name <input type="text" value="Art 220"/> </p> <p>SYLLABUS _____</p> <p><input checked="" type="radio"/> Create New Syllabus <input type="radio"/> Use Existing File</p> <p>Click Submit to proceed. Click Cancel to go back. Cancel Submit </p>
<p>4.</p>	<p>Result: The Syllabus Builder page. This page will have three text boxes (description, Learning Objectives, Required Materials) in which to enter information, similar to the screenshot you see here.</p>

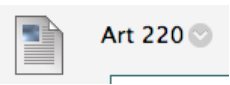
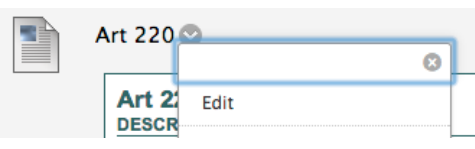




	<h3>Syllabus Builder: Art 220</h3> <p>Provide the basic course information and design. Lesson descriptions can be filled in and additional lessons added on the next page.</p> <p>* Indicates a required field. Cancel Submit</p> <hr/> <p>SYLLABUS INFORMATION</p> <p>* Syllabus Name <input type="text" value="Art 220"/></p> <p>Heading 1 <input type="text" value="Description"/></p> <p>Body 1</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Rich text editor toolbar: Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Image, Table, Table of Contents, Print, HTML, CSS.</p> <p>Path: p Words:0</p> </div> <p>According to the Academic Courses Policy September 2011, the content of the course syllabus shall include:</p> <ul style="list-style-type: none"> • <i>learning objectives of the course;</i> • <i>the type and schedule of term assignments, with approximate due dates;</i> • <i>notice if any mid-term examinations or other required course activities are scheduled outside of usual class times;</i> • <i>the type and schedule of mid-term or like examinations;</i> • <i>relative marking weight of all assignments and examinations;</i> • <i>procedures for dealing with missed or late assignments or examinations;</i> • <i>whether any or all of the work assigned in a course including any assignment, examination, or final examination, is mandatory for passing the course;</i> • <i>attendance expectations if applicable, the means by which attendance will be monitored, the consequences of not meeting attendance expectations, and their contribution to the assessment process;</i> • <i>participation expectations if applicable, the means by which participation will be monitored and evaluated, the consequences of not meeting participation expectations, and their contribution to the assessment process;</i> • <i>contact information and consultation availability;</i> • <i>location of rules and guidelines for both academic misconduct and appeal procedures;</i> • <i>course website URL, if used</i>
<p>5.</p>	<p>Complete the other options available. The Build Lessons allows you to provide more detail of each lesson within your course. You may edit this information at any time. Be sure to make the syllabus available to students.</p>



	<p>SYLLABUS DESIGN</p> <p>Select Color and Design of the Syllabus.</p> <p>Styles <input checked="" type="radio"/> Document image <input type="radio"/> Notepad <input type="radio"/> Modern <input type="radio"/> Classic <input type="radio"/> Contemporary <input type="radio"/> None</p> <p>Colors</p> <p>Headers and Borders  Dark Weak Cyan</p> <p>Text  Black</p> <p>BUILD LESSONS</p> <p>Choose how many lesson shells to build. Lesson shells may be built based on the number of scheduled meetings in the Syllabus duration or based on a specified number.</p> <p>Create Specified Number of Lesson Shells <input type="radio"/> Number of Lessons to Create <input type="text"/></p> <p>Do Not Create Lesson Shells <input checked="" type="radio"/></p> <p>STANDARD OPTIONS</p> <p>Permit Users to View Content <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Track Number of Views <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Select Date and Time Restrictions</p> <p><input type="checkbox"/> Display After <input type="text"/>  <input type="text"/>  Enter dates as mm/dd/yyyy. Time may be entered in any increment.</p> <p><input type="checkbox"/> Display Until <input type="text"/>  <input type="text"/>  Enter dates as mm/dd/yyyy. Time may be entered in any increment.</p>
<p>6.</p>	<p>Once completed click Submit</p> <p>Click Submit to proceed. Click Cancel to go back.</p> <p style="text-align: right;"> Submit</p>



<p>7.</p>	<p>Student View of Syllabus:</p> <div style="border: 1px solid gray; padding: 10px;"> <p>Test Syllabus LEARNING OBJECTIVES</p> <hr/> <p>By the end of this course, you will be able to:</p> <ul style="list-style-type: none"> • Recite five common computer viruses that have occurred in the past year. • Identify two virus checking software applications for all computer systems. • State five advantages of mobile applications compared to standard applications • Build a five page website with the following components... • (continue building list of objectives here) <p>ASSIGNMENTS AND EXAMS</p> <hr/> <p>Mark Breakdown: Assignments – 30% Exams – 50% (Midterm – 20%, Final – 30%) Final Project – 15% Participation/Attendance – 5%</p> <hr/> <p>Assignment 1 – Introduction to Computers (due last week of September) Assignment 2 – Office Applications, Web Applications (due last week of October) Assignment 3 – Graphing, Images, Modeling (due last week of November) Midterm Exam – Last week of October – Outline will be provided in class Final Exam – as scheduled – Outline will be provided in class Final Project – Web site as outlined in objectives: due first week of December</p> <p>Note: All assignments and projects will have detailed rubric for marking purposes All components are mandatory in order to pass the class. Attendance will be taken on a daily basis and participation in discussions will be graded as part of the participation/attendance mark. Late assignments, exams and projects are not accepted. Exact due dates will be posted.</p> <p>REQUIRED MATERIALS AND PROCEDURES</p> <hr/> <p>Information for required materials and procedures and links to policies would be placed here.</p> </div>
<p>8.</p>	<p>Edits to Syllabus may be completed (<i>but should be done so prior to the start of the course</i>).</p> <p>Hover the mouse over the Syllabus Title (Art 220 in this example).</p>  <p>From the drop down menu, select Edit.</p> 
<p>9.</p>	<p>Select the Edit Syllabus button at the top right of the Syllabus to make edits to existing content.</p>   <p>Select the Add Lesson or Delete Lesson button at the top left of the Syllabus to add lessons.</p>



NOTE: Add Lesson allows you to add detail for lessons within your course and does NOT create actual lessons that students would view as content within the course.

The **double arrows** beside the Edit Syllabus text allow you to reorder the lessons in the syllabus.

