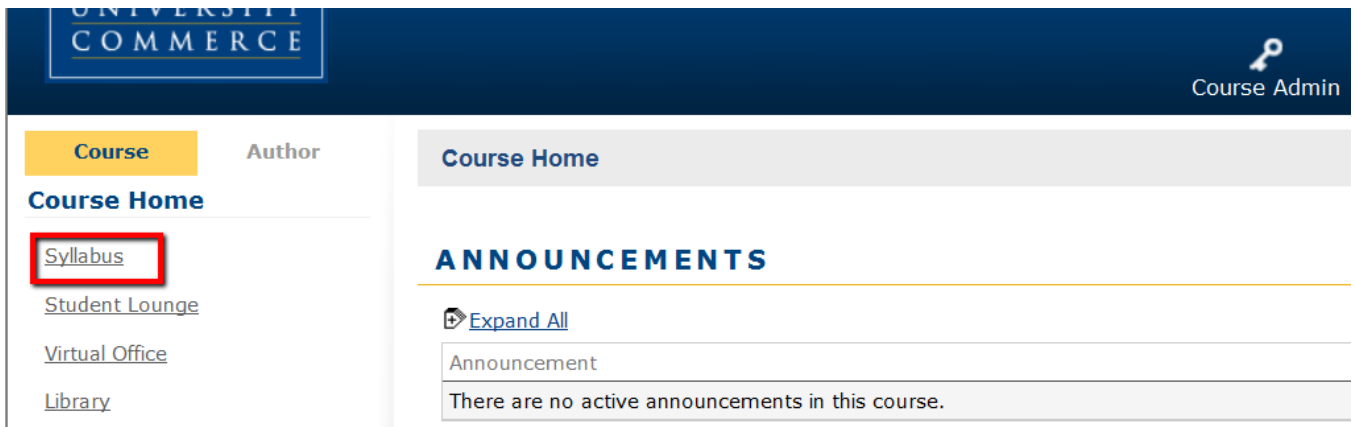


To Upload a PDF Version of Course Syllabus

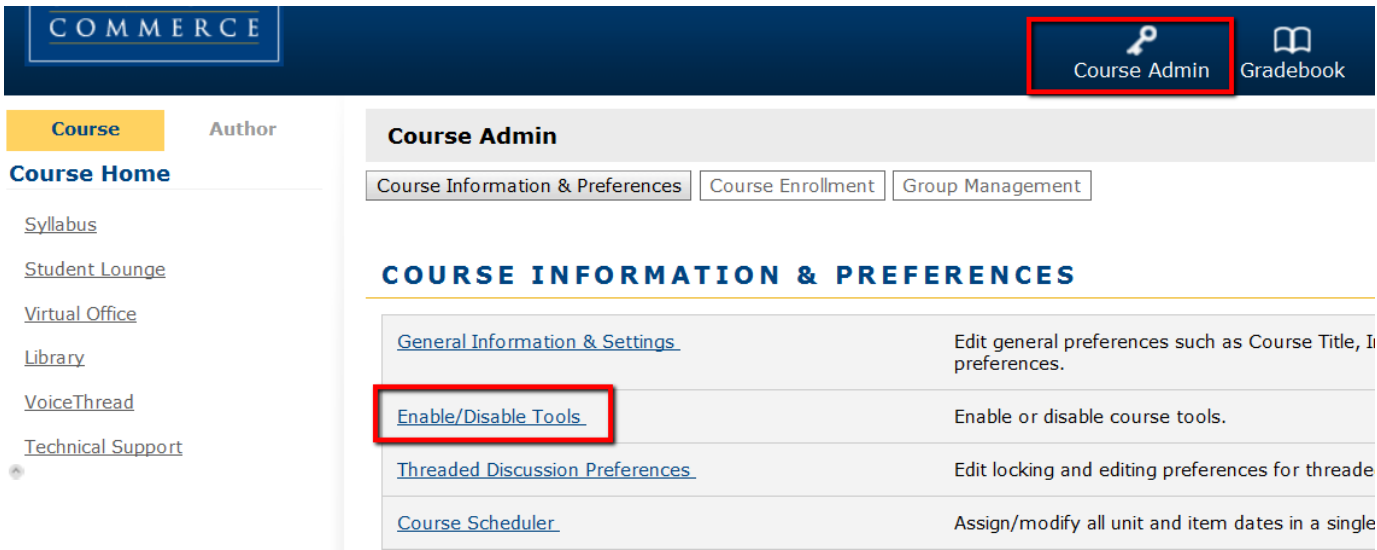
In order to upload a PDF version of the course syllabus, the current Pearson LearningStudio (eCollege) syllabus item needs to be ***disabled*** in the course. The Pearson LearningStudio (eCollege) syllabus item only allows for Word documents to be uploaded. The formatting of the Word version often does not hold causing the syllabus to appear unformatted.

