

The ella Syllabus Tool

The ella syllabus tool allows you to post your syllabus on your site. The advantage of using the syllabus tool rather than adding your syllabus as a document to Resources is that you are able to modify the syllabus in the tool itself, rather than having to remove and repost your syllabus.

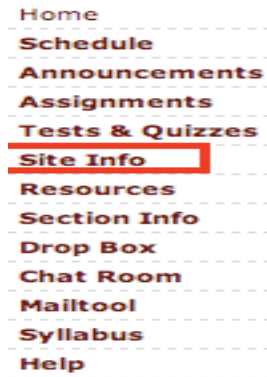
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Adding the Syllabus tool to your site

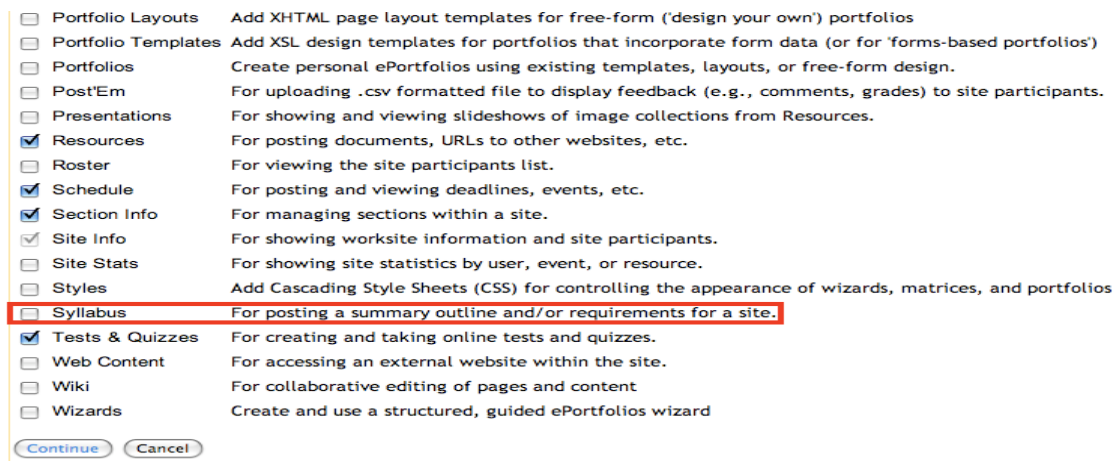
Step 1: Click [Site Info] in the site you would like to add the Syllabus tool to.



Step 2: Click [Edit Tools].



Step 3: Place a check box next to the Syllabus too.



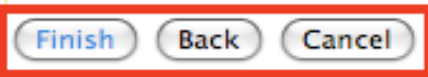
Step 4: Scroll down to the bottom of the screen and click [Continue] and then [Finish].

Confirming site tools for Test 100 MG W08

You have removed the following:

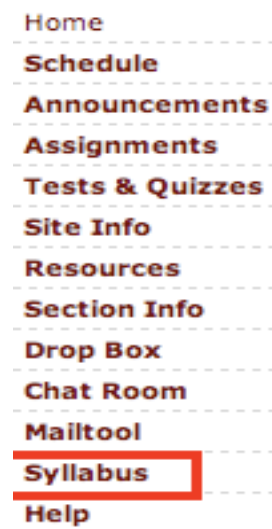
And have selected the following for your site (added tools highlighted):

- Home
- Announcements
- Assignments
- Chat Room
- Drop Box
- Mailtool
- Resources
- Schedule
- Section Info
- Site Info
- Syllabus**
- Tests & Quizzes

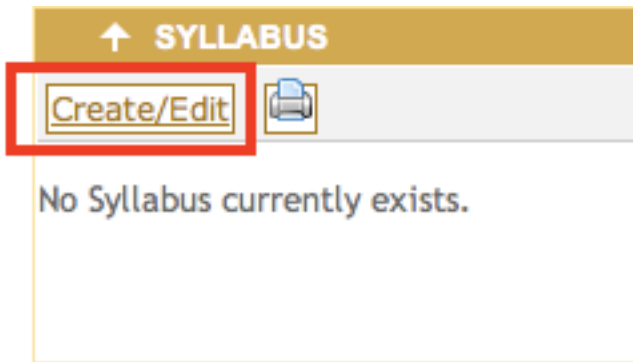


Composing the Syllabus using the text editor

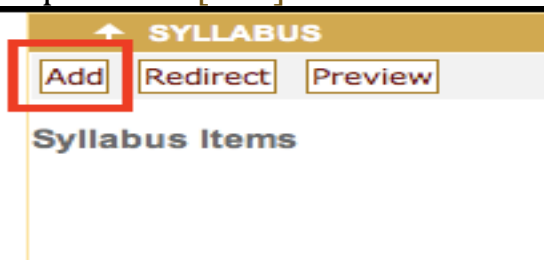
Step 1: In the site menu bar, click [Syllabus].



