Simple Syllabus – Faculty Available Features

"Using the Publisher to Create syllabi" video

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Simple Syllabus – Available Features

1. Editing syllabi:

- From the dashboard click on the pencil icon
- "Using the Publisher to Create syllabi" video Time 0:17

<u>Step 1:</u>

Using the Pr	blisher TTTPI C	
3 Dashboard	S Published	💼 Syllabus I
Open Item	S	
Q _{Search}	/	
English (01 01 Spring 2020 Composition ISS r: Courtney Instruct	tor

<u>Step 2:</u>

	ENG 1001 06 Spring 2020 English Composition	
0	Not Started	
	Instructor: Courtney Instructor	
	Start with an empty syllabus	Start from a previous syllabus
	Start with an empty synabus	Start norn a previous synabus

- Start with an empty syllabus First time working with a syllabus "Using the Publisher to Create syllabi" video – Time - 0:28
- Start from a previous syllabus Editing an existing syllabus "Using the Publisher to Create syllabi" video – Time - 0:39

ENG 1001 06 Spring 2020 English Composition Not Started Instructor: Courtney Instructo	r		
Start with an empty syllabus	Start from a	previous syllabus	
Select a syllabus to copy from	Term * Fall 2019	• Q Se	arch
ACT 2345 01	ENG 1001 01	TEST 101 03	TEST 6001 01

2. Components that cannot be edited:

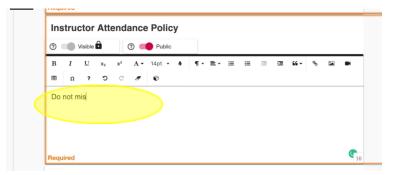
"Using the Publisher to Create syllabi" video - Time - 1:15



3. Adding/Editing content:

• Type directly into the text box

"Using the Publisher to Create syllabi" video - Time - 2:27



- Add links, images, video, and table
 "Using the Publisher to Create syllabi" video Time 2:37
- Use blocks to inject pre populated data
 Search by instructor, section, course, term, subject, or organization
 "Using the Publisher to Create syllabi" video Time 2:46

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• Click on the block to format it

"Using the Publisher to Create syllabi" video – Time – 3:15

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• Add required materials/textbooks by clicking on the pencil icon and click "save" to add the material

"Using the Publisher to Create syllabi" video – Time – 3:51

Required Materials Image: matrix m	Use the Act Ma support entrand boo You make the out or you can furn a the back's infine for each indicate alloss. When you alloss, When you systabus if you is			
Course Objectives	Looking for help Schedule an app within the Center	Q Book search	•	
Add new	www.stittstiste	Thumbnail Add Image	Tile '	
Required			Subtitle	
			ISBN	
			Description Type scanedhing	
			Authors	
			Publisher	
		0	Publication Date	
			Edition	
			The data	

• **Other materials** – Enter them into the title and click "save" to add the material "Using the Publisher to Create syllabi" video – Time – 4:34



• **Option to hide components** on the syllabus by toggling the visible/invisible setting "Using the Publisher to Create syllabi" video – Time – 7:00

Calculator

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• Adding new components to the syllabus "Using the Publisher to Create syllabi" video – Time – 7:45

	ENG 1001 06 Spring 2020 English Composition In Progress Instructor: Courtney Instructor	
+ Add	This syllabus has unsubmitted characteristic syllabus has unsubmitted characteristic syllabus has unsubmitted characteristic syllabus has a synthesis of the	anges.
Reorder	> Replace with a different syllabus	Create new component
Preview	-	*Required
	Eng	Spring 2020
	Course Information	
	Credit Hours: 3	

• **Reorder components** on the syllabus (Drag and drop) "Using the Publisher to Create syllabi" video – Time – 8:00

		Reorder components
E	ENG 1001 01 Spring 2020	* Header
	English Composition n Progress	* Course Information
	nstructor: Courtney Instructor	* Catalog Course Description
		* Instructor
E	ENG 1001 06 Spring 2020	* Required Materials
English Composition		* Course Objectives
	n Progress nstructor: Courtney Instructor	* Instructor Attendancy Policy
		* Academic Integrity
	(!) This syllabus has unsubmitted c	ADA Statement
		* Course Schedule
er		* Essay Guidelines
CT	> Replace with a different syllabus	Close
t		

• Import content from a previously published syllabus into a new syllabus (Drag and drop) "Using the Publisher to Create syllabi" video – Time – 8:21

+	Using the Publisher tem Simple Syllabors Spring 2020 English Composition In Progress Instructor: Courtney Instructo	Select source Ap content Term Fall 2019 Subject	Confirm import
Add	1 This syllabus has	Course number	_
≡ eorder	> Replace with a dif	Q, _{Search}	
◆ mport		Fall 2019 ACT 2345 Designer: Courtney Designer	
review		Fall 2019 ACT 2345 01 Instructor: Courtney Instructor	
		Fall 2019 ENG 1001	
		Fall 2019 ENG 1001 01 Instructor: Courtiney Instructor	
	Course Informatio	Fall 2019 JPN 1001 Designer: Courtney Designer	
	Prerequisites: None Delivery Method: In per Meeting Days/Times: M	Fall 2019 JPN 1001 01 Instructor: Fiona Faculty	
	Class Location: Kenned	08,43	all \$ X vimeo

Import entire syllabus by clicking "finalize"
 "Using the Publisher to Create syllabi" video – Time – 8:58

0	English Composition In Progress Instructor: Courtney Instructo	Import content			
+ Add	(!) This syllabus has	Select source	2 Map content		3 Confirm import
≡ eorder		ENG 1001 01 English Composition	\rightarrow		ENG 1001 06 English Composition
◆ mport	> Replace with a dif	Advanced (select content to import)		۲	Finalize
review					

• Click the "Advanced" toggle to import specific information "Using the Publisher to Create syllabi" video – Time – 8:21

	Using the Publisher tron simple syllabus Spring 2020 English Composition In Progress Instructor: Courtney Instructo	P Import content	ress Esc) to exit full screen	
+ Add	• This syllabus has	Select source	2 Map content	Confirm import
≡ eorder	_	ENG 1001 01 English Composition	\rightarrow	ENG 1001 06 English Composition
٠	> Replace with a dif	Advanced (select content to import)		Finalize
nport		Source	Target content	
review		Header Type: Content	Do not import	
		Instructor Type: Instructor	Instructor	· ·
		Required Materials Type: Material	Required Materials	
	Course Informatio	Instructor Attendancy Policy Type: Content	Instructor Attendancy Policy	.
	Prerequisites: None Delivery Method: In per Meeting Days/Times: M	Academic Integrity Type: Content	Do not import	· ·
	Class Location: Kenned			