First the Pearson LearningStudio (eCollege) Syllabus item under Course Home must be “Disabled.”



The screenshot shows the Pearson LearningStudio (eCollege) interface. At the top, there is a dark blue header with the University of Commerce logo on the left and a 'Course Admin' link with a key icon on the right. Below the header, there is a navigation sidebar on the left with a yellow 'Course' tab and an 'Author' tab. Under the 'Course Home' section, the 'Syllabus' link is highlighted with a red rectangular box. Other links in the sidebar include 'Student Lounge', 'Virtual Office', and 'Library'. The main content area on the right is titled 'Course Home' and features an 'ANNOUNCEMENTS' section. Below this section, there is an 'Expand All' link and a message box that reads: 'There are no active announcements in this course.'

1. Click on **Course Admin**, and then click on **Enable/Disable Tools**.



COMMERCE

Course Admin Gradebook

Course Author

Course Home

- Syllabus
- Student Lounge
- Virtual Office
- Library
- VoiceThread
- Technical Support

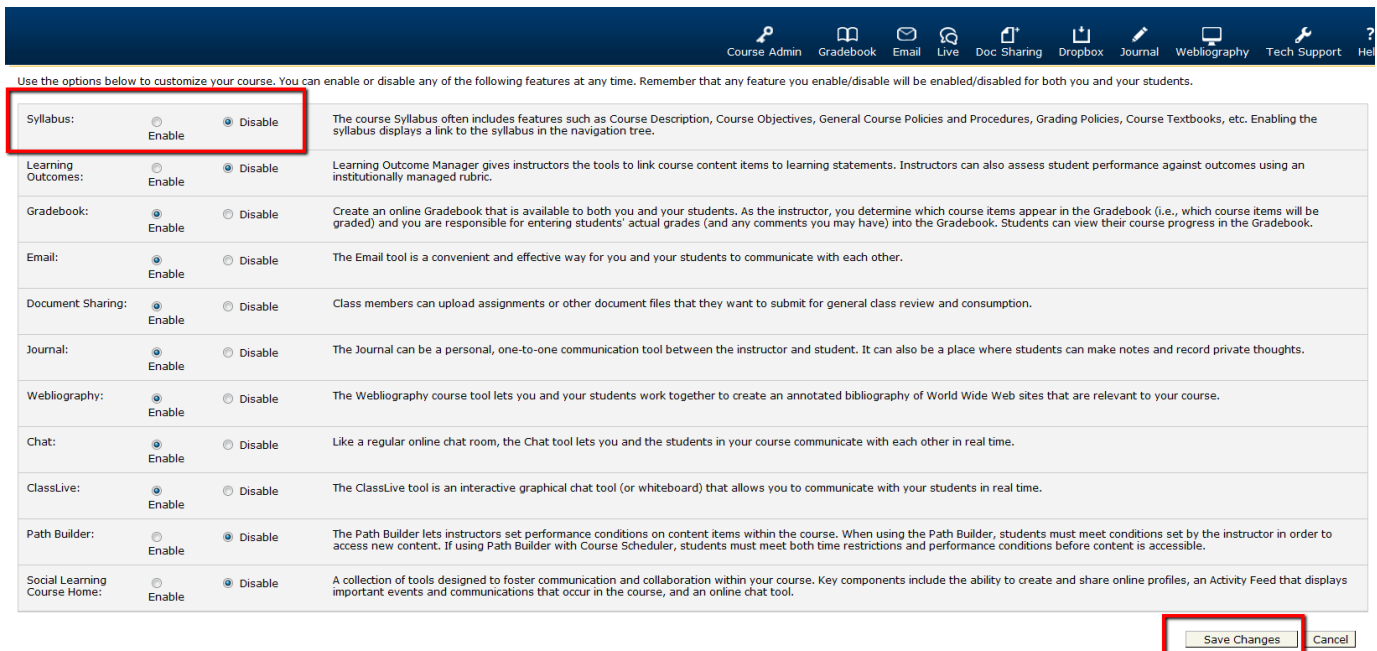
Course Admin

Course Information & Preferences Course Enrollment Group Management

COURSE INFORMATION & PREFERENCES

General Information & Settings	Edit general preferences such as Course Title, ID preferences.
Enable/Disable Tools	Enable or disable course tools.
Threaded Discussion Preferences	Edit locking and editing preferences for threaded discussions.
Course Scheduler	Assign/modify all unit and item dates in a single session.

