

## SYLLABUS

If a template was used to build your course, all you need to replace is the syllabus file in the file manager. If you are building the course from a blank shell, move to adding the syllabus tool.

### *Replacing the Syllabus File*

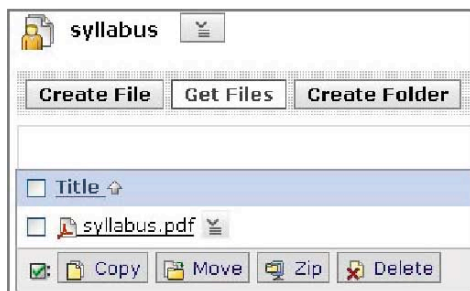
1. Save your syllabus as a pdf on the desktop for easy uploading
2. Name the file "syllabus.pdf"
  - You can use Adobe Acrobat Professional or cutepdf writer (a free software download: <http://www.cutepdf.com/Products/CutePDF/writer.asp>)



3. Under Designer Tools click **File Manager**



4. Click on the syllabus folder



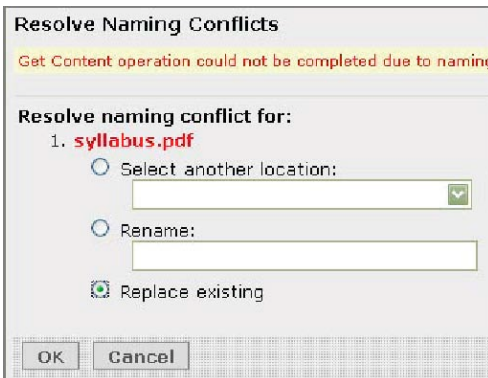
5. Click on **Get File**



6. Find the file on your desktop by double clicking on **My Computer**



7. Double click on syllabus.pdf or select the syllabus and click **open**



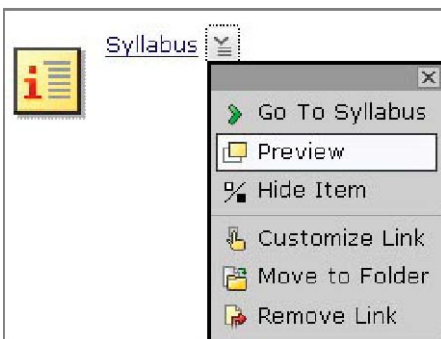
8. A pop-up box will appear

9. Select **Replace existing**

10. Select **OK**

11. Your syllabus has been successfully uploaded

12. Go back to the Course Content page



13. From the Syllabus's **Action Menu** select **Preview**

## Adding the Syllabus Tool

1. Save your syllabus as a pdf on the desktop for easy uploading
2. Name the file “syllabus.pdf”

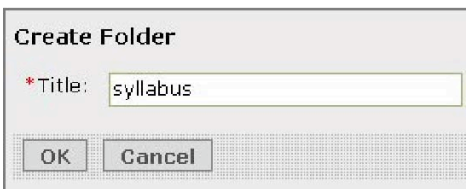
•You can use Adobe Acrobat Professional or cutepdf writer (a free software download: <http://www.cutepdf.com/Products/CutePDF/writer.asp>)



3. In WebCT Vista under Designer tools select **File Manager**



4. Select **Create Folder**



5. Name the folder “syllabus” and click **OK**



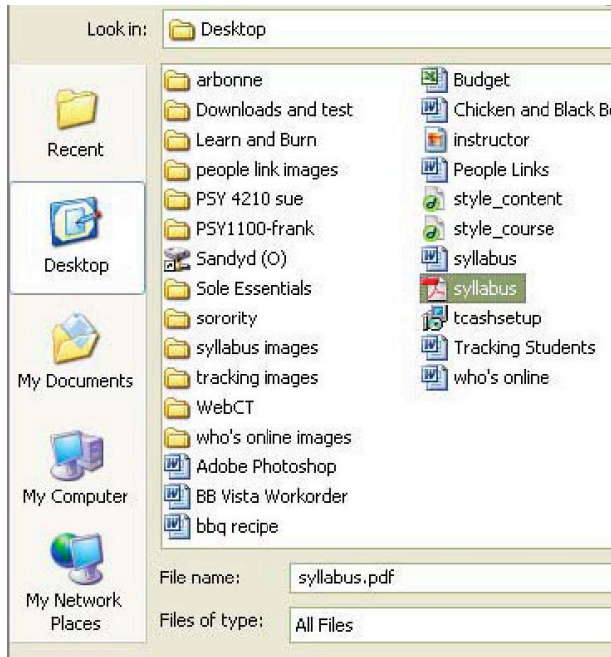
6. Click on the syllabus folder to enter the folder



