eFundi Tutorial:
What is the Syllabus tool?

The Syllabus tool provides a place in the course site for the instructor to post a syllabus and for students to access the syllabus.

Instructor Options for Posting a Syllabus

File Attachment: Instructors may add a document (ie, .pdf, .docx) as an attachment to the Syllabus tool. Students may download, open, and print the file at their convenience. In order to make an edit to a syllabus that is posted using this option, the instructor will need to make the edit to the original document on their computer, remove the attachment and replace it with the edited document.

Webpage from Document: Instructors may create a webpage syllabus from a text document using the Rich Text Editor in the Syllabus tool. Instructors may copy and paste the text from the document into the Rich Text Editor to create a webpage version of your file. Students may read the document in the Syllabus tool, and there is also a "print" option to print the syllabus. Any edits the instructor wants to make to the syllabus can be done directly in the Rich Text Editor.

Multi-Part Syllabus: Instructors can create a multi-part syllabus by adding one syllabus item at a time. This allows the instructor to reorder or remove individual items in the syllabus. The Syllabus tool allows users to bulk add items by number of items or by dates. If the instructor likes to organize the syllabus by weeks or class meetings, this is good option to use.

Point to Webpage: If the instructor has a syllabus posted on a webpage, the instructor may direct the Syllabus tool to that syllabus.

Index

How to access the Syllabus tool

To access this tool, select Syllabus from the Tool Menu in your site.

How do I create a multi-part syllabus based on number of items needed?

You can create a multi-part syllabus based on the number of items needed, outlined here, or using a date and calendar format in the "How do I create a multi-part syllabus by dates?" tutorial.

1. Select the Syllabus tool from the Tool Menu of your site.

2. Click Bulk Add.

3. Enter Syllabus Information

4. You will then be taken to a screen where you see the number of syllabus items requested and may edit them there.

5. Click the arrowhead icon to the left of an item to expand the item.
   This allows you to add a file as an attachment to this syllabus item, or to open the Rich Text
   Editor to create content directly in the Syllabus item.

▶ ✛ 💡 🚫 ⚪ ✖ Syllabus 2nd Semester 2016 - 1	Click to add start date	Click to add end date
▼ ✛ 💡 🚫 ⚪ ✖ **Syllabus 2nd Semester 2016 - 2**	Click to add start date	Click to add end date
Click to add body text		
⊕ Add attachments		
▶ ✛ 💡 🚫 ⚪ ✖ Syllabus 2nd Semester 2016 - 3	Click to add start date	Click to add end date
▶ ✛ 💡 🚫 ⚪ ✖ Syllabus 2nd Semester 2016 - 4	Click to add start date	Click to add end date
▶ ✛ 💡 🚫 ⚪ ✖ Syllabus 2nd Semester 2016 - 5	Click to add start date	Click to add end date
▶ ✛ 💡 🚫 ⚪ ✖ Syllabus 2nd Semester 2016 - 6	Click to add start date	Click to add end date
▶ ✛ 💡 🚫 ⚪ ✖ Syllabus 2nd Semester 2016 - 7	Click to add start date	Click to add end date
▶ ✛ 💡 🚫 ⚪ ✖ Syllabus 2nd Semester 2016 - 8	Click to add start date	Click to add end date
▶ ✛ 💡 🚫 ⚪ ✖ Syllabus 2nd Semester 2016 - 9	Click to add start date	Click to add end date
▶ ✛ 💡 🚫 ⚪ ✖ Syllabus 2nd Semester 2016 - 10	Click to add start date	Click to add end date
▶ ✛ 💡 🚫 ⚪ ✖ Syllabus 2nd Semester 2016 - 11	Click to add start date	Click to add end date
▶ ✛ 💡 🚫 ⚪ ✖ Syllabus 2nd Semester 2016 - 12	Click to add start date	Click to add end date

6. Add an attachment to this Syllabus item. (Optional)
   Browse for the file on your computer, or attach a copy from the Resources in your course.

7. AND/OR add content using the Rich Text Editor.
   Clicking this link opens the Rich Text Editor which allows you to enter the content, or copy and
   paste from Word into the Rich Text Editor to create the content.

8. Edit the heading of a syllabus item.
   By default, the headings are the title of the syllabus appended with a number.

   - Hover your mouse over the heading to make the pencil icon appear.

   - Click the pencil icon to enable the editing of the heading.

9. Add start and/or end dates for each syllabus item. (Optional)
   Adding start and/or end dates allows you to determine a time range for when students may view this syllabus item.

