

# Module 7 Activity: Set up your Syllabus

**Basic Competency:** Post a course syllabus document in your Practice Course site.

**IMPORTANT:** For this activity, you will need to have prepared a course syllabus (as a Word document or PDF file) and know where to find it on your computer. It does not have to be a “real” or current syllabus – it can be a syllabus you have used in the past, a draft, or any Word or pdf file.

## Step 1: Go to your Practice Course site

1. In Sakai, click on **Sites**, then click on **My Practice Course**.

## Step 2: Attach your Syllabus in Sakai

1. On the course menu, click **Syllabus**.
2. Click **Add Item**. Enter a **Title**. (Ex: WEB-110-090 Syllabus – Spring 2017)
3. In the large **Content** box, type in instructions for your students. Example:

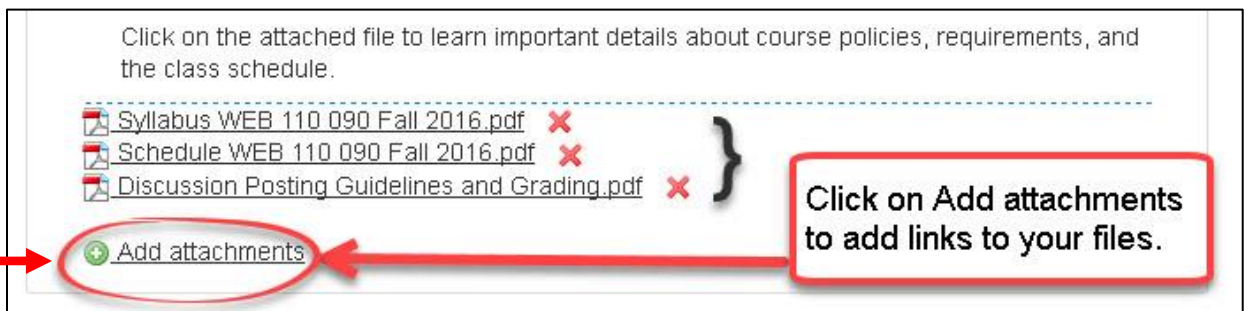
Click on the attached file to learn important details about course policies, requirements, and the class schedule.

4. Click **Add and Publish**. You’ll see a blue tool bar that shows your syllabus title and some icons and options. Make sure the light bulb icon is *yellow*, so the syllabus will be visible to students.  
**NOTE:** Students won’t see your syllabus (or any course content!) until you make the **course site** available to them. You’ll learn how to make your course site available to students in Module 9.



**TIP:** DO NOT add start or end dates, as this could result in accidentally hiding the syllabus from students.

5. Click **Add attachments**
  - o At the top, below *Upload local file*, click **Browse** or **Choose file**.
  - a. Navigate to the location on your computer where your syllabus document is stored. Select the syllabus document and click **Open**. Your file will be uploaded.
  - b. You can attach additional files if needed. Click on the **Continue** button to attach the file(s) to the Syllabus. Your attachment link(s) will be displayed.



### Step 3: Preview your Syllabus as a student

1. At the top of the course menu, above Overview, click on **View Site As**, then click on **Student**. Your Syllabus will display the way students will see it.
2. When done, be sure to click on **Exit Student View** to get your instructor controls back.



### How do I make changes after posting a syllabus?

After posting a syllabus in Sakai, you may find later that you need to make changes to it or make a correction.

**To change the Syllabus title** (in the blue bar), simply click on the title, make any changes, then click on the checkmark button to save.

**To change the content text** (instructions) below the title, click anywhere on the text, make your changes in the pop-up box, then click on the checkmark button to save.

**To make changes to an attached document**, follow these steps:

1. In your word processor, make any needed changes to your syllabus document and save.
2. In Sakai, click on **Syllabus**.
3. To the right of the *attached syllabus document*, click on the **red X**. Then click **Delete**.
  - **TIP:** (Do not click on the red X beside your Syllabus title, unless you want to delete your syllabus title, instructions, and your attachments.)
4. Click on **Add attachments**
  - At the top, below *Upload local file*, click **Browse**.
  - Navigate to the location on your computer where your revised syllabus document is saved. Select the revised syllabus document and click **Open**. Your file will be uploaded.
5. At the top, under *Items to attach*, the file name is displayed. Click on the **Continue** button to attach the revised file. You'll see the title of your file displayed.

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**Great work! You have finished Activity 7. To continue with the workshop:**

- In Sakai, click on **Sites**, then click on **Intro to Sakai**
- In the **Intro to Sakai** course site, go to **Lessons > Module 8**