2. Click the **Disable radio button** to the right of the word Syllabus and click the **Save Changes button**.

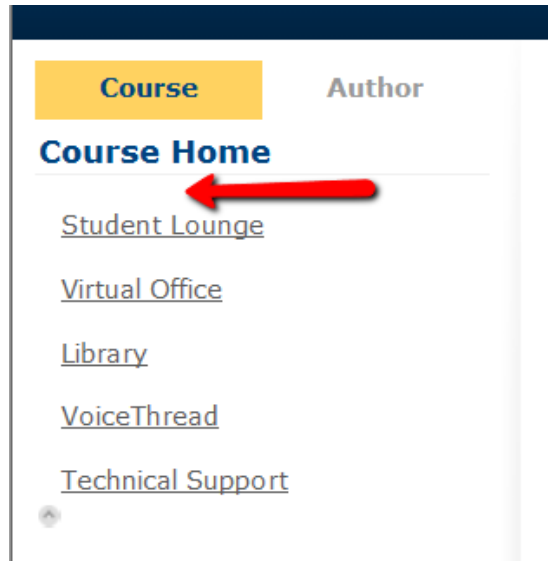


Use the options below to customize your course. You can enable or disable any of the following features at any time. Remember that any feature you enable/disable will be enabled/disabled for both you and your students.

Syllabus:	<input type="radio"/> Enable <input checked="" type="radio"/> Disable	The course Syllabus often includes features such as Course Description, Course Objectives, General Course Policies and Procedures, Grading Policies, Course Textbooks, etc. Enabling the syllabus displays a link to the syllabus in the navigation tree.
Learning Outcomes:	<input type="radio"/> Enable <input checked="" type="radio"/> Disable	Learning Outcome Manager gives instructors the tools to link course content items to learning statements. Instructors can also assess student performance against outcomes using an institutionally managed rubric.
Gradebook:	<input checked="" type="radio"/> Enable <input type="radio"/> Disable	Create an online Gradebook that is available to both you and your students. As the instructor, you determine which course items appear in the Gradebook (i.e., which course items will be graded) and you are responsible for entering students' actual grades (and any comments you may have) into the Gradebook. Students can view their course progress in the Gradebook.
Email:	<input checked="" type="radio"/> Enable <input type="radio"/> Disable	The Email tool is a convenient and effective way for you and your students to communicate with each other.
Document Sharing:	<input checked="" type="radio"/> Enable <input type="radio"/> Disable	Class members can upload assignments or other document files that they want to submit for general class review and consumption.
Journal:	<input checked="" type="radio"/> Enable <input type="radio"/> Disable	The Journal can be a personal, one-to-one communication tool between the instructor and student. It can also be a place where students can make notes and record private thoughts.
Weblogography:	<input checked="" type="radio"/> Enable <input type="radio"/> Disable	The Weblogography course tool lets you and your students work together to create an annotated bibliography of World Wide Web sites that are relevant to your course.
Chat:	<input checked="" type="radio"/> Enable <input type="radio"/> Disable	Like a regular online chat room, the Chat tool lets you and the students in your course communicate with each other in real time.
ClassLive:	<input checked="" type="radio"/> Enable <input type="radio"/> Disable	The ClassLive tool is an interactive graphical chat tool (or whiteboard) that allows you to communicate with your students in real time.
Path Builder:	<input type="radio"/> Enable <input checked="" type="radio"/> Disable	The Path Builder lets instructors set performance conditions on content items within the course. When using the Path Builder, students must meet conditions set by the instructor in order to access new content. If using Path Builder with Course Scheduler, students must meet both time restrictions and performance conditions before content is accessible.
Social Learning Course Home:	<input type="radio"/> Enable <input checked="" type="radio"/> Disable	A collection of tools designed to foster communication and collaboration within your course. Key components include the ability to create and share online profiles, an Activity Feed that displays important events and communications that occur in the course, and an online chat tool.

