This guide was created to assist UT Health Science Center School of Nursing (SoN) faculty and staff in creating new and updating previously created syllabi for courses in the SoN. When completed, the syllabi will be stored in the secure database. A dynamic URL is generated and maybe used to link to the SoN course calendars and individual Blackboard courses. The syllabi will be viewed by students as web pages, which cannot be edited, but can be printed and retained.

A finished partial sample syllabus (see image below) is divided into several sections. Some sections contain information (i.e., course number, name, description, policies and course goals and objectives) which are officially documented with the registrar, the university, the school or respective program and are completed or edited only by administrators or associate deans.

Instructors will be given permissions to go to the online syllabus tool, update those syllabus sections that pertain to the section of the course they are teaching including: first day announcements, faculty contact information, criteria for evaluation (Grades), required and optional texts, content outlines, and a calendar for the 1st day of class.

This guide demonstrates a 10 step approach that will help make the process more efficient. The online instructor guide and syllabi deadlines can be found at http://nursing.uthscsa.edu/about/administration/syllabustool.aspx.

Key: ⪞ - Information only, ⚠️ - Warning

Partial image of sample syllabus
1. Login to by copying and pasting this URL: http://nursingadmin.uthscsa.edu/ into a browser (i.e., Internet Explorer, Firefox, etc.).

2. Enter uthscsa\ before your Domain ID as shown below. Your Domain ID and password are the same as your Blackboard and PeopleSoft accounts.

VPN Option:
If attempting to login outside the network use VPN, visit the IMS web page for instructions at http://ims.uthscsa.edu/communications/vpn.aspx, then once connected via VPN, login into the Online Syllabus Tool.

System Time Out:
Sessions will time out after 1.5 hours idle (no activity) in the system. If your session times out, close browser completely and log back in to prevent issues.
STEP 2: CONFIRM ASSIGNED COURSE(S)

After logging in, a Directions Page with instructions and deadlines (see image below) will display.

Click the “Section Elements” link on the left hand menu (see arrow above) to view the course(s) assigned to you.

A screen, like the one below, will appear with your course(s) listed:

If courses have not been assigned to the instructor, via the syllabus tool, the following message will appear: *Permission to edit a course(s) not found. If you require permission to edit a course(s), please contact Syllabus Tool Administrator at ims-servicedesk@uthscsa.edu. Please add the subject: “Syllabus Tool.”*
STEP 3: SELECT COURSE(S) TO EDIT – ONE AT A TIME

To edit your course(s), click the “Select” link (to the right of the course), one course at a time:

NEW COURSE APPEARANCE

New courses to the syllabus tool have both “Term” and “Year” dropdown boxes to select from.

EXAMPLE: ATS3463A OTL Syllabi Course

Semester: ? Section: ?
I wish to build, edit, or view a syllabus for:

Term: Select Year: 2011

EXISTING COURSE APPEARANCE

Existing courses to the syllabus tool will have a “select semester” dropdown box to select from or add to.

EXAMPLE: NURE 3016 A Bridge Program at University Hospital

Semester: ? Section: ?
I wish to build, edit, or view a syllabus for:

Select Semester

INSTRUCTORS can only edit courses for which they have been granted permission(s).

⚠️ If a previous semester is chosen, be warned, you are “altering” syllabus information from the past. It is not advisable to do this. Always confirm the semester and section before making changes and clicking the “Submit” button.
STEP 5: ENTER APPROPRIATE SEMESTER (TERM & YEAR) AND SECTION

There are a couple of options to choose from:

1. Edit existing syllabus, or 2. Build new syllabus

**Option 1:** Edit Existing Syllabus for Existing Course

To edit an existing syllabus:

a) Select “Term and Year” from first dropdown box,
b) Select a section from the second dropdown box.

To build a syllabus (new semester/section):

a) Select “Add New Semester” from first dropdown box,
b) Select “Add New Section” from second dropdown box.

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**Option 2:** Build New Syllabus for New Course

To build a new syllabus:

a) select a “Term” (spring, summer, fall) and “Year” (2011, 2012, etc.) from the dropdown boxes,
b) enter a section number (i.e., 001)
c) **Optional** - the instructor may choose to “Copy Section’s Elements” from another course, if so, make a selection from the dropdown box,
d) Click “Add” button to add the new course syllabus.

⚠️ See Warning in Step 4, regarding previous semesters.

⚠️ Do not leave “Select Section” default or this will cause problems with database.
The “Copy Section's Elements” is **optional**. It copies content from another course; the instructor must go in and modify the content to reflect new course information.
STEP 6: EDIT SYLLABUS SECTIONS

Enter information for each of the syllabus section elements (*required and optional) as it pertains to the course syllabus:

First Day Announcements, *Criteria for Evaluation/Grades, *Recommended Text/Reference,
*Faculty Contact Information, *Required Text/Reference, Content Outline, and *Calendar-1st Day Only.

Use editing tools “menu toolbar” within content area:

1. Verify you have selected the correct “Term/Year” and “” you want to edit (first two pushpins above “Directions”, see #1 above).  △ See warning.
2. From the section elements area, hover over Directions for more directions (see #1 above).

Menu toolbar

If a previous semester is chosen, be warned, you are “altering” syllabus information from the past. It is not advisable to do this. Always confirm the semester and section before making changes and clicking the “Submit” button.

