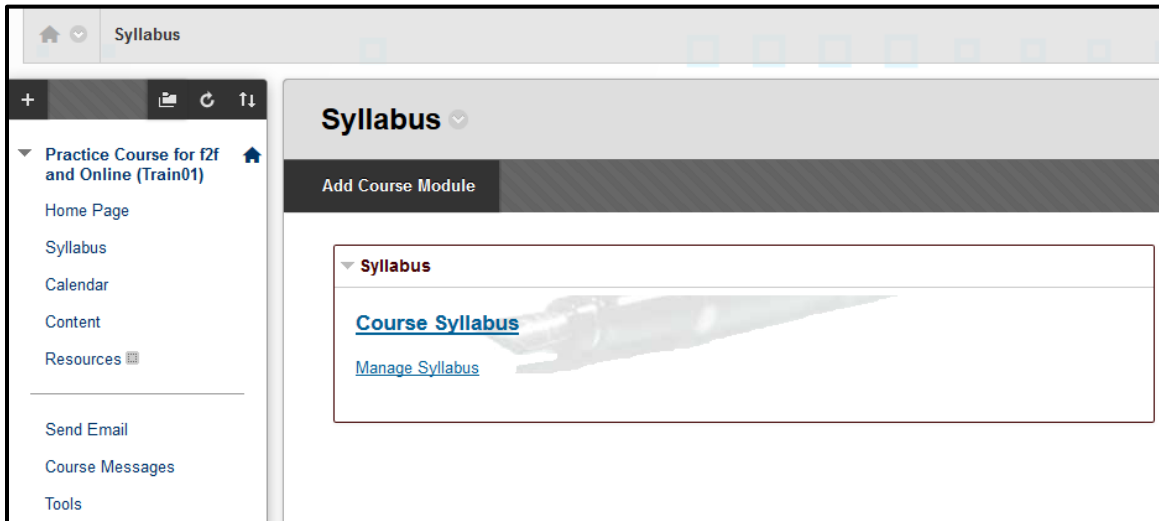


SYLLABUS



ADDING A SYLLABUS TO YOUR COURSE

The syllabus is a file that your students can download from their WTClass (Blackboard) course. It can be a Microsoft Word document or a PDF file.

(Note: Keep both your original Word document and PDF documents on your computer. If you need to make changes to your syllabus, make the changes in the original Word document and then run the conversion process to a PDF.)

Documents can also be converted to PDF with Adobe Acrobat Professional. Request for Adobe Acrobat Professional be installed on your WT computer by emailing the ITSC help desk (itsc@wtamu.edu).

(Note: WTAMU has various required items in course syllabi. Download the Teaching Excellence Center 's syllabus template of required elements at <http://www.wtamu.edu/academics/teaching-excellence-center-teaching-toolkit.aspx>.)

UPLOADING YOUR SYLLABUS

Step 1: Click on the **Syllabus** link (or Home Page) in the Course Menu.

Step 2: Check to see if **Edit Mode** is **ON**.

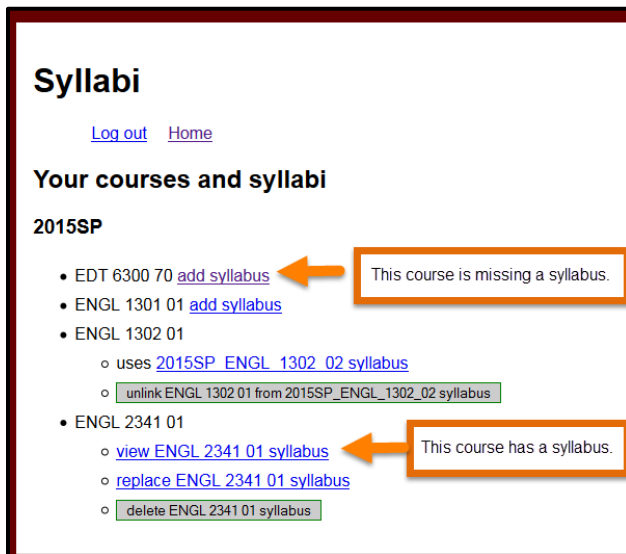


Step 3: In the Syllabus module, click the “**Manage Syllabus**” link to upload a syllabus.



