

# Creating Syllabus

The purpose of this job aid is to show you the various ways to make a syllabus in Sakai. You will learn three different methods for creating a syllabus.

## Accessing the Syllabus Tool

To access the *Syllabus* tool, click on the *Syllabus* tab on the left side of the screen.



Figure 1. *Syllabus* tab

## Creating a New Syllabus-Entry Method

To create a new syllabus, access the *Syllabus* tool and follow these steps:

1. Click *Create/Edit* on the menu bar. The *Add/Redirect* screen will appear.

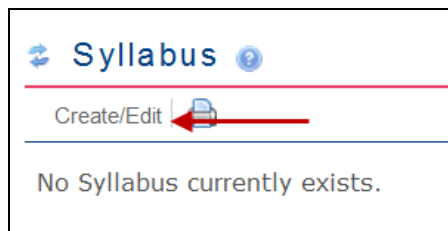


Figure 2. *Create/Edit* button

2. Click *Add* on the menu bar. The *Add Syllabus* screen will appear.



Figure 3. Add button

3. Enter a title for the syllabus.
4. Use the text editor to enter pertinent information about the event. You can either enter the text manually, or you can use the “Paste from Word” feature to copy information from an MS Word Document.

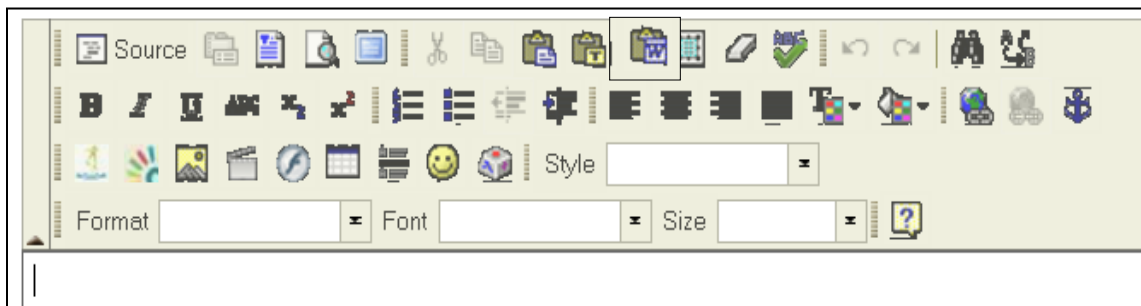


Figure 4. Text Editor with Paste from Word button Highlighted

5. If you would like to add attachments, select the Add Attachments button below the Text Editor. You may also simply attach your syllabus or other documents without using the Text Editor.
6. Click Post.
7. You may repeat this process as much as you wish. This enables you to create your syllabus from individual sections.

### Creating a New Syllabus-Redirect Method

To create a new syllabus, access the *Syllabus* tool and follow these steps:

1. Click *Create/Edit* on the menu bar. The *Add/Redirect* screen will appear.
2. Click *Redirect* on the menu bar. The *Redirect Syllabus* screen will appear.
3. Add a URL Address.
4. Click *Save*.



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