1. Verify you have selected the correct “Term/Year” and “” you want to edit (first two pushpins above “Directions”, see #1 above).  △ See warning.
2. From the section elements area, hover over Directions for more directions (see #1 above).
3. Enter information for each syllabus section element into the content area (see #2 above). Note: Optional and *required elements are indicated above each element (i.e., First Day Announcements is optional, see #3 above). The following recommendations will be useful when editing:

a) Paste Plain Text (#7 📝) – if copying from Word or any document, paste with this icon to avoid formatting issues

b) Bulleted List (#9 ✓) – use this icon when applying simple un-numbered lists.

c) Ordered List (#10 ▪️) – use this icon when applying nesting (alpha-numeric) lists.

d) Create Link (#16 ☑️) – use this icon when adding an external link (i.e., http://www.uthscsa.edu) or an email address (replace “http” with “mailto:” i.e., mailto:username@uthscsa.edu). To open an external link in a new window, change “Target – current window” to “Target – new window.” Then click “OK.”

4. “Optional Elements to Syllabus” (see image below) can be checked to be included in the syllabus or left unchecked.
Click **Submit** to **save** your edits (see image below. Instructors may click the “Submit” button at any time, but must do so before previewing/reviewing the syllabus.

![Submit button](image)

**STEP 7: SUBMIT TO SAVE CHANGES**

No need to click “Submit” button each time a section element is changed.

However, if changes were made, must click “Submit” button before previewing syllabus.

When changes have been submitted (saved) the phrase, “Syllabus Changes Saved,” will display above the content area (see image below):

![Syllabus Changes Saved](image)

**Syllabus Changes Saved**

Optional: Faculty may enter any optional announcement for students for first class of the semester e.g. “Review Blackboard Tutorials prior to first day of class”. If there is no announcement blank. Use the checkboxes to include a link to Blackboard and/or the Preceptor Handbook.

**First Day Announcements**

⚠️ If changes were made but the “Submit” button was not clicked, ALL CHANGES WILL BE LOST.
STEP 8: PREVIEW/REVIEW & EMAIL SYLLABUS

Preview the syllabus

To Preview/Review the syllabus, click the “Preview/Review & Email Syllabus” link (see image at right). After reviewing the syllabus, if necessary, close the window and return to the Online Syllabus tool to do further editing. Be sure to “submit” (save) after editing and before previewing and reviewing.

Partial image of a Syllabus

! Do not use the URL located in the browser’s address (see #1). Use the URL within the syllabus, #3, above the logo.

1. Do not use the URL located in the browser’s address (see #1 above).
2. Click the “Click here” when ready to submit email (see #2 above).
3. Do use the URL within the syllabus; this URL should be used in Blackboard (web links), email to students, other faculty and staff, on the schedules, etc. (see #3 above).

STEP 9: PREVIEW/REVIEW & EMAIL SYLLABUS

Email the syllabus

While in preview mode, email the syllabus link to program coordinators, by clicking the “click here” at the very top of the syllabus (section highlighted in yellow). Below is a sample of the email:
The URL from the email (see image below) or inside the syllabus page (refer to step 8, #3) may be published by the instructor to Blackboard, (web links), sent to students, other faculty and staff, and added to schedules.

Dear Academic Graduate and Undergraduate Coordinators,

Please add this link to the appropriate SoN course schedule:

http://nursing.uthscsa.edu/syllabi/syllabus.aspx?c=300

ATS8 XXXX-1234 SON Online Teaching

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**STEP 10: LOG OUT**

Click the **Log Out** link from the left hand menu, then close ("X") out the browser to properly end the session.

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Click "X" to close browser. X is located at the top-right corner.
### 10 Step Quick Reference Overview

<table>
<thead>
<tr>
<th>Steps</th>
<th>Quick Reference Overview</th>
</tr>
</thead>
</table>
| **Step 1** | Log In - [http://nursingadmin.uthscsa.edu](http://nursingadmin.uthscsa.edu) (copy and paste into a browser)  
- If attempting to login outside the network use VPN, visit the IMS web page for instructions at [http://ims.uthscsa.edu/communications/vpn.aspx](http://ims.uthscsa.edu/communications/vpn.aspx), then once connected via VPN, login into the Online Syllabus Tool.  
- System Times Out after 90 minutes |
| **Step 2** | Confirm Assigned Course(s) |
| **Step 3** | Select Course(s) to Edit – one at a time |
| **Step 4** | Determine if new or existing course(s)  
- New courses to syllabus tool have both “Term” and “Year” dropdown boxes to select from  
- Existing courses to syllabus tool will have a “select semester” dropdown box to select from or add to |
| **Step 5** | Enter Appropriate Semester (Term & Year) and Section |
| **Step 6** | Edit Syllabus Sections  
- Use editing tools within content area:  
| **Step 7** | Submit to Save Changes |
| **Step 8** | Click "Preview/Review & Email Syllabus" to:  
- Preview Changes before emailing syllabus to program coordinators |
| **Step 9** | Click "Preview/Review & Email Syllabus" to:  
- Email link to program coordinators, also email contains instructions to add syllabus link to Blackboard |
| **Step 10** | Log Out |
FAQs coming soon!