Step 4: The **Syllabi** page displays with “Your courses and syllabi” course listing.

Locate the course in the course listings. (Only the instructor of record can upload syllabus files.)



What do the links mean?

- The linked text “**add syllabus**” means there is no syllabi uploaded for the course.
- The linked text “**view...**” means a syllabus has been uploaded. Clicking the link will display the uploaded syllabus.
- The linked text “**uses...**” means a syllabus is associated with this course from another section. Clicking the link will display the associated syllabus.
- After a syllabus has been upload or associated with a course, the options to replace or remove the syllabus will appear.

Step 5: Click on the linked text “**add syllabus**” to upload your syllabus file.



Note: If you do not see the linked text “add syllabus” next to your course, then a file is currently associated with the course. Use the view link to see which file was uploaded as the course syllabi. A syllabus file can be replaced or deleted by the instructor of record.

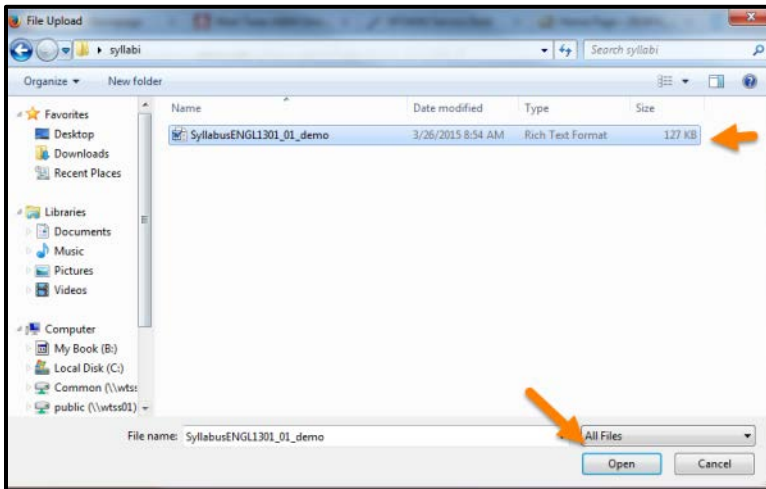
Step 6: Click the “**Browse**” button to locate the file on your computer.



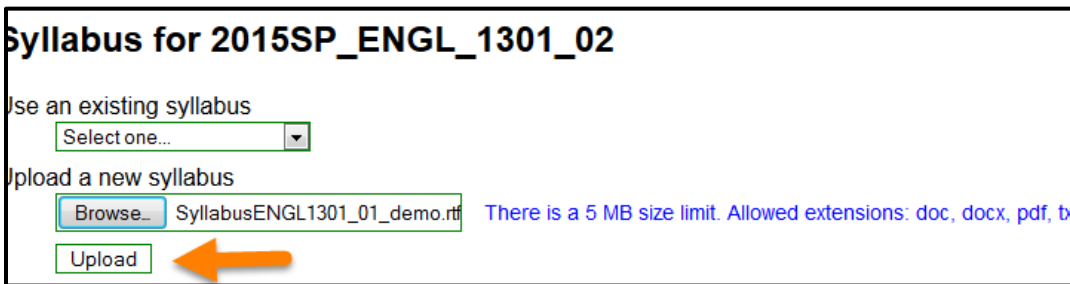
Note the information for uploaded file types and size restrictions.

- You can upload Word, PDF, and HTML documents.
 - o Extensions allows are: .doc, .docx, .pdf, txt, .rtf, .htm, .html
- Syllabus files have a 5 MB size limit.