   - **Click to add start date** or **Click to add end date** and use the drop down menus to select the date and time.

   - Click the checkmark to save your work.
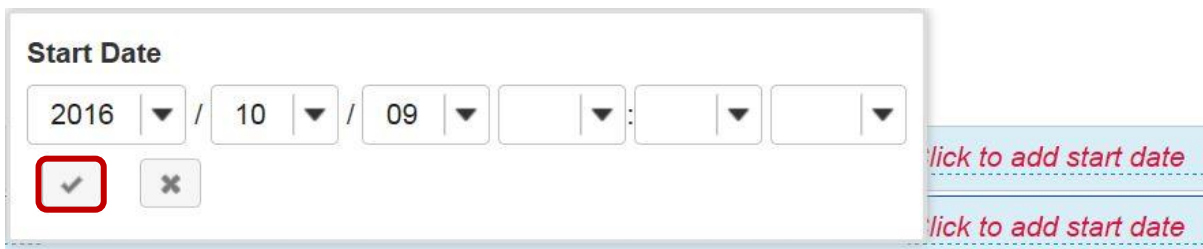
10. OR manually hide/release the Syllabus item. (Optional)

    - Click the lightbulb icon to hide a Syllabus item.

    - If the icon is yellow, the item is available to students.

    - If gray, hidden from students. In the above example, Item 1 is available to students on Oct. 9th at 10:00am.

    - Item 2 is hidden from students until the instructor clicks the lightbulb icon again to change it from gray to yellow.
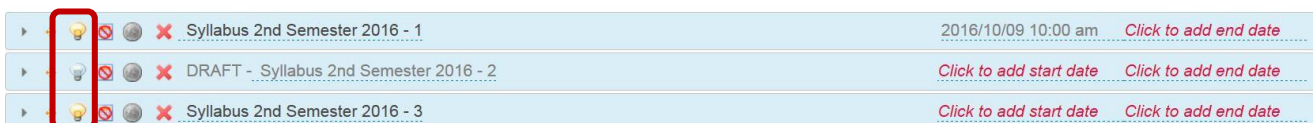
11. Rearranging syllabus items.
    Click any syllabus item and drag it to the location where you want it.

12. Delete syllabus item.
    Click the red X icon beside any syllabus item to delete it. Confirm that you want to delete the item by clicking **Delete**.

How do I create a multi-part syllabus by dates?

Back to index

You can create a multi-part syllabus using a date and calendar format, outlined here. The date and calendar format creates a specific syllabus item for each meeting time of the class.

1. Go to Syllabus.

2. Select the **Syllabus** tool from the Tool Menu in your site.

3. Click Bulk Add.

| ADD ITEM | BULK ADD | BULK EDIT | REDIRECT | PRINT VIEW |
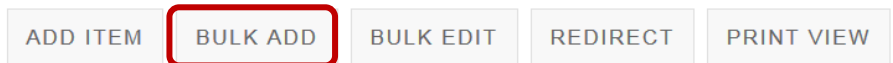
4. Enter syllabus title and date information.

Bulk Create Syllabus Items

Create syllabus items in bulk by either specifying the number of items you want to create or by a date range, in which a syllabus item will be created for each selected day of the week that falls between the start and end dates.

* Title   Week   ← Enter a title e.g. Week

○ Create syllabus items by number of items needed

● Create syllabus items by dates

* Start Date   09/01/2016   ← Enter the start and end dates of the semester by using the date-picker icon
* End Date   12/09/2016   ←
* Start Time   08:00 am   ← Enter the start and end times of the class by using the date-picker icon
End Time   09:00 am   ←

☑ Display dates on calendar

☐ Monday | ☐ Tuesday | ☐ Wednesday | ☐ Thursday | ☑ Friday | ☐ Saturday | ☐ Sunday* **Class meeting days**

