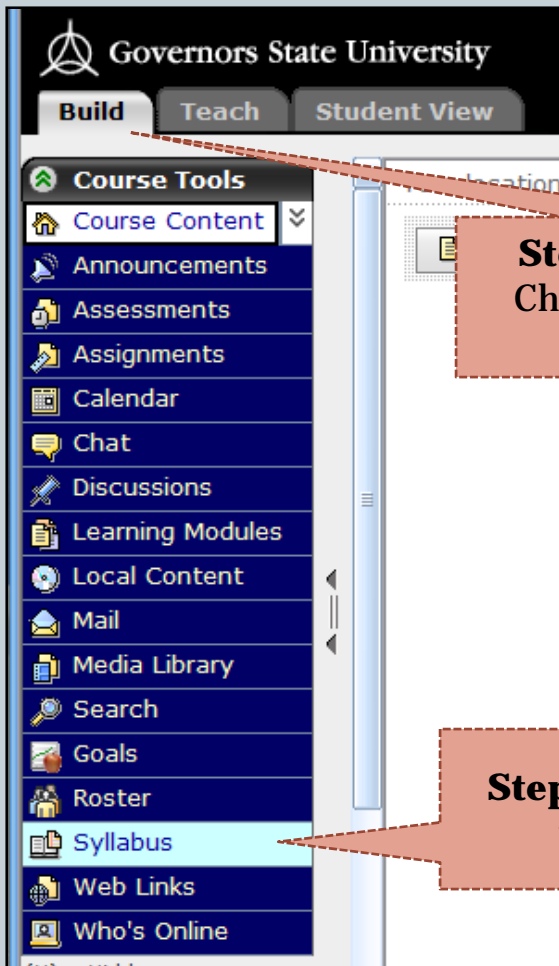


Placing your Syllabus Online

The following steps will help you upload your course syllabus to your “Online Course Shell”.

Step 1. Login into your course.
Check - to make sure you are in Build mode.

Step 2 . Locate and click on the “Syllabus Tool”.



Placing your Syllabus Online



Step 3. Click the “Use File” radio button

Step 4. Then click - “Select”

Note: The window will change to add a “Select Syllabus heading and a Browse button”.

Tip: Your syllabus document should have been saved in “RTF or PDF” format. Saving in either of these formats will make it easier for the student to access and read the document.

Placing your Syllabus Online

Step 5. Click the “Browse Button” to open the “Get Files Window”

Your location: **Syllabus**

Syllabus

Select Syllabus Type

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

Use File (Upload a file from your computer or select one from File Manager)

Select

Select Syllabus

You are currently using the file:

Browse...

Printable Version
source file has

Content Browser - Windows Internet Explorer

http://webct6.govst.edu/webct/urw/c2256563010001.tp2256563032001/ContentBrowserAction.dowebct?type=file&multi=false&sinsCopyFileToTempla

Get Files

Your location: Faculty How Do I? - Test chris

Filter content: All Types

Title	Type
graphics	Folder
horizon	Folder
Imaes	Folder
ECON707 - A-Teaching about Money, Banking, Gallaher-W'08	

OK Cancel

Placing your Syllabus Online

The image shows a Windows Internet Explorer browser window with a 'Get Files' sidebar on the left. A red dashed box highlights the 'My Computer' icon in the sidebar. A callout box points to this icon with the text: 'Step 6. Click the “My Computer Icon” on the “Get Files Window” to browse your computer for your syllabus file.' The main browser area shows a file list with columns for 'Type' and 'Folder'. Below the browser window, an 'Open' file dialog is open, showing the 'Desktop' location. A list of files is displayed, including 'cotl2', 'eLearning', 'Faculty tutor', 'New Folder', 'vidtemplate_mediapreso', 'Flash Video Template.docx', 'livetext.zip', 'placing_your_syllabus_online.pptx', 'syllabus.pdf', 'syllabus.rtf', and 'uploadfile.pptx'. The 'syllabus.rtf' file is highlighted. A callout box points to this file with the text: 'Check to make sure its listed here'. At the bottom right of the 'Open' dialog, the 'Open' button is highlighted, with a callout box pointing to it that says: 'Step 8. Click the “Open Button” to upload the file'.

Step 6. Click the “My Computer Icon” on the “Get Files Window” to browse your computer for your syllabus file.

Step 7. Click to highlight the located syllabus file

Check to make sure its listed here

Step 8. Click the “Open Button” to upload the file

Placing your Syllabus Online

The screenshot displays a course management system interface. At the top, there are tabs for 'Build', 'Teach', and 'Student View', with 'Faculty How Do I?' on the right. A left-hand navigation menu lists various course tools, with 'Syllabus' highlighted. The main content area shows the 'Syllabus' management page. It indicates the current location is 'Syllabus' and provides options to 'Select Syllabus Type'. Two radio buttons are present: 'Use built-in syllabus (Create Syllabus using online tool)' and 'Use File (Upload a file from your computer or select one from File Manager)'. The 'Use File' option is selected. Below this is a 'Select' button. A section titled 'Select Syllabus' shows the current file being used: '/syllabus.rtf', with a 'Browse...' button. A 'Preview' section contains a 'Printable Version' button. A red callout box with a dashed border points to the 'Printable Version' button, containing the text: 'The process is complete and you should see your syllabus file listed.'

Build Teach Student View Faculty How Do I?

Course Tools

- Course Content
- Announcements
- Assessments
- Assignments
- Calendar
- Chat
- Discussions
- Learning Modules
- Local Content
- Mail
- Media Library
- Search
- Goals
- Roster
- Syllabus**
- Web Links
- Who's Online

Your location: Syllabus

Syllabus

Select Syllabus Type

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

Use File (Upload a file from your computer or select one from File Manager)

Select

Select Syllabus

You are currently using the file: /syllabus.rtf

Browse...

Preview

Printable Version

The process is complete and you should see your syllabus file listed.