

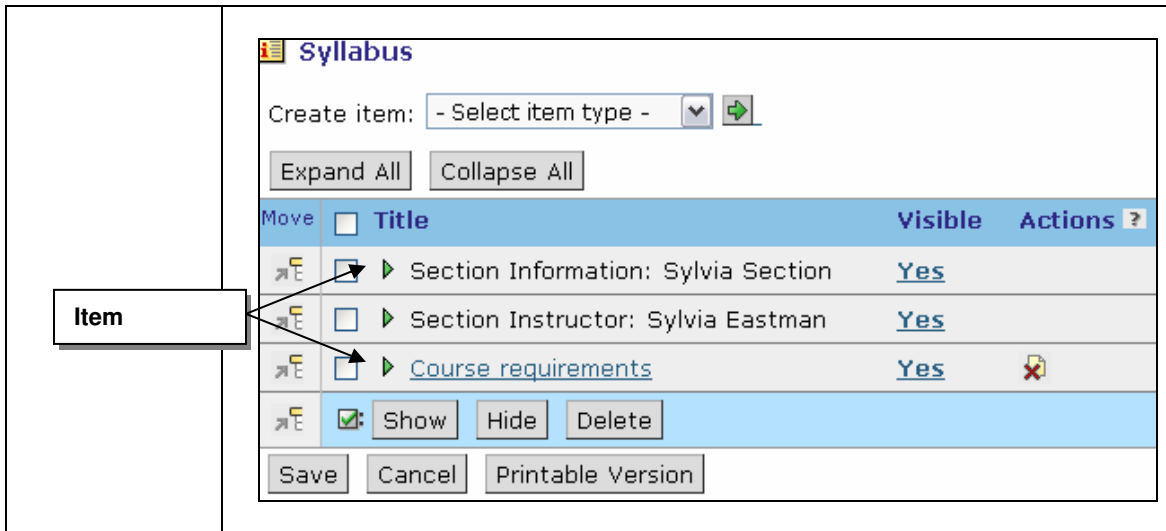
The Syllabus

The Syllabus tool provides a framework in which you can build a syllabus for your course. You can:

- add information about your course. Each piece of information is called an item. Pre-defined items include course goals, grading policies, and required texts. You can rename the pre-defined items and you can also create custom items.
- arrange the order of the items.
- choose whether the item is made visible to students.

Both designers and instructors can create and modify the Syllabus.

The Syllabus Interface



The Syllabus screen contains four sections:

- **Move** allows you to re-arrange the order of the items.
- **Title** contains the titles of the items that have been added to the Syllabus. By default, the Syllabus is pre-populated with the section information and the section instructor.
- **Visible** indicates whether the item is visible to students.
- **Actions** contains icons which allow you to perform actions on an item.

Building a Syllabus

⇒ To build a syllabus using Vista's built-in option:

1. From the Basic View tab, from Add to Homepage, click **Syllabus** and then click **Create Syllabus**. The Syllabus appears, with the section information and section instructor items already populated.

Syllabus

Create item: - Select item type -

Move	<input type="checkbox"/> Title	Visible	Actions
	<input type="checkbox"/> ▶ Section Information: Sylvia Section	Yes	
	<input type="checkbox"/> ▶ Section Instructor: Sylvia Eastman	Yes	
	<input checked="" type="checkbox"/> <input type="button" value="Show"/> <input type="button" value="Hide"/> <input type="button" value="Delete"/>		

2. From the Create item drop-down list, select the item type that you want to add and click the **Go** icon.

Syllabus

Create item: - Select item type -

Move	<input type="checkbox"/> Title	Visible	Actions
	<input type="checkbox"/> ▶ Section Information: Sylvia Section	Yes	
	<input type="checkbox"/> ▶ Section Instructor: Sylvia Eastman	Yes	
	<input checked="" type="checkbox"/> <input type="button" value="Show"/> <input type="button" value="Hide"/> <input type="button" value="Delete"/>		

- Each type of item provides different fields to complete. Complete the required fields. You can change the Heading name, if desired.

Create Policies

text HTML

*Heading:

Introduction:

Additional information:

* Required field

- Click **Save**. The item is added to the bottom of the list.