7. Click on **Get File**



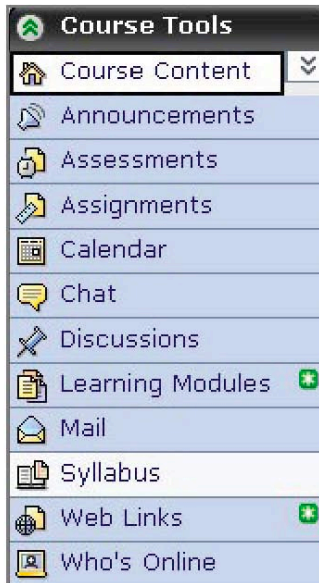
8. Find the file on your desktop by double clicking on **My Computer**



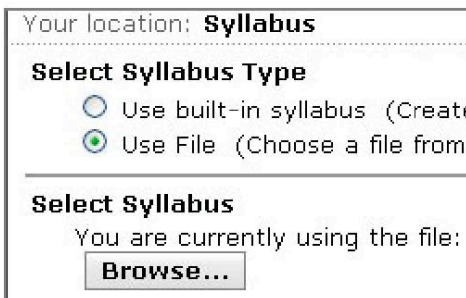
9. Double click on syllabus.pdf or select the syllabus and click

10. The file will upload into the syllabus folder

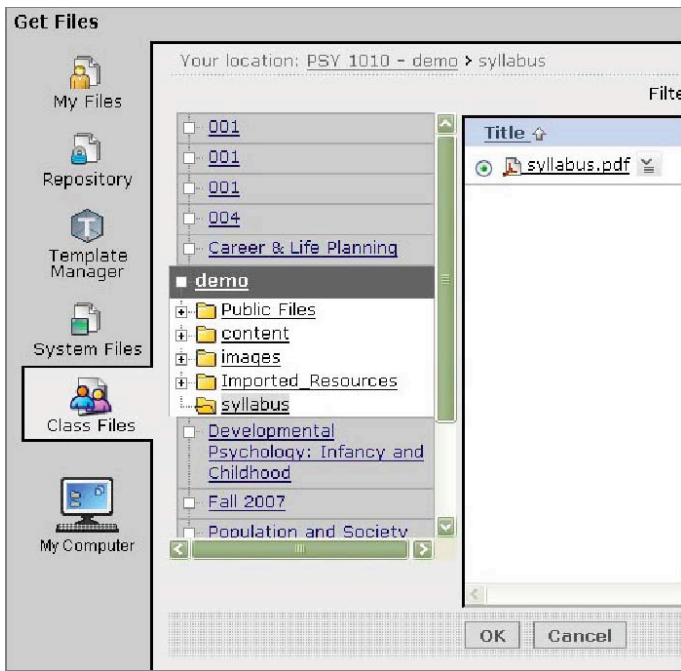
11. Select the Syllabus from the **Course Tools**



12. Select **Use File** under Select Syllabus Type



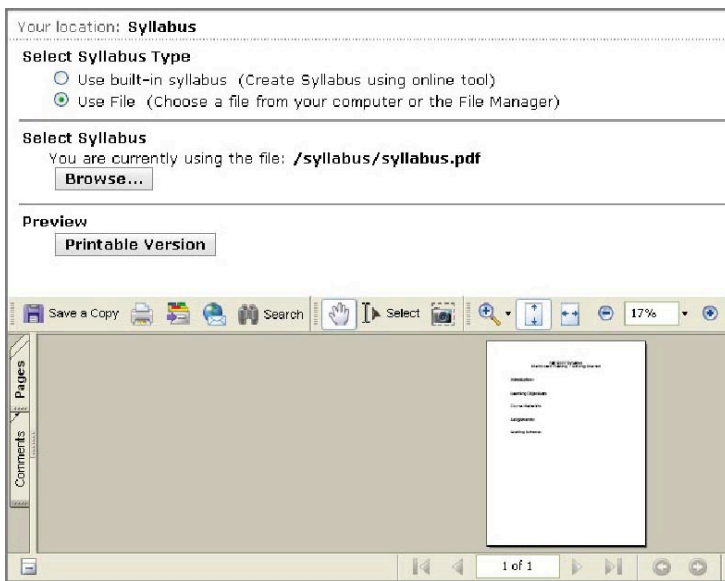
13. Click **Browse**



14. Browse for your syllabus file under **Class Files**, and then the syllabus folder

15. Select syllabus.pdf

16. click **OK**



17. Your uploaded syllabus will appear in a box below the syllabus tool

18. To update and upload a syllabus, follow the previous directions under replacing syllabus