Step 2: Click [Create/Edit] to create a syllabus.



Step 3: Click [Add].



Step 4: Enter a title for your syllabus in the "Title" field. (Required)

Add syllabus...

Complete this form, then choose the appropriate button at the bottom. A * means required information.

* Title

Content

A screenshot of a rich text editor. The toolbar is located at the top and includes various icons for text formatting (bold, italic, underline, text color, background color), alignment, and other functions. Below the toolbar are dropdown menus for "Style", "Format", "Font", and "Size". The main area of the editor is a large, empty rectangular box for entering content.

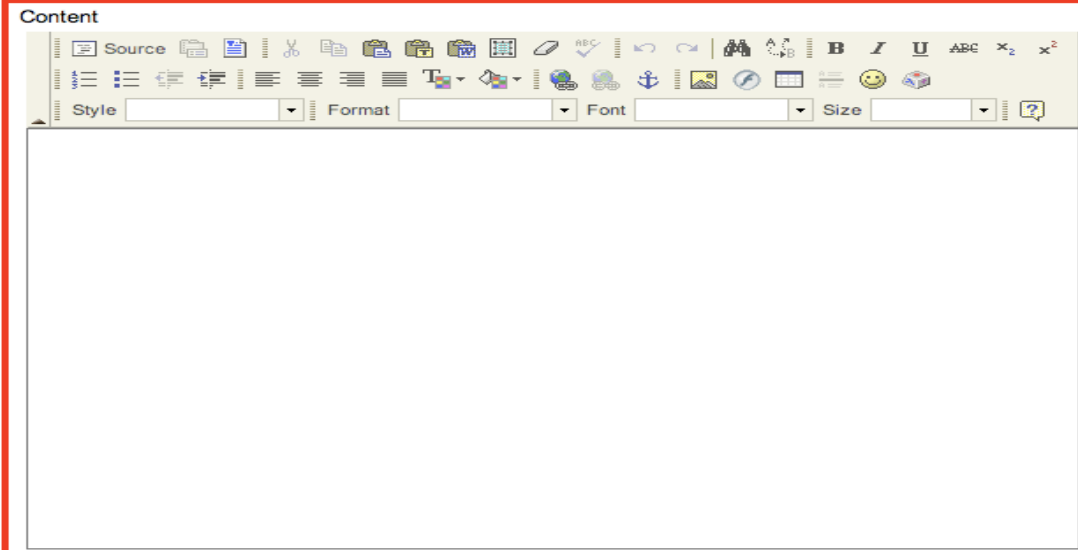
Step 5: Click in the content field to begin typing your syllabus. The WYSIWYG (What You See Is What You Get) editing tool allows you to type and format a document just as you would with a word processing program. NOTE: You may also copy and paste an existing syllabus into the content field.

Add syllabus...

Complete this form, then choose the appropriate button at the bottom. A * means required information.

* Title

Content



Step 6: You may add attachments to the syllabus. To do so, click [\[Add Attachments\]](#). You can upload files from your computer, or you can select a document from the Resources tool in the site, or from other sites you maintain. Select the document(s) and click [\[Continue\]](#).

Only members of this site can see this syllabus item.
 This syllabus item is publicly viewable.

Attachments

Add attachments

Email Notification

Step 7: (Optional) Email Notification. Choose from the drop-down list options, which are shown below:

Options	
None - No notification (default setting)	If you do not want the notification emailed
Low - Only participants who have opted in	If you want to send the notification only to participants who receive low-priority mail notifications
High - All participants	If you want all participants to receive email notification

This screenshot shows the 'Email Notification' dropdown menu highlighted with a red box. The dropdown is currently set to 'None - No notification'. Below the dropdown are buttons for 'Post', 'Preview', 'Save Draft', and 'Cancel'.

Step 8: (Optional) You may preview your syllabus format before you post it. To do this click, [\[Preview\]](#). To exit the preview, click [\[Edit\]](#) at the bottom of the page.

