

Sakai's approach to adding a syllabus to a course site is a modular rather than a step-by-step wizard-style process. You can upload multiple documents as components of the syllabus, or use the rich text editor to enter each component, or a combination of the two.

Access the Syllabus Tool in Sakai

1. Log in to <https://learning.usuhs.edu>
2. Select the course site you would like to work with from the **Quicklinks** bar, or the **My Sites** button.
3. Select **Syllabus** from the *Course Tools* menu on the left.
4. Click the **Create/Edit** link.
5. Click **Add** in the *Add/Redirect/Preview* bar.



What about those two other options? **Redirect** is used to enter a URL when your syllabus is available online elsewhere and you would simply link to it. **Preview** is only useful after you have added content – we will come back to that option later in the guide.



Tip

The process described here is Sakai's counterpart to the Blackboard Syllabus Builder. Compared with Blackboard, Sakai's process is more flexible, but the fact that all of the editing options are visible at the same time can make it seem more complex the first time you encounter it.

This screenshot shows the Sakai course site interface for 'ETI TEST 001 SP11'. The 'Course Tools' menu on the left is expanded, and the 'Syllabus' option is highlighted with a circled '3'. The main content area shows a 'Site Information Display' with a placeholder message: 'This is sample site information for display purposes only. You can create new information at any time and post it here for your students to view.' The right sidebar contains 'Recent Announcements' with several entries.

This screenshot shows the same Sakai course site. The 'Syllabus' tool is now selected, and the 'Create/Edit' link is highlighted with a circled '4'. The main content area is currently empty.

This screenshot shows the Sakai course site with the 'Syllabus' tool selected. The 'Add' link in the 'Add/Redirect/Preview' bar is highlighted with a circled '5'. Below the links, there is a table titled 'Syllabus Items' with columns for 'Syllabus Item', 'Status', and 'Remove'. An 'Update' button is visible at the bottom.

Add Your Syllabus Content

1. Enter a title for your syllabus in the text box. The red asterisk lets you know that this is a required field and you must give your syllabus a title in order to put it online

You can add content to your syllabus using one of the following options: Copy from Microsoft™ Word, type directly, or add an attachment.

2. Copy and Paste from a Word document
 - a. Click the **Paste from Word** icon to paste content from Word
 - b. Paste the copied Word text into the pop-up window and click **OK**.



Tip

If you use the "Paste from Word" feature, any formatting will be removed. You could also paste your content from Windows Notepad or other plain text editor to remove formatting.

3. Type your syllabus information directly into the page's rich text editor.
4. Attach a file from your computer.
 - a. Click the **Add Attachments** button
 - b. Click the **Browse** button, select a file from your computer and click **Open**. You will see the document in the *Items to attach* area
 - c. Click the **Continue** button to include the document in your syllabus.

The screenshot shows the 'Add Syllabus' form. At the top, it says 'Add syllabus...' and 'Complete this form, then choose the appropriate button at the bottom. A * means required information.' There is a text box for the title with a red asterisk and a callout '1'. Below is a rich text editor with a toolbar and a callout '2a' pointing to the 'Paste from Word' icon. The text area has a callout '3'. Below the editor are two radio buttons for visibility: 'Only members of this site can see this syllabus item.' (selected) and 'This syllabus item is publicly viewable.'. There is an 'Add attachments' button with a callout '4a'. Below that is an 'Email Notification' dropdown menu set to 'None - No notification'. At the bottom are buttons for 'Post', 'Preview', 'Save Draft', and 'Cancel'.

The screenshot shows the 'Add Attachment' form. It says 'Add Attachment' and 'Select an existing item from Resources to attach OR add a new item to a folder to be attached. Click "Continue" when done.' There is a table with 'Items to attach' and 'Remove?' columns. The first row has 'Syllabus.docx' and a 'Remove' link with a callout '4b'. Below the table are two input fields: 'Upload local file' with a 'Browse...' button and 'or a URL (link to website)' with an 'Add' button. At the bottom is a 'Continue' button with a callout '4c'.

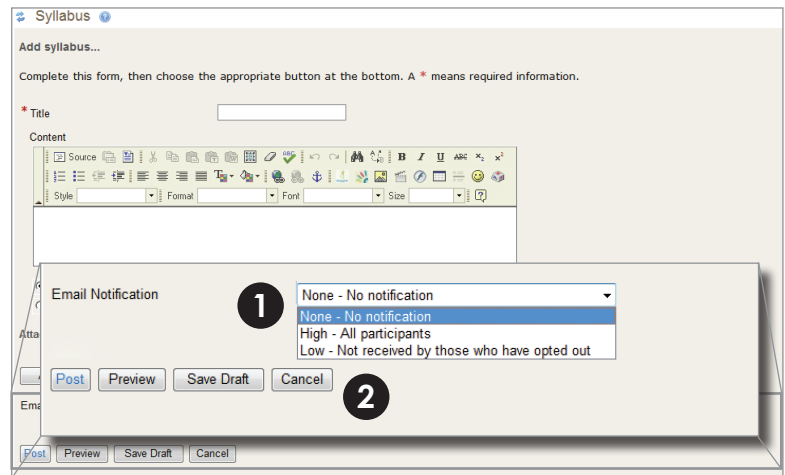


Tip

The rich text editor has the same options as you find in any word processing software, plus a few special options for the Sakai environment.

Email Notification

1. Use the dropdown menu to select one of three options for notifying participants via email about this addition or modification to the syllabus of this course site.
 - a. None – No notification
 - b. High – All participants
 - c. Low – not received by those who have opted out
2. Select from one of these options to finalize your syllabus content and return to the main page of the *Syllabus* tool:
 - a. Post - Makes the syllabus viewable to users.
 - b. Preview - Previews what the users will see.
 - c. Save Draft - Saves a draft but is not viewable by users.
 - d. Cancel - Returns to main *Syllabus* page with no save.



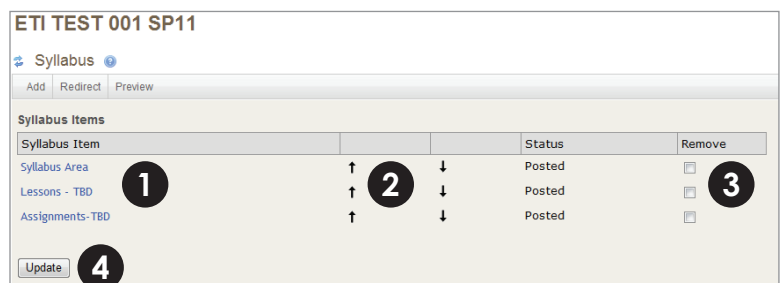
Tip

Note that your action here will only apply to the content you just added. For example, if you click the **Preview** button, only the content you just entered or uploaded will be shown.

Manage Syllabus Content

When you click **Create/Edit** from the main *Syllabus* page, you should now see a list of content you have added. Sakai allows you to change the order of the elements in your syllabus. Items are displayed as if they were added as separate entries in the text editor or uploaded as separate documents. The page also shows the status of each item as “Posted” or “Draft” along with a checkbox option to remove items.

1. Click the item name link if you would like to edit the item or change its availability from “Draft” to “Posted” (or vice versa).
2. Click the Up or Down arrows to change the order of the syllabus documents or entries.
3. Click the checkbox **Remove** to select any syllabus content you no longer wish to use.
4. Click the **Update** button to save any changes you make.



Tip

This area lets you manage your entries and uploads as individual components. This modularity allows for more flexibility than the analogous Blackboard Syllabus tool.