

Adding a Syllabus to Your Course

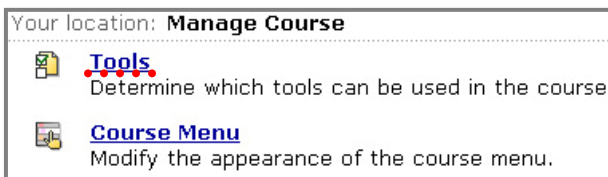
You have two options when using the Syllabus tool. You can use a file you have already created or use the eLearning Vista internal syllabus creation tool. Whichever method you use to create your syllabus, you can make it accessible on the homepage and/or the course menu.

Adding a Syllabus

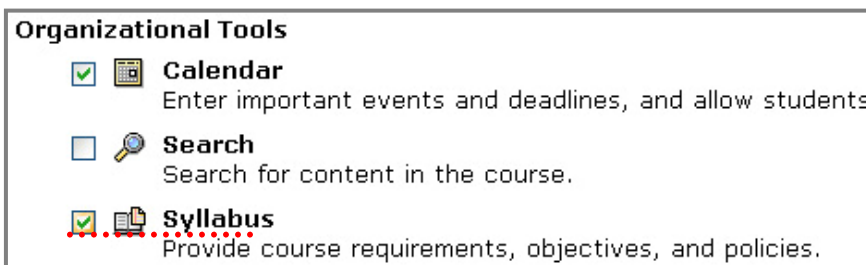
First, add the syllabus tool by selecting **Manage Course** under the Designer Tools menu. The Designer Tools menu can be found under either the Build or Teach tab.



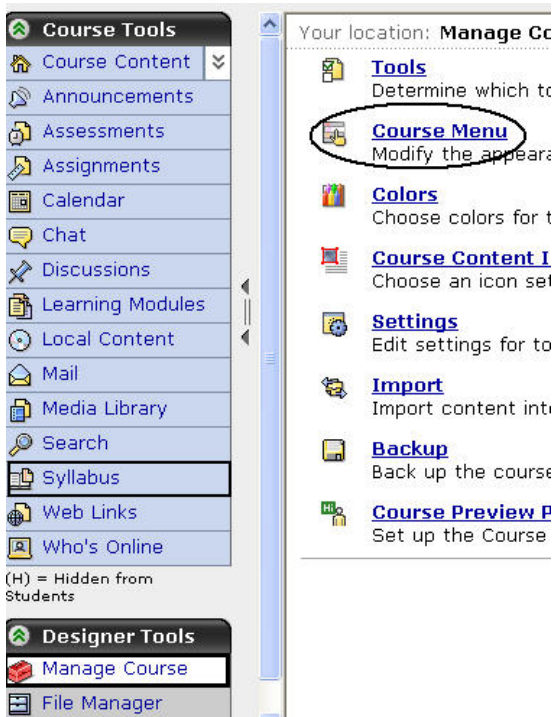
Select **Tools** from the list of options.



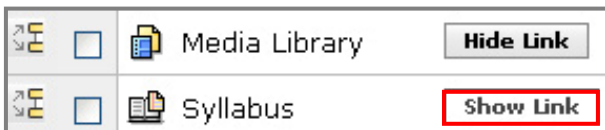
Click the **Syllabus** checkbox under Organizational Tools and click **Save** at the bottom of the screen.



The Syllabus link will be added to the Course Menu. The link may be hidden (H) when first placed on the Course Menu. To unhide it, select **Manage Course** from the Designer Tools menu. Select **Course Menu** from the list of options.

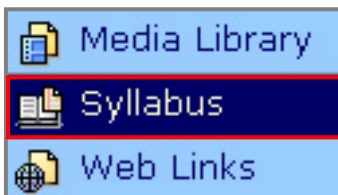


Click **Show Link** next to Syllabus to display the link.



Adding Your Syllabus File

First, select **Syllabus** under the Course Tools menu.



