



SYLLABUS

STUDENT

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Introduction

A syllabus is a programme or outline of a course of study. In the Syllabus tool you may find the following type of information:

- Offices hours and contact information.
- Course goals.
- Course requirements.
- Policies which could include any academic institution policies like communication policies, assessment policies etc.
- Lesson outlines.
- Required and recommended resources.

It is important to have access to a syllabus in your course as it provides the student with necessary information about the section or course.

Accessing the Syllabus in WebCT

If the instructor has added a Syllabus to the course or section you may access it.

1. Click on the **Syllabus** link from the Course Tools menu. The **Syllabus** screen loads as seen in figure 9-1 below or as seen in figure 9-2 on the following page.

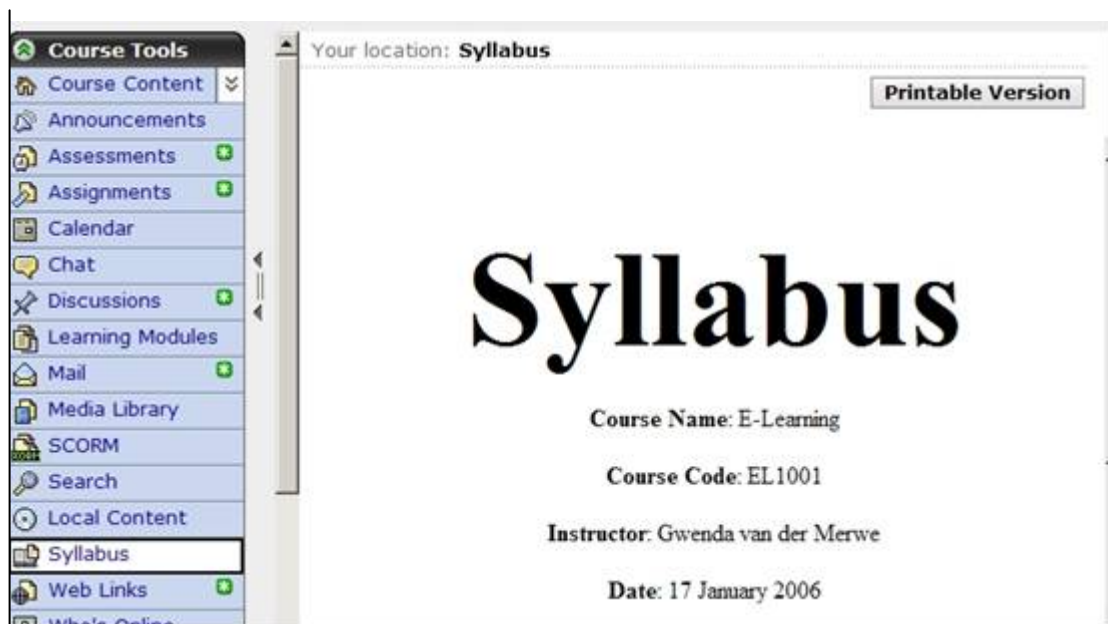


Figure 9-1

In the example displayed in figure 9-1, a file has been added as the Syllabus and a **Printable Version** button is available.

In the example displayed in figure 9-2 on the following page, the built-in Syllabus tool has been used and an **Expand All**, **Collapse All** and **Printable Version** button is available.

