**Description:** The 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.

**Key Concepts:**
- Add the Syllabus Tool
- Add a Syllabus
- Edit a Syllabus
- Copy and Paste a Syllabus
- Syllabus Best Practices

**Add the Syllabus Tool:**

**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 tool.

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

**Add a Syllabus:**

**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.

**NOTE:** A title for the syllabus is required

**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.

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

<table>
<thead>
<tr>
<th>Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>None</strong></td>
<td>No notification (default setting)</td>
</tr>
<tr>
<td><strong>Low</strong></td>
<td>Only participants who have opted in</td>
</tr>
<tr>
<td><strong>High</strong></td>
<td>All participants</td>
</tr>
</tbody>
</table>

If you do not want the notification emailed.
If you want to send the notification only to participants who have chosen to receive low-priority mail notifications.
If you want all participants to receive email notification.

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.

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.

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

**Edit a Syllabus:**

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

**Step 2:** Click [Create/Edit].

**Step 3:** Click the title of the syllabus you wish to edit.

**Step 4:** Make the changes you need to make and then click [Post].

**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].

**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.

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

Syllabus Best Practices:
It is recommended to attach a copy of your syllabus in the syllabus tool as well as copy and pasting your syllabus into the textbox provided. This allows the students to quickly and easily access your syllabus to view it as well as download it to print a copy of the syllabus if one is needed.

If you would like to print a copy of the syllabus simply use the printer friendly icon located in the syllabus page. The icon looks like a little printer.

For questions, contact ETC Support at 245.5566. You can also email us at tracs@txstate.edu.

For the TRACS website home page, go to: http://tracs.txstate.edu/portal/login

If your login fails and you need help with your Net ID or password, contact ITAC at 245.4822