To use an existing file (i.e., PDF or Doc file), select the **Use File** radio button.

Select Syllabus Type

Use built-in syllabus (Create Syllabus using online tool)

Use File (Choose a file from your computer or the File Manager)

Select Syllabus

You are currently using the file: **/VISTAOSS1400/pdf/syllabus.pdf**

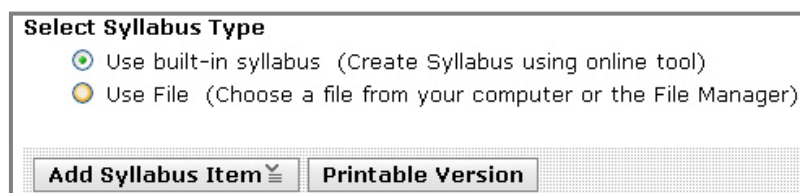
Preview

Click **Browse** to search for and upload your syllabus file. Locate the file on your computer if it is not already uploaded to the course or locate it in one of your course file folders and click it.

To preview what your students will see when they choose the printable version of your syllabus, click **Printable Version**.

Use the Built-in Syllabus Creator

Select the **Use built-in syllabus** radio button to create a syllabus using the options in ELearning Vista.



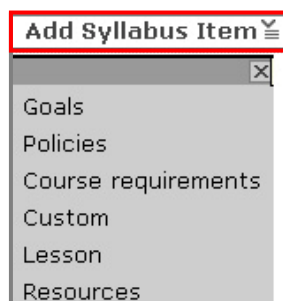
Select Syllabus Type

Use built-in syllabus (Create Syllabus using online tool)

Use File (Choose a file from your computer or the File Manager)

Add Syllabus Item ▾ Printable Version

Start adding your syllabus items by selecting the **Add Syllabus Item** drop-down menu.



Add Syllabus Item ▾

- Goals
- Policies
- Course requirements
- Custom
- Lesson
- Resources

If you would like to add an item that is not listed on the drop-down menu, click **Custom** and create your own category.

When you select a syllabus item, a dialogue box appears. Enter text in the appropriate fields for the syllabus item and click **Save**.

Create Course requirements

*Heading:

Introduction:

Requirements:

Use HTML

Save

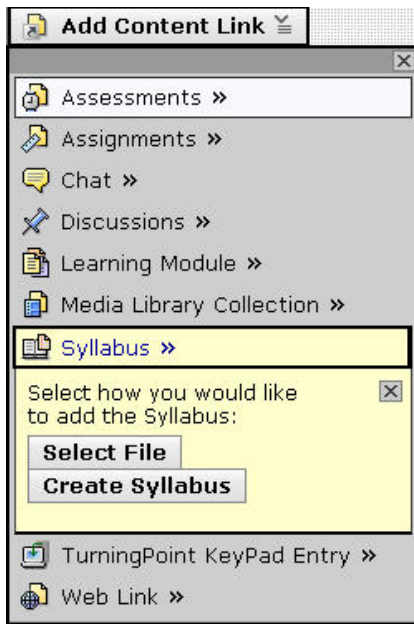
Continue adding items to build your syllabus. All items added will be added in a list under the Assignment Type menu. The menu will also allow you to change the order, show, hide, and delete syllabus items.

Move	<input type="checkbox"/>	Title
	<input type="checkbox"/>	<input checked="" type="radio"/> Section Information: section 1
	<input type="checkbox"/>	<input checked="" type="radio"/> Section Instructor: nanette sorensen
	<input type="checkbox"/>	<input checked="" type="radio"/> Section Instructor: Kevin Reeve
	<input checked="" type="checkbox"/>	<input type="checkbox"/> Show <input type="checkbox"/> Hide <input type="button" value="Delete"/>



Placing the Syllabus Link on the Homepage

From your course homepage, select **Syllabus** from the Add Content Link drop-down menu.



Select either **Select File** or **Create Syllabus**. If you have already created a syllabus using the ELearning Vista tool, the content entered will already be there.