Add and Publish   Add   Cancel

5. A syllabus item will be created for each class meeting during the dates you specified.

▾ ✛ 💡 🗐 🌑 ✖ Week - 1	2016/09/02 8:00 AM	2016/09/02 9:00 AM
Click to add body text		
⊕ Add attachments		
▸ ✛ 💡 🗐 🌑 ✖ Week - 2	2016/09/09 8:00 AM	2016/09/09 9:00 AM
▸ ✛ 💡 🗐 🌑 ✖ Week - 3	2016/09/16 8:00 AM	2016/09/16 9:00 AM
▸ ✛ 💡 🗐 🌑 ✖ Week - 4	2016/09/23 8:00 AM	2016/09/23 9:00 AM
▸ ✛ 💡 🗐 🌑 ✖ Week - 5	2016/09/30 8:00 AM	2016/09/30 9:00 AM
▸ ✛ 💡 🗐 🌑 ✖ Week - 6	2016/10/07 8:00 AM	2016/10/07 9:00 AM
▸ ✛ 💡 🗐 🌑 ✖ Week - 7	2016/10/14 8:00 AM	2016/10/14 9:00 AM
▸ ✛ 💡 🗐 🌑 ✖ Week - 8	2016/10/21 8:00 AM	2016/10/21 9:00 AM
▸ ✛ 💡 🗐 🌑 ✖ Week - 9	2016/10/28 8:00 AM	2016/10/28 9:00 AM
▸ ✛ 💡 🗐 🌑 ✖ Week - 10	2016/11/04 8:00 AM	2016/11/04 9:00 AM
▸ ✛ 💡 🗐 🌑 ✖ Week - 11	2016/11/11 8:00 AM	2016/11/11 9:00 AM
▸ ✛ 💡 🗐 🌑 ✖ Week - 12	2016/11/18 8:00 AM	2016/11/18 9:00 AM
▸ ✛ 💡 🗐 🌑 ✖ Week - 13	2016/11/25 8:00 AM	2016/11/25 9:00 AM
▸ ✛ 💡 🗐 🌑 ✖ Week - 14	2016/12/02 8:00 AM	2016/12/02 9:00 AM

6. This allows you to add a file as an attachment to this syllabus item, or to open the Rich Text Editor to create content directly in the Syllabus item.

7. Click the arrowhead icon to the left of an item to expand the item and edit.

8. This allows you to edit the Syllabus item.

9. Add an attachment to this syllabus item.

10. Browse for the file on your computer, or attach a copy from the Resources in your course.

AND/OR add content using the Rich Text Editor.

11. Clicking this link opens the Rich Text Editor which allows you to enter the content, or copy and paste from Word into the Rich Text Editor to create the content.


12. Edit the heading of a syllabus item. By default, the headings are the title of the syllabus appended with a number. Hover your mouse over the heading to make the pencil icon appear. Click the pencil icon to enable the editing of the heading.

- Hover your mouse over the heading to make the pencil icon appear.

- Click the pencil icon to enable the editing of the heading.

13. Hide/release the syllabus item. (Optional)

- Click the lightbulb icon to hide a Syllabus item.

- If the icon is yellow, the item is available to students.

- If gray, hidden from students. In the above example, Item 1 is available to students on Oct. 9th at 10:00am.

- Item 2 is hidden from students until the instructor clicks the lightbulb icon again to change it from gray to yellow.
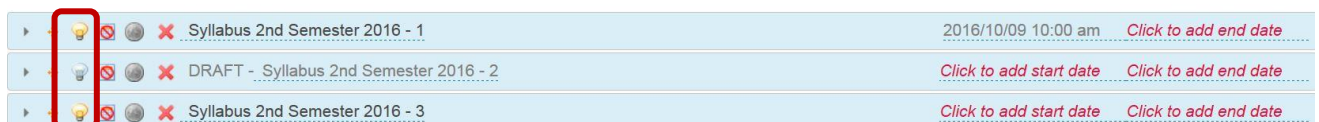
How do I add my syllabus as a file attachment?

Back to index

1. Select the **Syllabus** tool from the Tool Menu in your site.

2. Click Add Item.

3. An "Add Item" window opens where you type the name of the item - "Syllabus 2nd Semester 2016" for example. Type the Title of the item.
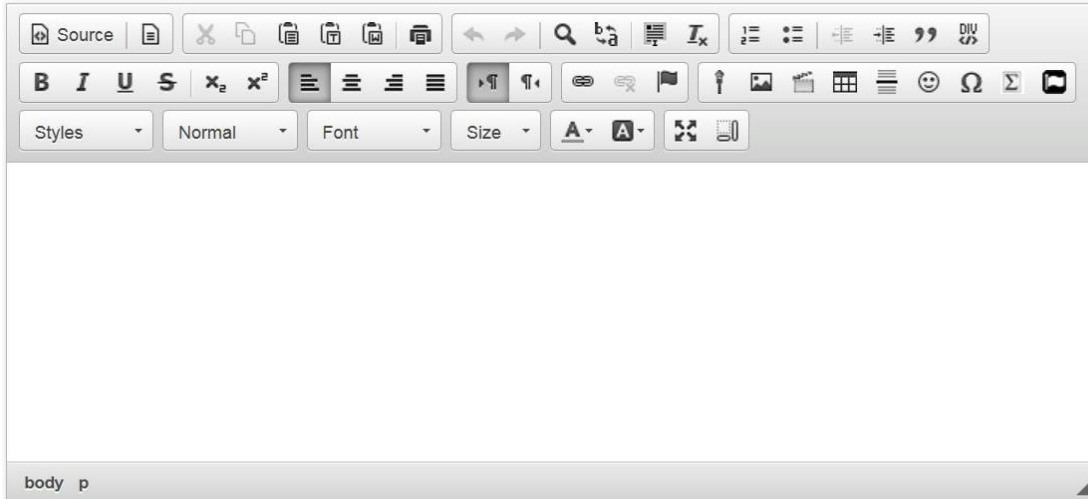
Add syllabus...