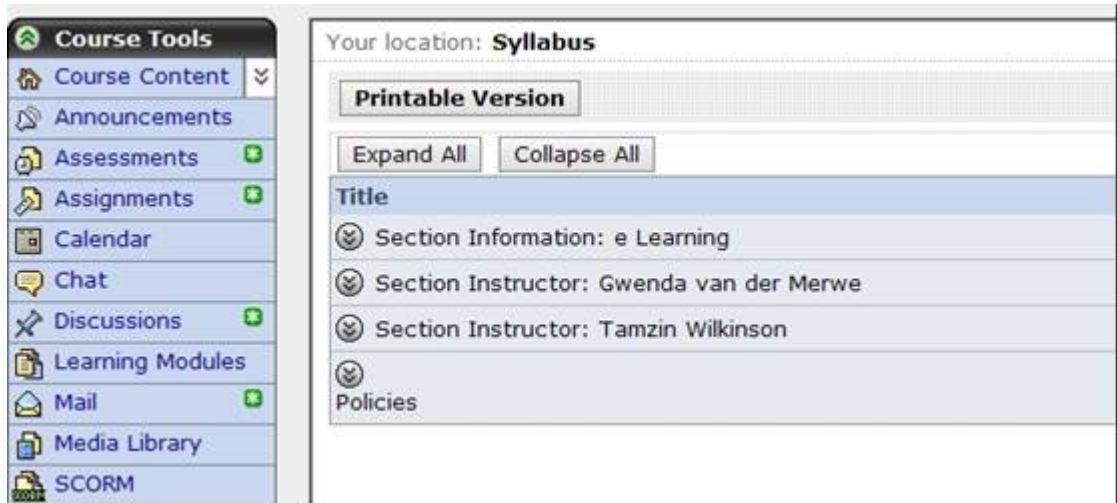


Figure 9-2

2. Click on the **Expand All** button. All the sections expand and display as seen in figure 9-3.

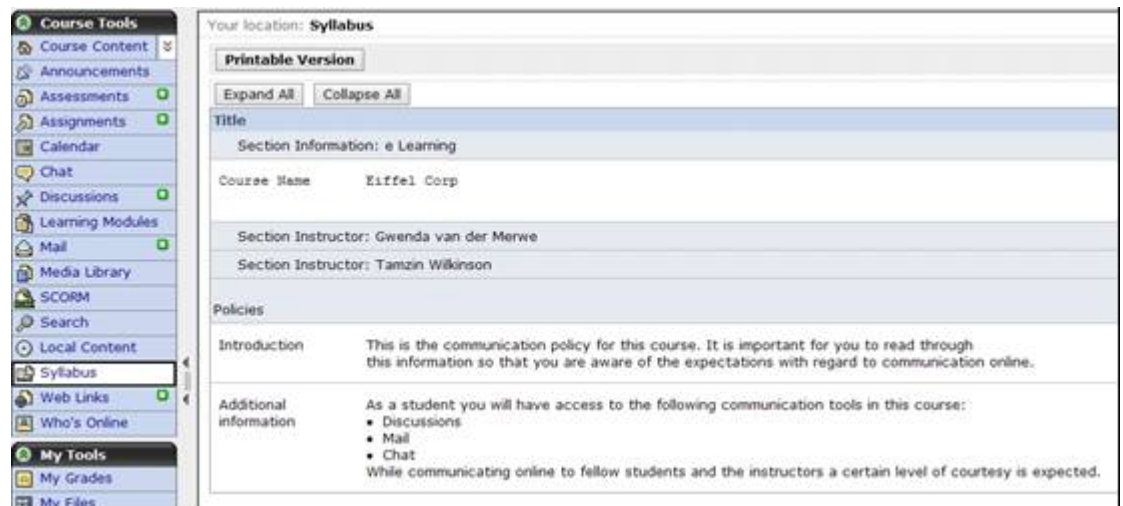


Figure 9-3

3. Click on the **Collapse All** button. All the sections collapse again and display as seen in figure 9-2.

Accessing the Printable View of the Syllabus

1. Click on the **Syllabus** link from the left hand Course Tools menu. The **Syllabus** screen displays.
2. Click on the **Printable Version** button. A new window opens with the printable view of the syllabus as seen in figure 9-4 on the following page.
3. You may use the browser print option to print the Syllabus. Follow the prompts to print the screen.

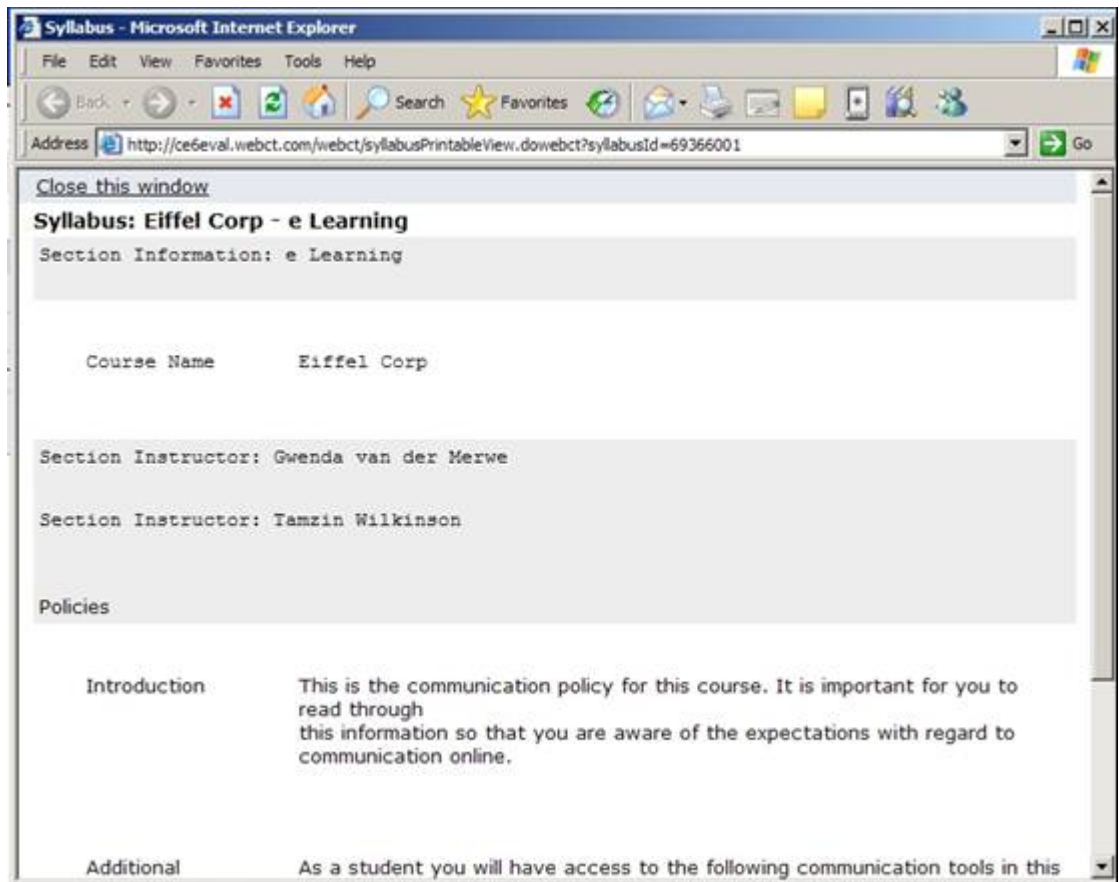


Figure 9-4