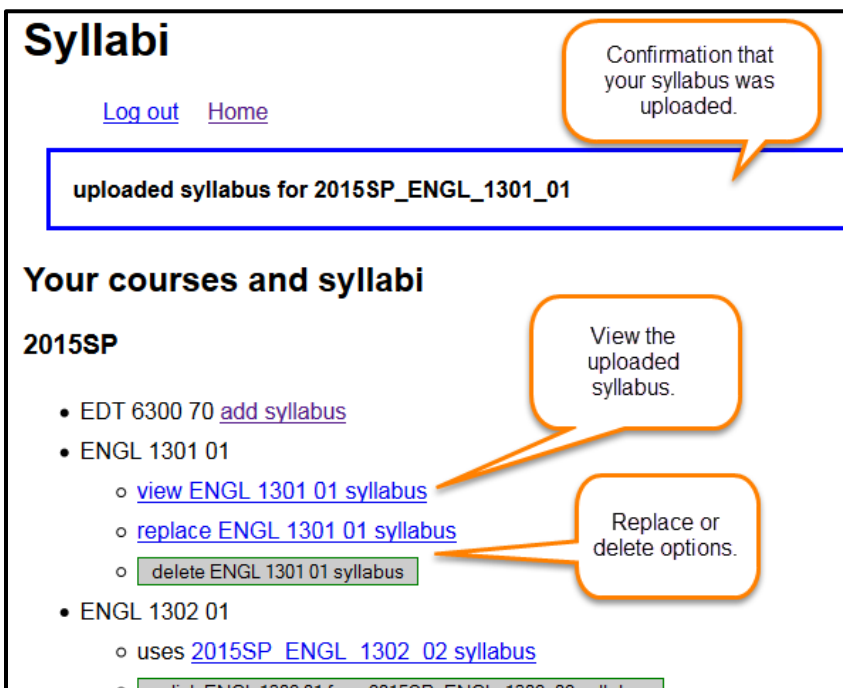
Step 7: In the *File Upload* dialog box, select the file and then click the “**Open**” button.



Step 8: Click the “**Upload**” button.



Step 9: You will now see the option to view, replace, or delete the uploaded syllabus file. Click the **View** option to see the uploaded syllabus.



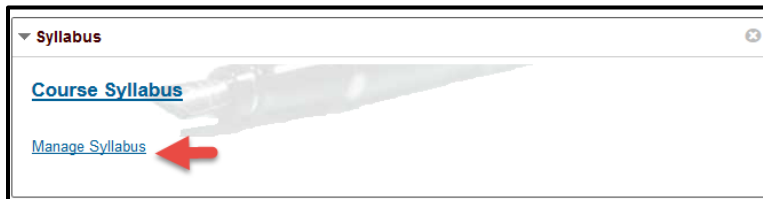
REPLACING A SYLLABUS FILE

Step 1: Click on the **Syllabus** link (or Home Page) in the Course Menu.

Step 2: Check to see if **Edit Mode** is **ON**.

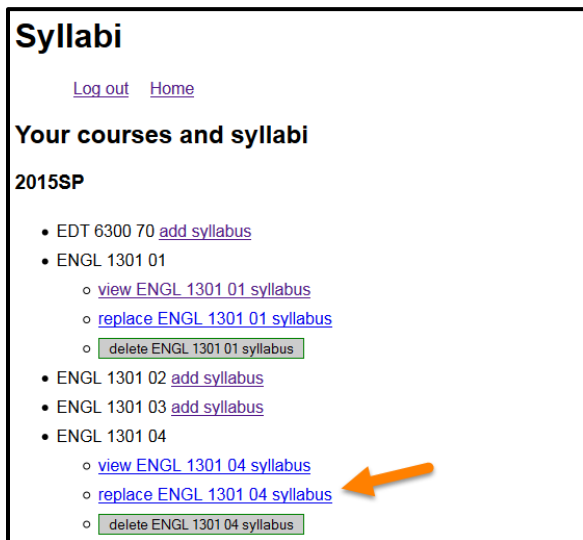


Step 3: In the Syllabus module, click the “**Manage Syllabus**” link.



