

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 web page (html index file) 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 Microsoft Word and save it in a safe place such as your network drive.
2. Save a copy of the syllabus to your course folder by clicking the **File** tab and choosing **Save As**.
3. Click **Browse** to choose the location: R:\Courses\<(your course number)\Public_html.
4. In the **File name** field, enter "Syllabus" (without quotation marks). (Do not add any other characters to the name.)
5. In the **Save as type** drop-down list, choose Word Document (*.docx) or PDF (*.pdf), depending on which type of document you wish to post for students.
6. Click **Save**. Choose "Replace existing file" and click "OK" if a dialog box appears. (**NOTE:** If you wish to keep a previous version of your syllabus, you should rename it first (such as syllabus_Fall2018.docx) to prevent overwriting it.

IMPORTANT! The courses page on the intranet will be set to use the same type of syllabus file as was used the previous semester. In order to determine what type of file is currently being used, visit the course pages index on the intranet and click your course syllabus link from last year. The document that downloads or opens is the format that you need. If you would like to make a change to a different format, contact Technology Resources at techres@bj.edu.

POSTING A COURSE SYLLABUS USING A WEB PAGE

Either you can create your syllabus as a document (docx or PDF) and link to it from the web page, or you can put all your syllabus content into the web page. **NOTE:** the link on the intranet must be set to recognize an **index.html** file. Contact Technology Resources at techres@bj.edu for assistance.

LINKING TO A SYLLABUS DOCUMENT FROM A WEB PAGE

1. Follow steps 1-6 above to create and save your syllabus. The name does NOT have to be "Syllabus."
2. Open Microsoft Expression Web 4 and in the **File** tab, click **Open**.
3. Navigate to the Public_html folder in your course folder.
4. Click the file called **index.html** and choose **Open**. **IMPORTANT!** If the file does not exist, contact Technology Resources (techres@bj.edu).
5. Type a word or phrase (such as "Syllabus Fall 2018").
6. Highlight the text you typed and right-click in the highlighted area.

7. Choose **Hyperlink Properties**. Then, navigate to the Public_html folder where you saved your syllabus, choose the syllabus file, and click **OK**. Be sure to save your changes (File | Save).
8. Test your link from the course pages index to be sure that it works.

NOTE: You can follow the same steps to link to other course files placed in your Public_html folder.

ENTERING SYLLABUS CONTENT INTO A WEB PAGE

1. Open Microsoft Expression Web 4 and in the **File** tab, click **Open**.
2. Navigate to the Public_html folder in your course folder.
3. Choose the file called **index.html** and click **Open**. **IMPORTANT!** If the file does not exist, contact Technology Resources (techres@bju.edu).
4. Enter the syllabus content directly into the page. **NOTE:** If you are using the index.html page for the first time, be sure to change the generic course name and summary to the correct information. Replace headings and sample content with your syllabus information.
5. Save your work.

ADDITIONAL NOTES

- If your course is not visible in your R:\Courses folder, or if your link does not work, contact Technology Resources (techres@bju.edu).
- 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.