Complete this form, then choose the appropriate button at the bottom. A *means required information.

* Title   bus 2nd Semester 2016

Content

body p

- ⊙ Only members of this site can see this syllabus item.
- ○ This syllabus item is publicly viewable.

4. Add Attachments
   Click the **Add attachments** button to browse for your file.

Attachments

Add attachments

5. Browse for your file.
   To select the file from your computer, click the **Choose File** button. OR if the file is in your Resources, you may attach it by clicking **Attach a copy**.

Add Attachment

Select an existing item from Resources to attach OR add a new item to a folder to be attached.

Upload local file

Browse...   No file selected.

Browse for the file on your computer or a URL and click **Continue**

or a URL (link to website)   Add

Continue   Cancel

OR

Select a resource

Location: 📁 SAKAI 11 Resources

Select the file from your resources and click **Continue**

◆ Title ▼	Actions
📁 SAKAI 11	
➕ Podcasts	
➕ Week 1	
▸ **Show other sites**	

Continue   Cancel

6. **Add Start and End Dates. (Optional)**
   To restrict student access to a certain time frame, click **Click to add start date** and/or **Click to add end date**. Select your date and time as illustrated above, using the drop-down menus. Click the check mark icon when you are done.

Start Date

2016 ▼ / 10 ▼ / 09 ▼   ▼ :   ▼   ▼

✓   ✖

lick to add start date

lick to add start date

How do I create a syllabus using cut and paste from a document?

[Back to index](#)

1. From your site, select the **Syllabus tool** from the tool menu

2. **Click Add Item.** An "Add Item" window opens where you type the name of the item.

3. **Enter a title (required).** You may enter something simple, such as "Syllabus" here.

   *Tip: Using the **Paste from Word** option will remove any Word-specific code from your pasted text.*

4. Paste the text into the Paste from Word window.

5. Click **OK**

6. Make edits to the text in the Rich Text Editor.

7. Review the text to make sure it appears as you intend. Make any edits using the formatting icons built into the Rich Text Editor. When you are done, click **Add and Publish**.

8. Add start and end dates. (Optional)

9. To restrict student access to a certain time frame, click **Click to add start date** and/or **Click to add end date**. Select your date and time as illustrated above, using the drop-down menus. Click the check mark icon when you are done.

How do I print the syllabus?

Back to index

1. From your site, select the Syllabus tool from the Tool Menu.

2. Click Print View.

3. Click Send to Printer.

How do I point my syllabus to a webpage?

Back to index

1. In your site, select the Syllabus tool from the Tool Menu.

2. Click **Redirect**

3. Enter the URL of the webpage location of your syllabus

4. Click the checkbox if you want the webpage to open in a new window.

5. Click Save

Redirect Syllabus

* URL `www.myuniversity.edu/mydepartment/mysyllabus.pdf`

Open this link in a new window ☑

[Save] [Cancel]

Need help?

[Back to index](#)

You can make use of the Sakai based Help resources available on all eFundi sites, or contact your site of delivery eFundi Support Desk.

OR: Please attend eFundi training or stop by during office hours for additional help.

eFundi Support Desk:

Mafikeng	**Potchefstroom**	**Vaal Triangle**
E-mail: 25967878@nwu.ac.za	E-mail: EFUNDI-PC@nwu.ac.za	E-mail: VTC-EFUNDISTAFF@nwu.ac.za
Tel.: 018 389 2447	Tel.: 018 285 2295	Tel.: 016 910 3317/8
Office: ADC Building, Block D, Office G80	Office: Building E8, Room 107A	Office: Building 13, room SL313