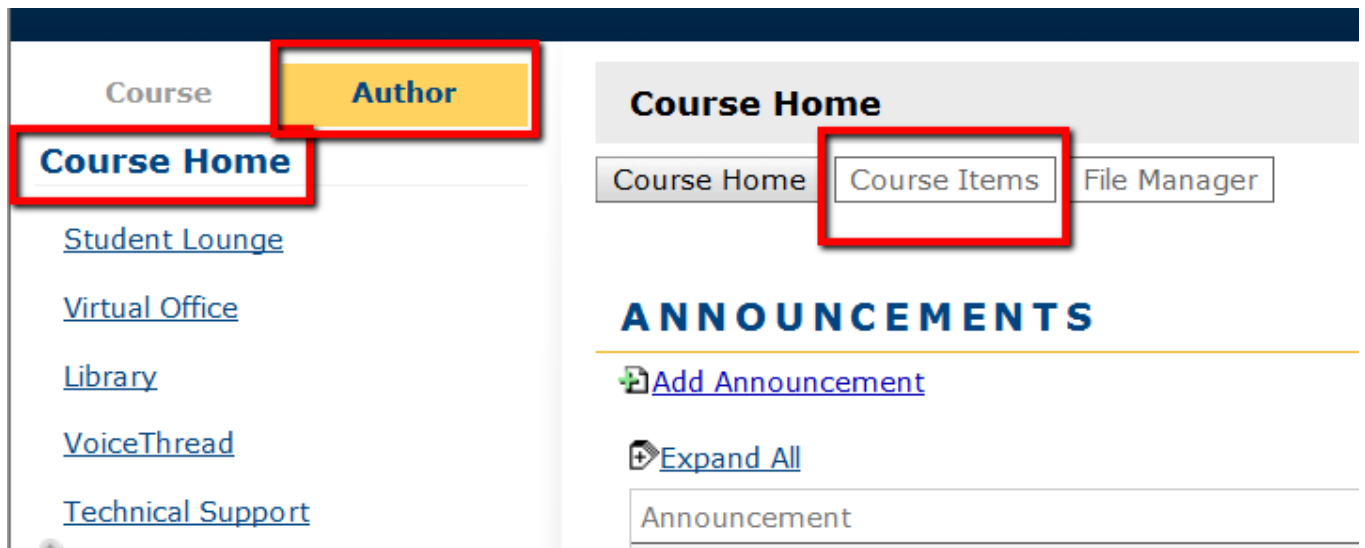
Save Changes Cancel

3. The Syllabus item is no longer visible under Course Home.

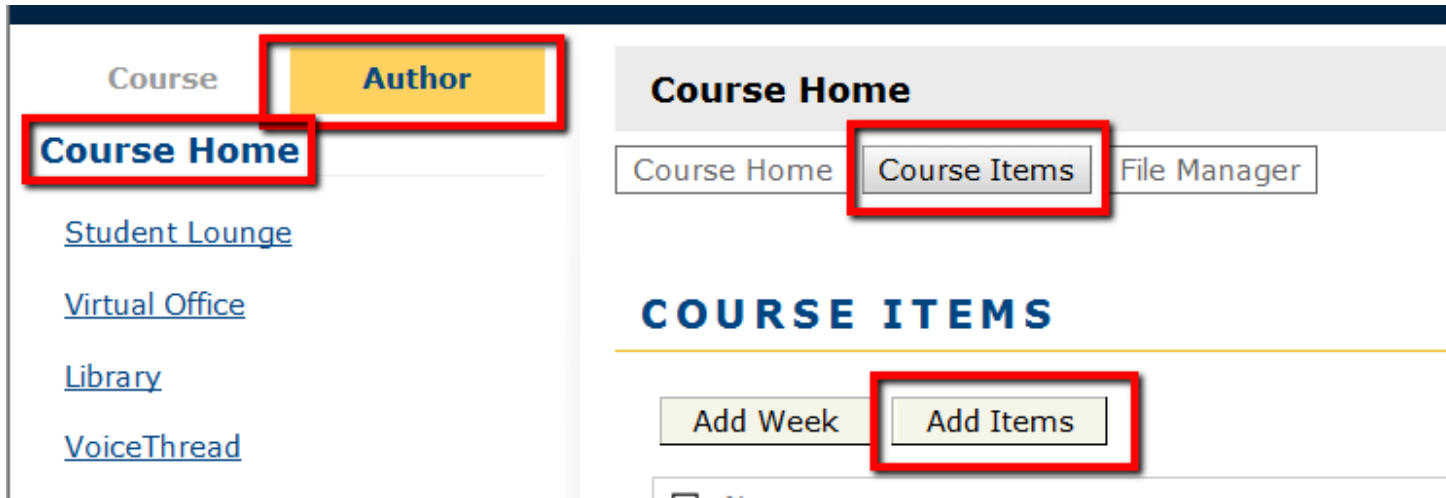


Second, a Syllabus item, that allows for PDF's to be uploaded, needs to be created under Course Home.

1. Click on **Course Home**, and then click on **Author Mode**, and then click on **Course Items**.



2. In **Course Items**, click on **Add Items**



The screenshot shows the Course Home interface. On the left, there is a navigation menu with 'Course Home' highlighted in a red box. Above the menu, the 'Author' tab is also highlighted in a red box. On the right, the 'Course Home' section contains three buttons: 'Course Home', 'Course Items' (highlighted in a red box), and 'File Manager'. Below this, the 'COURSE ITEMS' section has two buttons: 'Add Week' and 'Add Items' (highlighted in a red box).

3. In the **Add Items** window:

- a) Enter the name of item type **TAMUC Syllabus** to differentiate it from the Pearson LearningStudio (eCollege) version of the syllabus.
- b) In the Item type box, select **Web Content Upload**, this option allows for PDF documents to be uploaded into the TAMUC Syllabus item.
- c) Insure that **Course Home** is highlighted in the **Add to:** box.
- d) Click the **Add Items** button.



Course Home