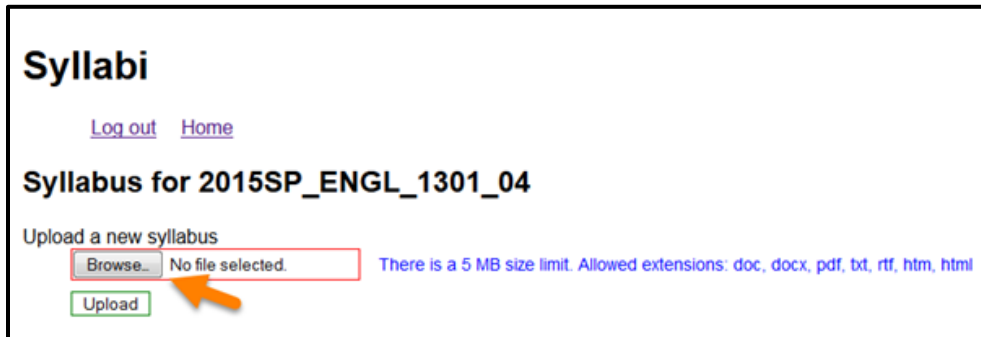
Step 4: The **Syllabi** page displays with “Your courses and syllabi” course listing.

Locate the course in the course listings. (Only the instructor of record can upload syllabus files.)

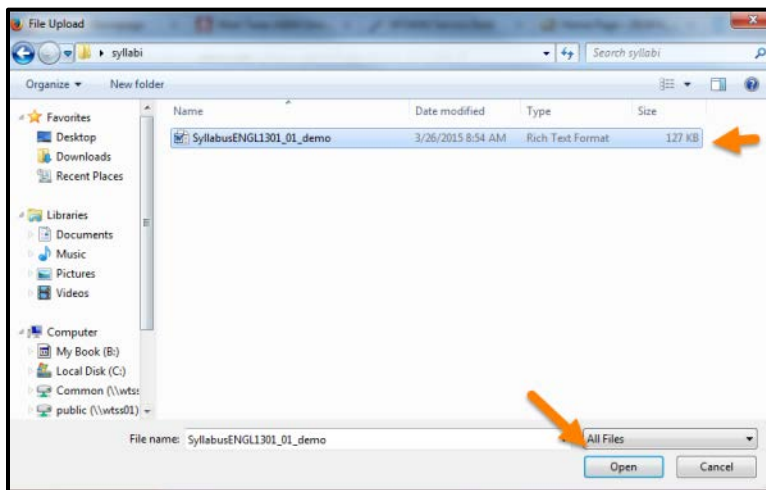


Step 5: Locate the “**replace**” option. Click the replace link.

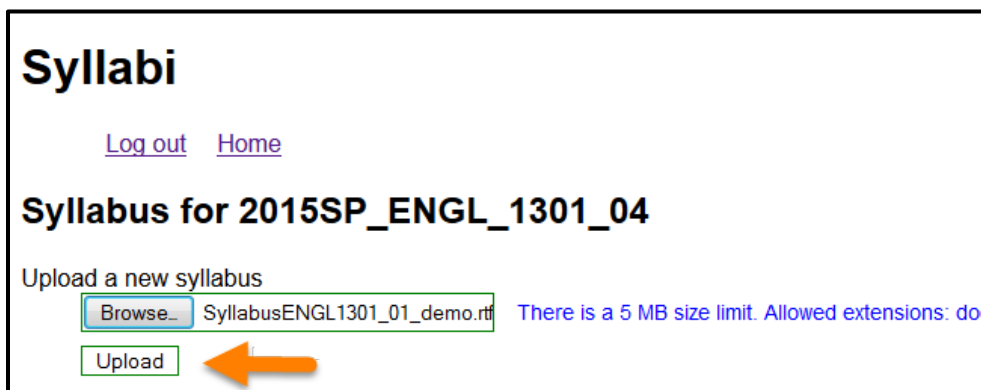
Step 6: Click the **“Browse”** button to locate the file on your computer.



Step 7: In the *File Upload* dialog box, select the file and then click the **“Open”** button.



Step 8: Click the **“Upload”** button.



Step 9: You will now see the option to view, replace, or delete the uploaded syllabus file. Click the **View** option to see the uploaded syllabus.

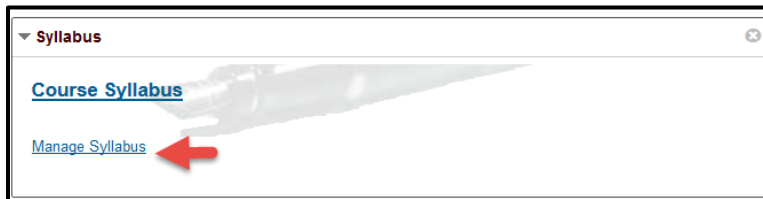
DELETING A SYLLABUS FILE

Step 1: Click on the **Syllabus** link (or Home Page) in the Course Menu.

