

Best Practices for Using the Syllabus Tool

Overview

The new Syllabus tool allows you to create a multi-part syllabus. It is another way to organize your syllabus content. Compared to the previous version, it has several benefits:

- Instructor can easily edit or remove individual items in the syllabus without downloading the whole document.
- A collapsible/expandable menu is automatically created for all syllabus items.
- All individual items can have open/close dates so that they can be released progressively over a semester.
- Syllabus items can be added one by one, or in bulk.
- Students can view the syllabus much easier without downloading the whole document each time or using WORD or PDF applications.

Recommendations for Using Syllabus Tool

TIP 1: If you copy and paste your syllabus into one section of the upgraded Syllabus tool, it will appear as one page. This will mimic the look and feel of the previous Syllabus tool.

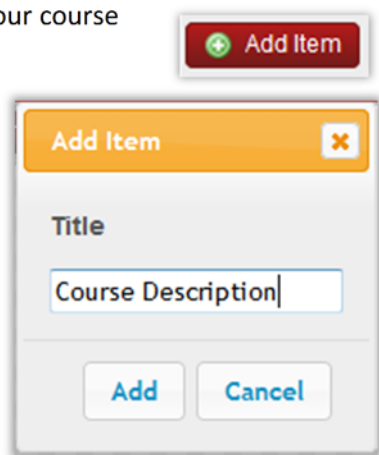
Tip 2: You can attach your syllabus as you have been able to do previously in iLearn

Tip 3: If you import from a course designed prior to the Upgrade (July 15, 2014), it will import as a one page syllabus.

Creating a Syllabus

Method 1: Adding Items One by One

1. Click the "Syllabus" tool on the left menu bar when you are in your course site
2. Click "Add Item" button on the top menu bar.
3. In the pop-up window, add a title for this item, then click "Add".
4. Next, a box will appear for adding body text and dates for this new item you just created.
5. If you click the line "Click to add body text", you will see a rich text editor box pop up. You can add text as you normally do. Otherwise, you can click "Add attachment" to add a document for this item.



- When you are done with adding text, dates, or attaching documents, you can click the little grey bulb to publish this item so that students can see it.
- Click “Add Item” again to add another item and repeat the steps above.

Method 2: Adding Items in Bulk

- Click “Bulk Add” button on the top menu of the Syllabus tool.
- To add items by number, add a categorical title and the number of items you want, then click “Post”.
- You will see all the items with a number attached to each of them.

- To add items by dates, add a categorical title and then fill out the details underneath, and then click “Post”.
- You will see all the items added with a number attached to each of them and dated added automatically.

▶ + 📅 ✖ Class Schedule - 1	2014/07/21 8:00 AM	2014/07/21 9:15 AM
▶ + 📅 ✖ Class Schedule - 2	2014/07/28 8:00 AM	2014/07/28 9:15 AM
▶ + 📅 ✖ Class Schedule - 3	2014/08/04 8:00 AM	2014/08/04 9:15 AM
▶ + 📅 ✖ Class Schedule - 4	2014/08/11 8:00 AM	2014/08/11 9:15 AM

- When all the items are added, you can then edit them as you like.

Managing the Syllabus

Method 1: Edit Items One by One:

When all the items are added in the syllabus, you can click the icons of one item to reorder, publish, change dates, and edit content.

The diagram shows a syllabus management interface with several items listed. Callouts point to specific icons and buttons:

- Collapse/expand items:** Points to the right-pointing triangle icon.
- Drag to reorder items:** Points to the four-way arrow icon.
- Publish items:** Points to the lightbulb icon.
- Delete items Or change item title:** Points to the red 'X' icon.
- Edit Content using a rich text editor:** Points to the text area below the 'Add Content here.' label.
- Add one or multiple attachments:** Points to the green plus icon and the 'Add attachments' button.

The items listed in the interface are:

- Course Description
- Class Schedule
- Grading Policy

Method 2: Edit All/Many Items in Bulk

You may edit all items or many of them at one time by clicking the “Bulk Edit” button.

Syllabus Items

Syllabus Item		Start Time	End Time	Calendar	Post	Remove
Course Description Edit Details	↑ ↓			☐	☐	☐
Class Schedule Edit Details	↑ ↓			☐	☐	☐
Grading Policy Edit Details	↑ ↓			☐	☐	☐
Class Schedule - 1 Edit Details	↑ ↓	07/21/2014 08:00 AM	07/21/2014 09:15 AM	☒	☒	☐
Class Schedule - 2 Edit Details	↑ ↓	07/28/2014 08:00 AM	07/28/2014 09:15 AM	☒	☒	☐
Class Schedule - 3 Edit Details	↑ ↓	08/04/2014 08:00 AM	08/04/2014 09:15 AM	☒	☒	☐
Class Schedule - 4 Edit Details	↑ ↓	08/11/2014 08:00 AM	08/11/2014 09:15 AM	☒	☒	☐

Update

Reset

You can change title, dates, add the item to calendar, and publish, and delete the items on one screen. When you finish, click “Update”.