Course Home **Course Items** File Manager

ADD ITEMS

Name:*	TAMUC Syllabus	OR -	Select existing item name...
Item type:*	Web Content Upload		
Add to:	Course Home		
	<input type="checkbox"/> Hide item from students		
	<input type="checkbox"/> Create dropbox basket		
Grading:	<input type="checkbox"/> Add to Gradebook		
	<input type="text"/> Points		
	<input type="radio"/> Exclude from Grade		
	<input type="radio"/> Extra Credit		

* Indicates a required field

Add Items

4. The **TAMUC Syllabus** item appears as the last item under Course Home. To Move the TAMUC Syllabus item to the top of list under Course Home:

- a. In **Author Mode**, click on the item **TAMUC Syllabus**.
- b. Click on **Toolbox**.

Course **Author**

Course Home

[Student Lounge](#)

[Virtual Office](#)

[Library](#)

[VoiceThread](#)

[Technical Support](#)

[TAMUC Syllabus](#)

Course Home - TAMUC Syllabus

Content **Toolbox**

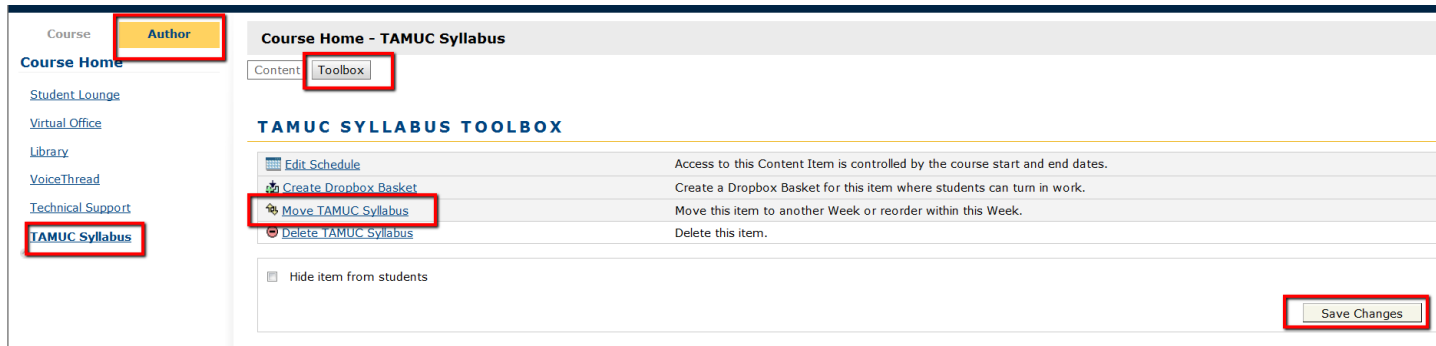
EDIT TAMUC SYLLABUS

Once you click **Upload File**, please refrain from clicking **Cancel** before the action will timeout - file size limits

Click Browse to select the file that you want to upload

Select file:

5. To Move the **TAMUC Syllabus** item to the top of the list under Course Home, in the **Toolbox**, click on **Move TAMUC Syllabus**.



