CourseWorks Syllabus Guide for Instructors

Note: In order to setup your CourseWorks syllabus, the Syllabus section has to be enabled in your course site. See the “CourseWorks Settings Guide” to learn how to enable the Syllabus section. Refer to the “CourseWorks Quick Start Guide for Instructors” for a general overview of the CourseWorks system.

Introduction

The Syllabus section allows the instructor to manage each of a course’s sessions. A session can be any segment of your course, such as a class meeting, week, module, or topic.

There are four different styles in which you can set up your Syllabus:

• **OPTION 1**: Manually create each session one-at-a-time.

• **OPTION 2**: Manually create each session one-at-a-time where sessions can be set to have multiple daily meetings.

• **OPTION 3**: Automatically generate sessions for the whole semester.

• **OPTION 4**: Bypass generating discreet sessions; maintain the syllabus as a single entry.

Use option four if you do not want to divide your Syllabus into separate sessions, but prefer to have a single block of text of the information. This option is much faster than the other options, although you lose many of CourseWorks' linking capabilities. This method is useful for the instructor that wants to quickly adapt an existing syllabus CourseWorks.

For this option, refer to the “Bypass Sessions” section of this document.

All four options are described in detail below. Once you have created the Sessions, you can easily insert links to or from other Sections of the course website, such as Assignments, Lectures, Files, and other Sections with content.
Creating a Session-based Syllabus: Three Options

♦ **Option 1: Create an “Individual Session”**

You can create individual Sessions if you haven’t determined how you will be organizing your syllabus, and do not wish to be locked into a certain structure. You can also use the Individual Session option in addition to the Multiple Session option (see below for an explanation) if you plan on having Sessions outside of your regular schedule (e.g. field trips or study sessions). **NOTE:** You can create additional Sessions at any time.

Click on the “Create Session” button among the horizontal buttons toward the top of the page. You will see a page where you can create an individual Session or select from the other Create Session options.

Using Part I of the form, select the date of your Session using the pull-down menu and click the “Insert” button, to create the Session. Repeat this process until you have completed creating the Sessions you need.

When you have finished adding your syllabus, click the “Submit” button at the bottom of the page.

♦ **Option 2: Create an “Individual Session with Time Constraints”**

This option is useful when your class meets more than once on the same day. Click on the “Create Session” button among the horizontal buttons toward the top of the page.
First select the “Create individual sessions with time constraints” link, then select the date and time your Session meets from the pull-down menu (highlighted below) and click on the “Insert” button. You can repeat this process until you have created all of your Sessions. **NOTE**: As in Option 1, you may create sessions at any time.

Create sessions with time constraints

When you have finished adding your syllabus, click the “Submit” button at the bottom of the page.

**Option 3: Create “Multiple Sessions”**

Use the Create Multiple Sessions option, if you wish to create a series of Sessions at once.

Click on the “Create Session” button among the horizontal buttons toward the top of the page.

Using Part I of the form select the “Create Multiple Sessions” link.
Use the pull-down menus (highlighted below) to choose the start and end dates of the course, and select the days the class meets.

Click on the “Create Sessions” button to add the sessions to the syllabus. Confirm that you wish to create the Sessions.

Once you have added Sessions to your course site using any of the options, you will be able to link Lectures or Assignments to particular Sessions. For more information, please see the CourseWorks Assignments and Lecture Guide for Instructors.

When you have finished adding your syllabus, click the “Submit” button at the bottom of the page.

**Option 4: Bypassing Session-based Syllabus**

Use this option if you do not want to divide your Syllabus into separate sessions, but prefer to have a single block of text will of the information. This option is much faster than the other options, although you lose many of CourseWorks’ linking capabilities. This method is useful for the instructor that wants to quickly adapt an existing syllabus CourseWorks.

Click on the “Create Session” button among the horizontal buttons toward the top of the page.
Using Part II of the form, select the “Click to activate” link.

Enter a topic where indicated, and paste your Syllabus (e.g. from a Microsoft Word document) into the large text area beneath the “Class Plan” heading.

**NOTE:** In order for this option to function, you must not change the text of the “Class Plan” heading. You must supply a topic but neither heading nor topic be displayed to students.

When you have finished adding your syllabus, click the “Submit” button at the bottom of the page.
Viewing/Editing Sessions

♦ Viewing Sessions

There are multiple ways to view the Individual Sessions. The Outline view shows a list of your sessions (pictured below). The Detailed view shows an expanded view every session of your syllabus (this is a good option for printing the syllabus). The Calendar view shows your sessions highlighted in a calendar. You can change your view by selecting the appropriate button among the horizontal buttons toward the top of the page.

♦ Editing an Individual Session

To edit a session you must be in the “Outline View.” Click on the “Outline View” button among the horizontal buttons toward the top of the page, and click on the link for the Session you wish to edit.

**NOTE:** If you selected the “Bypass session” option, scroll below your syllabus to see the 2 sessions.

You will see a page that displays the date and time of the Session and any content that was previously added.

Click on the “Edit Session” button, located in the center top of the page to add or modify the content of the page.
“Edit Session” button

The “Edit Session” page contains various text fields, where you can enter information that is relevant to the Session.

The “Topic” field is for a brief description of the Session; it is visible in the Outline View along with the date and Session title. The “Topic” header is required in CourseWorks.

There are three fields in which you can enter generic information about the Session (one is pictured below). Each of these fields has a header; all of the suggested “headers,” (e.g. Class Plan) can be changed. Please note that the header text will only be displayed in your syllabus if content is entered in its corresponding text area.

There are also two sets of Reading fields, where you can enter information about required and recommended reading. The fields allow you to input the title of the reading, a Web address (if needed) and notes about the reading.
If you need additional Session Information or Reading fields, click on the “Submit” button at the bottom of the page and return to the edit session page (by clicking on the “Edit Session” button) and CourseWorks will add additional fields.

To add files to the Session (e.g. PDF files or Word documents), scroll to the bottom of the Edit Session page to the Post File field. Give the file a Title, and use the browse button to locate the file on your computer. You can add notes, describing the file in the “Notes” text box.

If you would like to add more than 1 file to the Session, click on the “Post Multiple Files” button at the top of the Post File field. A new window will launch, allowing you to add up to 5 files to the Session.

Above the “Submit” button at the bottom of the page is a pull-down menu that gives you the option to hide the Session, so it is not visible to students. You may wish to hide the Session if you are developing it over a number of days, and do not wish to reveal a work in progress.

**Managing Class Sessions**

♦ **To reorder or change dates of Sessions**

Click on the “Order Session” button among the horizontal buttons toward the top of the page.

You can change the dates or reorder your Sessions in the Order Session page. Select the new dates from the pull-down menus and click the “Reorganize Session” button.
Reorganize sessions

If your Sessions do not correspond with discreet class meetings, or if you are not sure of the dates you will be addressing the Session topics, you may wish to hide the dates for each session. If you select “Yes” in the “Hide Display of Dates?” pull-down menu, students will not be able to see the dates for each Session in the Outline or Detail Views, and the Calendar View option will no longer be available.

♦ **To delete a Session**

Click on the “Delete Session” button among the horizontal buttons toward the top of the page.

You can delete individual sessions one-at-a-time by selecting the date you wish to remove from the pull-down menu and clicking the “Delete” button. This action will completely delete the Session, including all materials entered into the Session and the date on which the session was to be held. The remaining Sessions will be re-numbered accordingly. You will not be prompted to confirm your selection, so be sure you are deleting the correct Session before clicking “Delete.”

Delete a session