

Creating a Syllabus in WebCT

One very useful feature of WebCT is the ability to post your course syllabus online, where your students can access it from any computer with web capabilities. There are two different ways to add your syllabus to WebCT: you can either use WebCT's Syllabus tool or create your syllabus in Microsoft Word and upload it to WebCT.

Using WebCT's Syllabus Tool to Create a Syllabus

WebCT automatically provides a syllabus tool when your course is set up. The syllabus tool allows you to input your course information into preformatted sections, including course information, instructor information, course goals, policies, textbooks, course requirements, and lessons. WebCT then automatically arranges the sections to form the syllabus.

To create your syllabus using WebCT's syllabus tool:

1. Log in to your WebCT course and click on the Syllabus link on the homepage.
2. Click the Designer Options radio button.
3. The following editing options will appear on the right hand side of the screen:
Add Section, Add/Edit Section Content, Reorganize Sections, and Syllabus Source.
4. Under the Add Section heading, select the section you would like to add information to from the drop-down list. For example, to add instructor information, click on the down arrow and scroll down the drop-down list until you reach Instructor Information, then click on it. Click Add.
5. The Add Section page appears. Click on the radio button labeled Plain text, then fill in the information for the section. Any areas left blank will not be displayed to students. (If you are familiar with HTML and wish to format your syllabus using HTML tags, you may select the HTML radio button at the top of the page and include HTML tags in your text.)

6. When you have finished inputting information for the section you are adding, click Continue. You will be returned to the main syllabus design page.
7. Follow steps 4-6 for any additional sections you would like to add to your syllabus.
8. When you have completed adding sections to your syllabus, be sure that the Syllabus tool radio button beneath the Syllabus Source heading is selected.
9. To view your syllabus, select the View radio button at the top of the page.

Editing Your Syllabus

To make changes in your WebCT syllabus:

1. Make sure you are in the Designer Options mode at the Syllabus page.
2. On the left hand side of the screen, select the radio button near the Section Title you would like to edit.
3. On the right hand side of the screen, under the Add/Edit Section Content heading, select the action you would like to take (edit, delete, or delete all) and click Go.
4. The Add/Edit Section Content screen appears. Edit the fields as desired; blank fields are not displayed in Student View.
5. When you are finished, click Update. The Syllabus screen appears.

Uploading A Syllabus to WebCT

In addition to the syllabus tool, WebCT allows you the option to create your syllabus in Microsoft Word, save it as a .txt file, a .doc file, a .pdf file, or as HTML, and upload it to WebCT.

To add your preexisting syllabus to WebCT:

1. Be sure your document has been uploaded to WebCT. For more information, see [Uploading Your Files to WebCT](#).
2. At your course homepage in WebCT, click on the link to the Syllabus.
3. At the Syllabus page, make sure you are in Designer Options. On the right hand side of the screen, scroll down until you reach the section labeled Syllabus Source. Select the radio button labeled Syllabus file.

4. Click on the Browse button. WebCT will open a WebCT Browser window that contains a list of the files you have uploaded to WebCT. Find your syllabus file and select the checkbox next to it. **Note:** If your file does not appear in the file list, you must upload it to WebCT before you can pick it.
5. Click the Pick button at the top of the window.
6. At the main Syllabus page, be sure that the Syllabus file radio button is selected and the proper filename is displayed.
7. Click Continue. To preview your syllabus, change from Designer Options to View. **Note:** If you uploaded your syllabus as a Word document (.doc), WebCT will open your syllabus in Microsoft Word, while the WebCT window remains blank.