Course **Author**

Course Home - TAMUC Syllabus

Content **Toolbox**

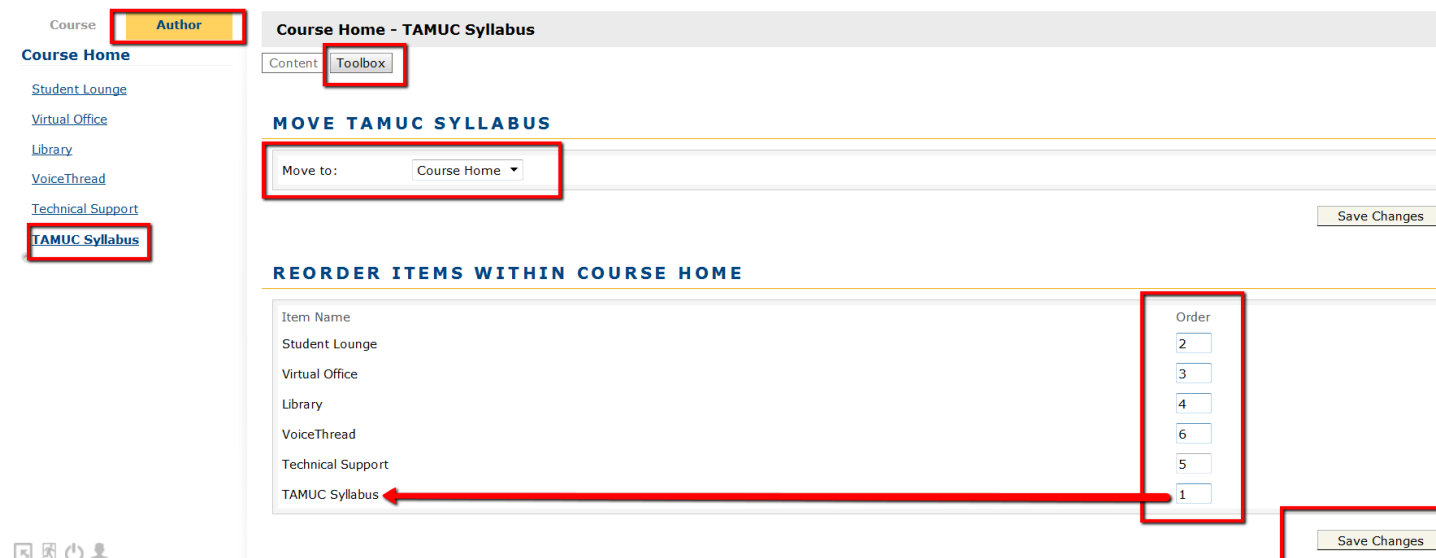
TAMUC SYLLABUS TOOLBOX

- Edit Schedule: Access to this Content Item is controlled by the course start and end dates.
- Create Dropbox Basket: Create a Dropbox Basket for this item where students can turn in work.
- Move TAMUC Syllabus**: Move this item to another Week or reorder within this Week.
- Delete TAMUC Syllabus: Delete this item.

Hide item from students

Save Changes

6. Put the number **1** in the box to the right of the **TAMUC Syllabus** item. Change the number of the other items to your preferred order. Click **Save Changes**.