This screenshot shows the 'Preview' button highlighted with a red box. The 'Email Notification' dropdown is still set to 'None - No notification'. The 'Post', 'Preview', 'Save Draft', and 'Cancel' buttons are visible at the bottom of the form.

↑ SYLLABUS

Preview Syllabus Item

Test

test

Edit

Step 9: (Optional) You can save a draft copy of the syllabus and return to it later by clicking [Save Draft]. To complete it at a later date, go to the syllabus tool and click [Create/Edit] and then the syllabus title.

Only members of this site can see this syllabus item.
 Only members of this site can see this syllabus item.
 This syllabus item is publicly viewable.

Attachments

Add attachments

Email Notification: None - No notification

Post Preview **Save Draft** Cancel

↑ SYLLABUS

Add Redirect Preview

Syllabus Items

Syllabus Item	Status	Remove
Test	Draft	<input type="checkbox"/>

Update

Step 10: Click **[Post]** to post your syllabus, which makes it available to site participants or **[Cancel]** to exit without saving.

Only members of this site can see this syllabus item.

This syllabus item is publicly viewable.

Attachments

Add attachments

Email Notification: None - No notification

Post Preview Save Draft Cancel

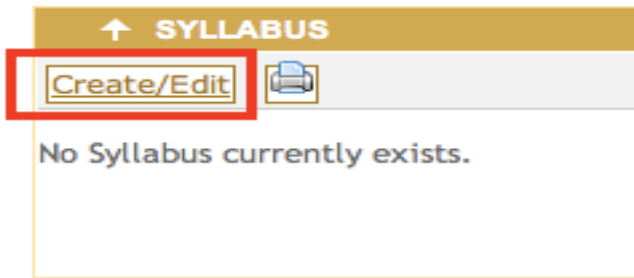
Copy and Paste a Syllabus

Many instructors already have their syllabus created in Microsoft Word and want to paste it into the syllabus tool. It is often the case that the syllabus contains formatting which the editor may not be able to understand. In order to alleviate this issue we recommend using the Paste from Word feature.

Step 1: In the site menu bar, click **[Syllabus]**.

- Home
- Schedule**
- Announcements**
- Assignments**
- Tests & Quizzes**
- Site Info**
- Resources**
- Section Info**
- Drop Box**
- Chat Room**
- Mailtool**
- Syllabus**
- Help**

Step 2: Click [Create/Edit] to create a syllabus.



Step 3: Click [Add].



Step 4: Enter a title for your syllabus in the title field.

Add syllabus...
Complete this form, then choose the appropriate button at the bottom. A * means required information.

