

WebCT 101: The Syllabus File vs. The Syllabus Tool

There are two ways of posting a syllabus on WebCT.

One way is to use the **Syllabus Tool (Figure 1)**. If you use the tool, you fill out separate sections of the syllabus online within WebCT.

The other way is to upload a copy of your **Syllabus File (Figure 2)**.

To switch from one mode to the other, select the radio button next to the mode you want.

The screenshot shows the 'Designer Options' tab for the 'Syllabus' page. On the left, there is a table with columns 'Section Title' and 'Active'. The table contains four rows: 'Instructor Information', 'Course Information', 'Course Goals', and 'Policies', each with a radio button and a checked checkbox. Below the table is an 'Update' button. On the right, the 'Syllabus Source' section has two radio buttons: 'Syllabus tool' (selected and circled in red) and 'Syllabus file'.

Section Title	Active
<input type="radio"/> Instructor Information	<input checked="" type="checkbox"/>
<input type="radio"/> Course Information	<input checked="" type="checkbox"/>
<input type="radio"/> Course Goals	<input checked="" type="checkbox"/>
<input type="radio"/> Policies	<input checked="" type="checkbox"/>

Update

Syllabus Source

Syllabus tool

Syllabus file

Figure 1: Syllabus tool.

The screenshot shows the 'Designer Options' tab for the 'Syllabus' page. The 'Syllabus' section has instructions to enter a filename and click 'Update'. Below this is a 'Current file' field with the value 'MerrillCoreSyllabusFall2003.htm', a 'Filename:' input field, and a 'Browse...' button. An 'Update' button is also present. On the right, the 'Syllabus Source' section has two radio buttons: 'Syllabus tool' and 'Syllabus file' (selected and circled in red).

Current file: MerrillCoreSyllabusFall2003.htm

Filename: Browse...

Update

Syllabus Source

Syllabus tool

Syllabus file

Figure 2: Syllabus file.