Course **Author**

Course Home - TAMUC Syllabus

Content **Toolbox**

MOVE TAMUC SYLLABUS

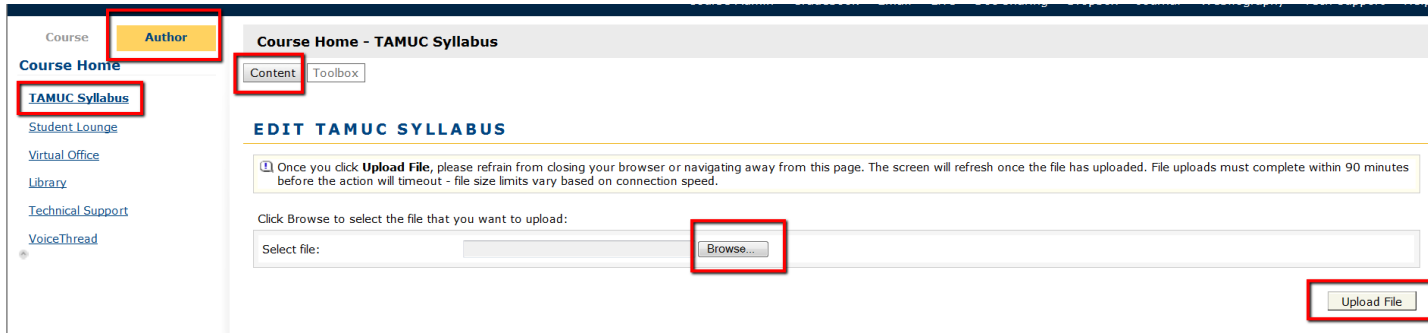
Move to: Course Home

REORDER ITEMS WITHIN COURSE HOME

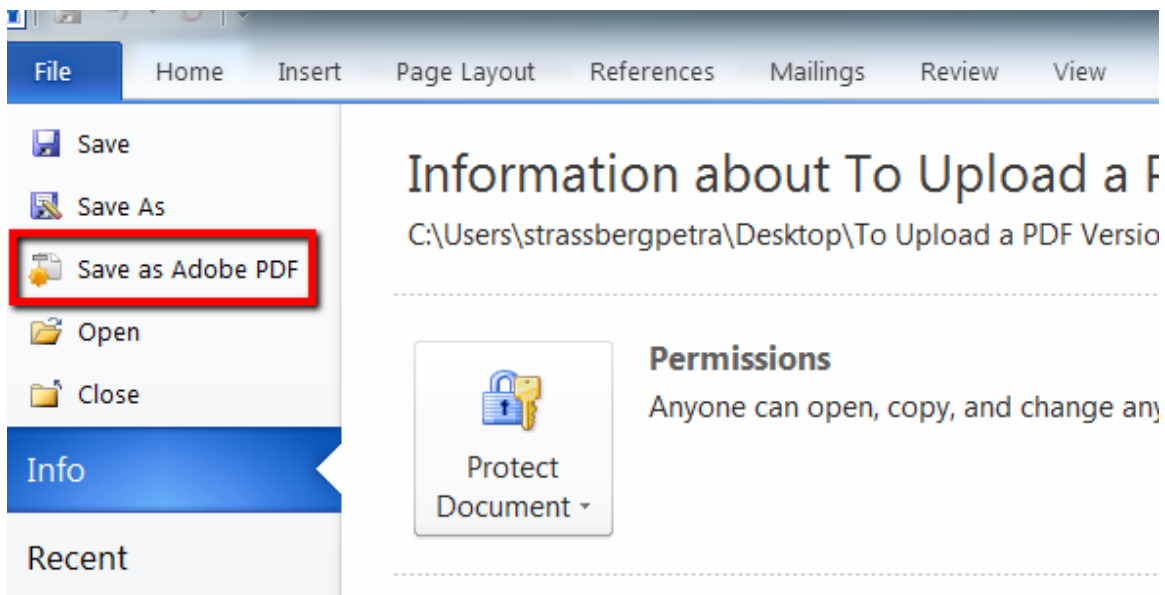
Item Name	Order
Student Lounge	2
Virtual Office	3
Library	4
VoiceThread	6
Technical Support	5
TAMUC Syllabus	1

Save Changes

7. Now, a PDF version of the course Syllabus can be uploaded. Click **Browse** to find the PDF version of the syllabus. After the item is selected, click the **Upload File** button.



8. The Word version of the syllabus must be saved as a PDF. With the syllabus Word document open, click on **File**, click on **Save as Adobe PDF**.



9. Now upload the **PDF** version of the Syllabus to the **TAMUC Syllabus** item under **Course Home** in the course.

*****To meet Accessibility requirements upload a copy of the Word version of the Syllabus to DocSharing or have a link that takes the student to a Word version of the syllabus. ****