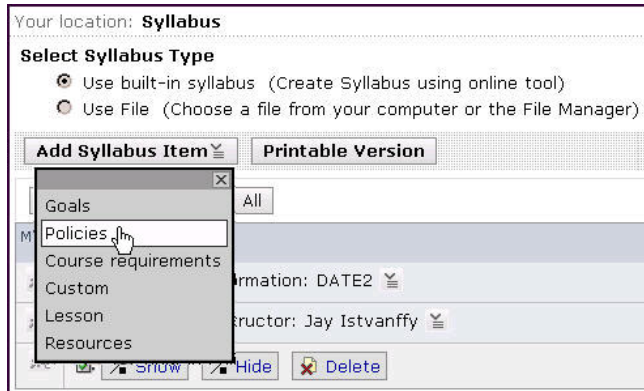


## How Do I Create a Syllabus?

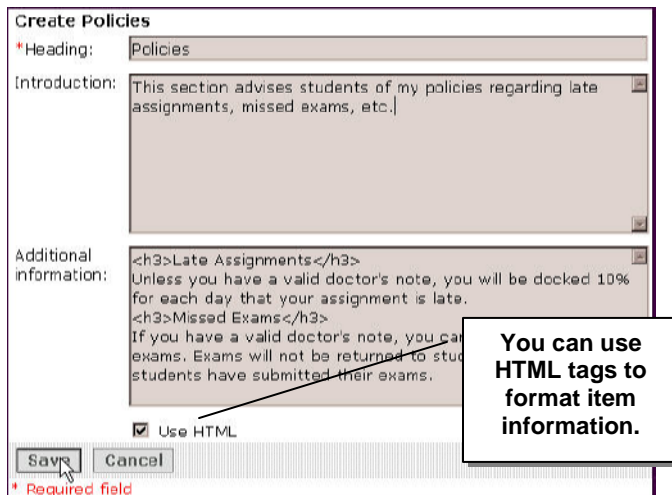
⇒ To create a syllabus using the built-in tool:

1. From the Build or Teach tabs, under Course Tools, click **Syllabus**. The Syllabus screen appears, with the default items (section information and section instructor) automatically populated.
2. Click **Add Syllabus Item**. From the ActionLinks menu, select the item type.



**Note:** You can add multiple instances of each item and customize the titles.

3. Complete the required fields. You may change the Heading, if desired. Each item type has unique fields and settings.



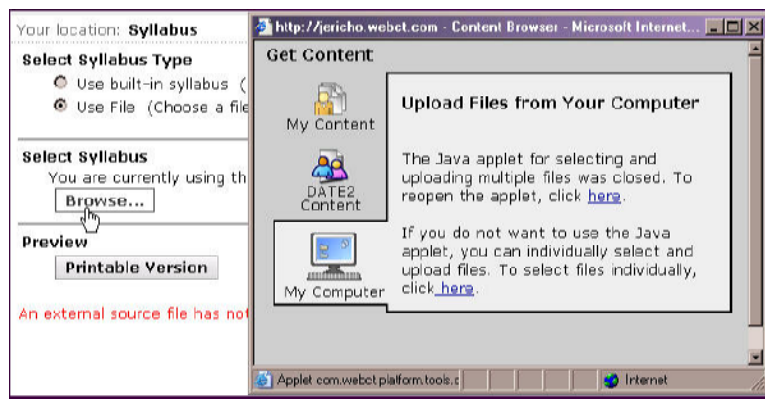
4. Click **Save**. The Syllabus screen appears and the item is added to the bottom of the item list.

⇒ Other actions you can perform in the built-in Syllabus:

- **Move** selected items, to rearrange how the items are presented.
- **Show/Hide** syllabus items to determine whether they are visible to students.
- **Delete** items.
- **Expand/Collapse** item information.

⇒ To import a syllabus file:

1. From the Syllabus screen, under Select Syllabus Type, select *Use File*.



2. Under *Select Syllabus*, click **Browse** and locate and select the file. The Syllabus screen updates and the file is displayed.

**Note:** The file should be in HTML or plain text for the easiest student access. If the file is in a format other than plain text or HTML, students must have the necessary software or viewers to open the file.

⇒ To view how the syllabus will look when it's printed:

From the Syllabus screen, under Preview, click **Printable Version**. The syllabus is previewed in a pop-up window.