Step 2: Check to see if **Edit Mode** is **ON**.

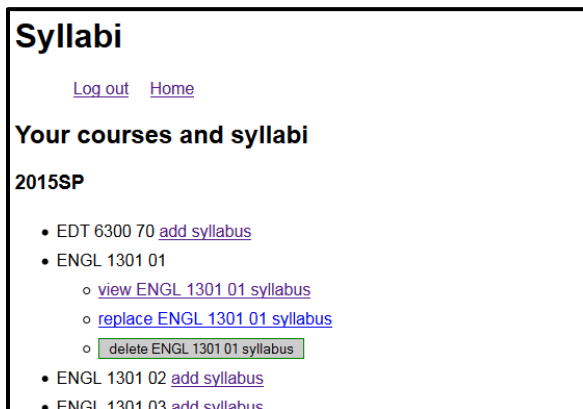


Step 3: In the Syllabus module, click the “**Manage Syllabus**” link.



Step 4: The **Syllabi** page displays with “Your courses and syllabi” course listing.

Locate the course in the course listings. (Only the instructor of record can upload syllabus files.)



Step 5: Locate the “**delete**” option. Click the delete link.

Step 6: The linked text returns to “**add syllabus**” which means there is no syllabus file associated with the course.

ADDING AN EXISTING SYLLABUS TO A COURSE

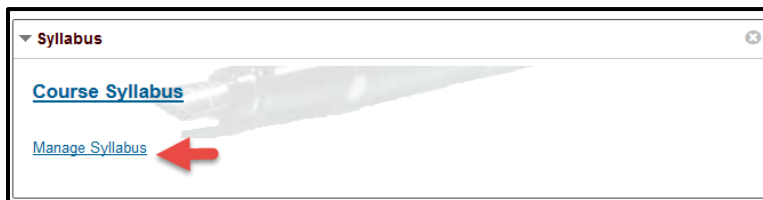
If you are teaching more than one section of a course, you can use one uploaded syllabus in one course and “link” to the uploaded syllabus in other sections.

Step 1: Click on the **Syllabus** link (or Home Page) in the Course Menu.

Step 2: Check to see if **Edit Mode** is **ON**.

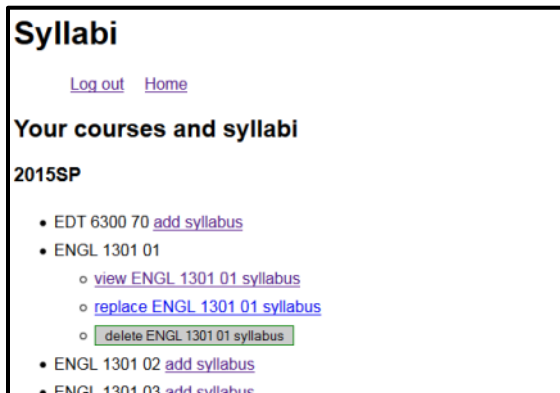


Step 3: In the Syllabus module, click the “**Manage Syllabus**” link.



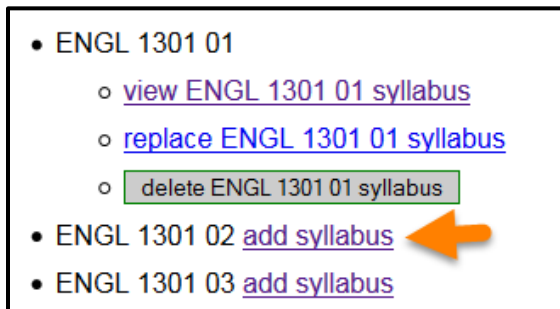
Step 4: The **Syllabi** page displays with “Your courses and syllabi” course listing.

Locate the course in the course listings. (Only the instructor of record can upload syllabus files.)



