COURSE SYLLABUS POSTING

You may post your course syllabus to the course pages index in one of two ways. The method you choose depends upon whether you want to simply post a Word or PDF document or use a course page from which you will link your syllabus and any other pertinent documents. Mac users should follow the instructions for **Posting a Word or PDF Document** while PC users can choose either one.

POSTING A WORD OR PDF DOCUMENT

1. Create the syllabus in *Word*.

2. Save a copy of the syllabus to your course folder by clicking **File | Save As** and choosing

   R:\Courses\(your course number)\Public_html   **Mac Users: \\University\Courses**

NOTE: The syllabus must be named **Syllabus** to appear on the intranet. Under the "file name" box, there is a box titled "Save as type." Please ensure that "Word Document (docx)" is selected.

3. Choose **Replace existing file** and click **OK** if a dialog box appears.

*To post a PDF, print the word document using the CutePDF writer as the printer. Save it to the same location as in step 2, also naming it **Syllabus**.

**In order to determine if you need to post a word document or PDF, visit the course pages index and click your course syllabus from last year. The document that downloads is the format that you need. If you would like to make a change to a different format, either *Word* document or PDF, email Ed Flower (eflower@bju.edu).

POSTING A COURSE SYLLABUS FOR COURSES WITH AN EXISTING WEBSITE

1. Create the syllabus in *Word*.

2. Save a copy of the syllabus to your course folder by clicking **File | Save As** and choosing

   R:\Courses\(your course number)\Public_html   **Mac Users: \\University\Courses**

NOTE: The syllabus must be named **Syllabus** to appear on the intranet. Under the "file name" box, there is a box titled "Save as type." Please ensure that "Word document (docx)" is selected.

3. Open *Expression Web 4* and click **File | Open**. Navigate to the folder where you saved your syllabus in your courses folder (same location as step 2).

4. Instead of opening the syllabus, open the file called **index.html** and create a link on your course home page by highlighting and right-clicking the word "syllabus" and choosing "hyperlink properties." Then navigate to the location where you saved your syllabus, choose the syllabus, and click "Open." Be sure to save your changes after **(File | Save)**.

5. Test your link from the course pages index to be sure that it works.

   NOTE:

   • If your course is not visible in your R:\Courses folder, or if your link does not work, email or call the faculty liaison.

   • **Dual-listed Courses**: Since dual-listed courses have only one course folder, you need to create and maintain the course page in only one location.