

## In Oncourse CL: Creating/adding a syllabus item

To add a syllabus item, follow these steps:

1. Click **Syllabus** in the navigation menu
2. Click **Create/Edit**, in the Syllabus toolbar and then click **Add**.
3. Enter a title for your syllabus item, and then enter your content. You can copy and paste text from another file (e.g., an **HTML** file or a Word document).

**Note:** To avoid formatting errors when copying from a Word document, save the document in **Rich Text Format (RTF)** before copying and pasting.

4. Click **Post** to finish saving your syllabus

To add an attachment, under "Attachments", click **Add Attachments**.

Click **Browse and select the** file you want to attach, click **Open**.

- To attach a URL, enter it in the "URL" field and click **Add** to add it to the "Items to attach" list.

Click **Continue** to return to the "Add syllabus" screen.

If you'd like to remove a file from the "Items to attach" list, click **Remove**.

Choose whether you would like to have members of the site notified automatically via email when the item is posted.

When you have finished adding your syllabus item, click **Post** to post it to your site, **Preview** to view it, **Save Draft** to save it as a draft, or **Cancel** to cancel.

## Editing a syllabus item

To edit a syllabus item, follow these steps:

1. Click **syllabus** in the navigation menu.
2. Click **Create/Edit**, and then click the name of the item you wish to edit.
3. Make your changes, and then click **Post** to post the item to your site, **Preview** to view it, **Save Draft** to save it as a draft, or **Cancel** to cancel.

## Deleting a syllabus item

To delete a syllabus item, follow these steps:

1. Click **syllabus** in the navigation menu.
2. Click **Create/Edit**.
3. To the right of the item you wish to remove, check the box under "Remove".
4. Click **Update**.

## ***In Oncourse CL, how do I display a webpage for my syllabus?***

You can direct your **course site** or **project site**'s syllabus to an **HTML** \*\* page that you have uploaded to the Resources section, or to an external **URL**. To redirect your syllabus, follow these steps:

1. Click the title of your project site or course site to enter it.
2. You can either display an external webpage for your syllabus or display an HTML page that you posted to the Resources section. Follow the appropriate steps below:
  - If you wish to display an external URL, such as a webpage on your department's server, follow these steps:
    - a. From the navigation menu, click **syllabus**.
    - b. Click **Redirect**. (If you don't see **Redirect**, click Create/Edit first, then **Redirect**.)
    - c. In the "URL" field, type the URL you wish to display as your syllabus.
    - d. Click **save**.
  - **If you wish to display an HTML page that you have posted to the Resources section, follow these steps:**
    - a. Upload your file to your site's Resources section. To do so, see the instructions in the document **Creating/adding, editing, or deleting a resource item**.
    - b. After you have posted your file to your site, if you do not see a list of your resources, from the menubar, click **Resources**.
    - c. To get your file's URL, right-click the filename and select the copy command for your browser
    - d. From the menubar, click **syllabus**.
    - e. Click **Redirect**.
    - f. In the "URL" field, paste your URL
    - g. Click **save**.

\*\* Files added to the resources section automatically create a URL