

# Creating a Syllabus in WebCT

There are two ways to create a syllabus in a WebCT course:

1. Use the default WebCT syllabus and customize it to your course.
2. Create your own file and upload it from your computer.

## Using the default WebCT syllabus

1. Click on the Syllabus module on your homepage. The default instructor is Tim Reese.
2. Select **Designer Options** from the Syllabus toolbar at the top of the page.
3. In the right, under **Syllabus Source**, select **Syllabus Tool**.
4. From the **Options: Syllabus Tool**, select the items you wish to add from the drop down menu. Click **add**. (e.g., **Instructor Information**, **Course Information**, **Course Goals**, **Textbooks**, **Course Requirements**).
  - a. Click **Update**.
5. Select the radio button next to the information type you would like to edit.
  - a. In the **Edit Section Content Box**, select **Edit**.
  - b. Click on **GO**.
  - c. On the screen that opens up, edit your text within each form field (e.g., for Instructor Information, **Section Title**, **Name**, **Email**...).
  - d. Click **Update**.
6. Repeat the process in Step 4 for the next information type you would like to edit.
7. You can also add, delete, or reorganize sections of your Syllabus using Designer Options.

## Creating your own Syllabus as a Separate File

1. Click on the Syllabus module on your homepage. The default instructor is Tim Reese.
2. Select Designer Options from the Syllabus toolbar.
3. In the right, under **Syllabus Source**, select **Syllabus File**.
4. Click **Browse** to navigate to the location of your syllabus file.
5. In the screen that opens, select the file you want to use and click on **Add Selected**.
  - a. If you have not already uploaded the file into WebCT, you will need to upload it.
  - b. Click **Browse** to navigate to the file location on your local computer.
  - c. Select the folder you want to place the file into (the default is My-Files, or you could create a separate folder within My-Files for your Syllabus file).
  - d. Click on **Upload**.
6. If your file contains pictures, you will need to upload those as well. Place them into the same folder that you put your Syllabus into.
7. You can verify that your file has replaced the default Syllabus file by returning to the homepage and clicking on the Syllabus module.
- 8.

*For more information on this topic, you can attend one of the training sessions offered by UA's Software Training Services. Sign up at <http://www.uakron.edu/seminars>; this takes you to a secure site that will require your UAnet id and password. Graduate assistants can register by contacting [pstrain@uakron.edu](mailto:pstrain@uakron.edu).*