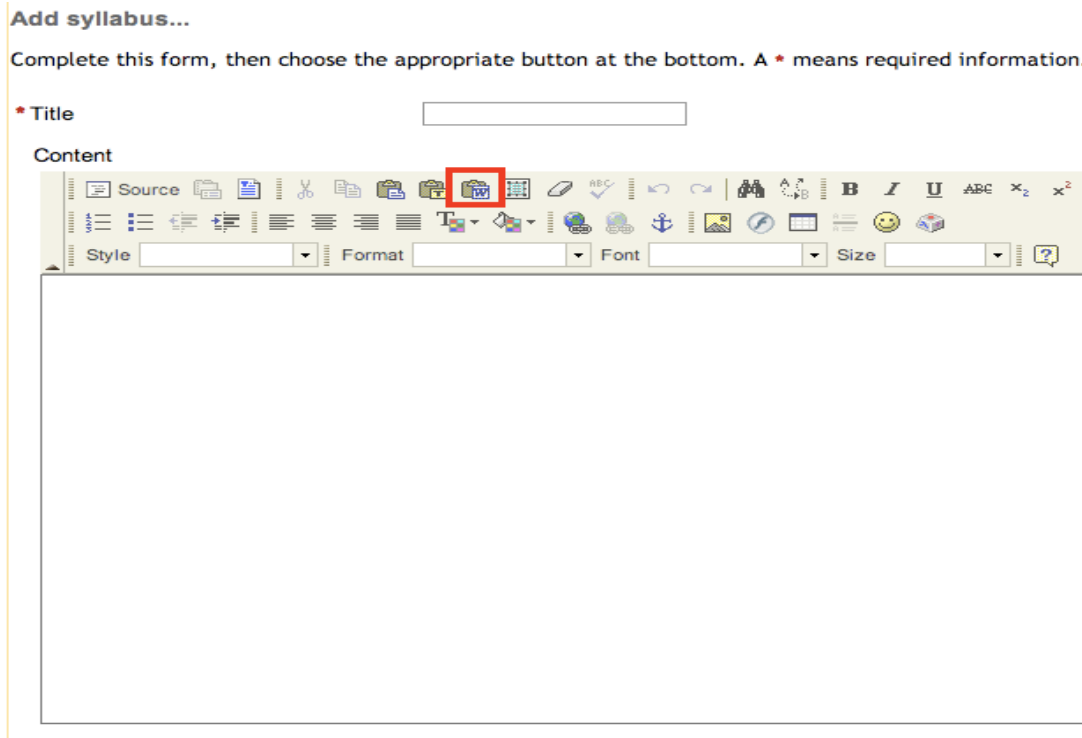
* Title

Content

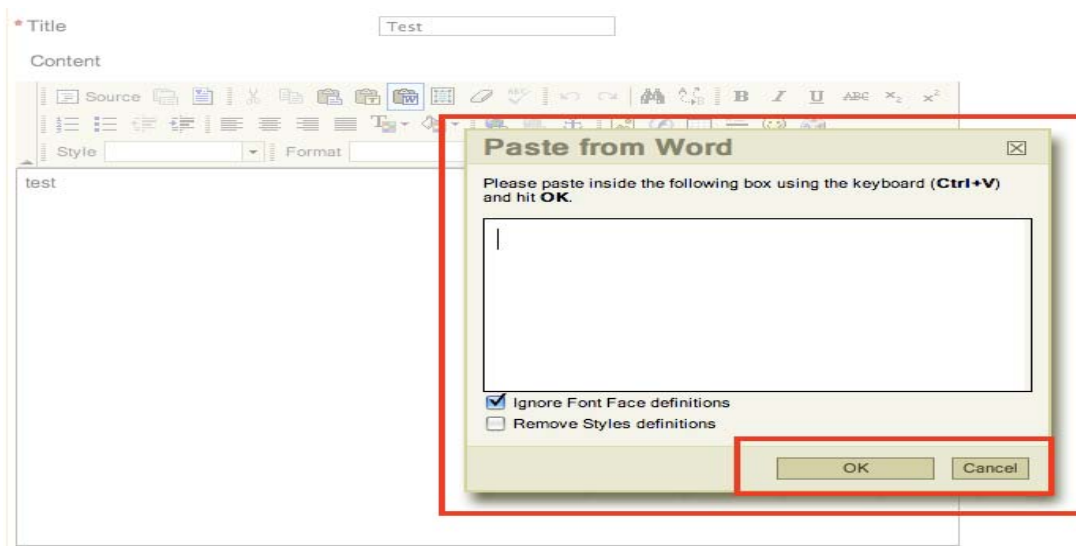
A screenshot of a rich text editor. The toolbar at the top contains various icons for text formatting (bold, italic, underline), alignment, and other functions. Below the toolbar are dropdown menus for 'Style', 'Format', 'Font', and 'Size'. The main area of the editor is a large, empty rectangular box for entering content.

Step 5: Copy your syllabus text from your Microsoft Word document.

Step 6: Click on the Paste from Word tool which looks like this:



Step 7: Paste your text into the dialogue box that opens. As per the directions, you must use Ctrl+V on a PC or Apple+V on a Mac to paste your text.



Step 8: It is recommended to attach a copy of your syllabus in the syllabus tool using the [Add attachments] as well as copy and pasting your syllabus into the textbox provided. Click [OK] then [Post] to post your syllabus, or [Preview] to see what the syllabus will look like.

The screenshot shows a web form for creating a syllabus item. At the top is a large empty text box. Below it are two radio button options: the first is selected and reads "Only members of this site can see this syllabus item.", and the second is unselected and reads "This syllabus item is publicly viewable." Below the options is the heading "Attachments" followed by a button labeled "Add attachments". Underneath is the "Email Notification" section with a dropdown menu currently set to "None - No notification". At the bottom, a row of four buttons is highlighted with a red rectangular box: "Post", "Preview", "Save Draft", and "Cancel".

Step 9: Click [OK] then [Post] to post your syllabus, or [Preview] to see what the syllabus will look like.

Questions?

Contact the help desk at 413-538-2600 or your LITS Liaison.