Step 5: Click the “**add syllabus**” link for the additional section you are teaching.

Note: A syllabus has been uploaded for ENGL 1301 section 1.



Step 6: Use the drop-down menu under “Use an existing syllabus” to select a course that contains an uploaded syllabus.

Note: In the example below, I will select ENGL 1301 01 for my existing syllabus because the syllabus for that course has already been uploaded.

Syllabi

[Log out](#) [Home](#)

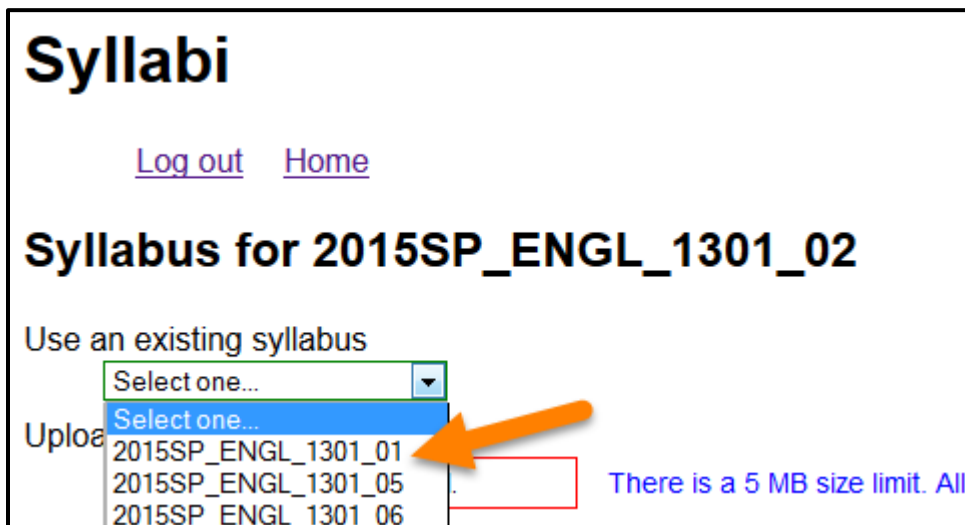
Syllabus for 2015SP_ENGL_1301_02

Use an existing syllabus

Select one...
2015SP_ENGL_1301_01
2015SP_ENGL_1301_05
2015SP_ENGL_1301_06

Upload

There is a 5 MB size limit. All



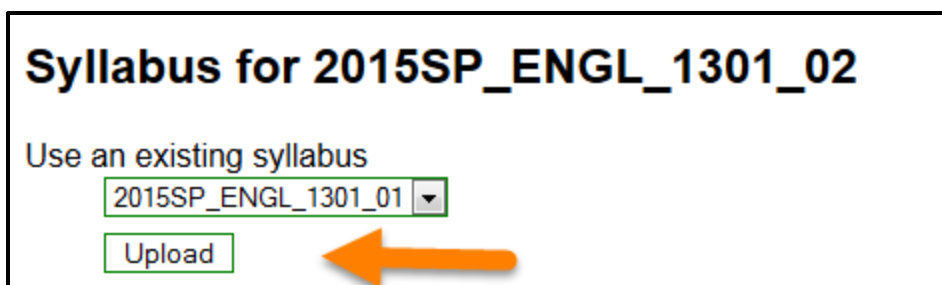
Step 7: Click the “Upload” button.

Syllabus for 2015SP_ENGL_1301_02

Use an existing syllabus

2015SP_ENGL_1301_01

Upload



Step 8: The “linked” syllabus now is available for use. You can click the link to verify the correct syllabus is displaying. If the file is incorrect, use the “unlink” option to remove the link.

- ENGL 1301 01
 - [view ENGL 1301 01 syllabus](#)
 - this syllabus also used by 2015SP_ENGL_1301_02
 - [replace ENGL 1301 01 syllabus](#) (will affect associated course)
 - [delete ENGL 1301 01 syllabus](#) (will affect associated courses)
 - ENGL 1301 02
 - uses [2015SP_ENGL_1301_01 syllabus](#)
 - [unlink ENGL 1301 02 from 2015SP_ENGL_1301_01 syllabus](#)
- 