

---

# ONLINE SYLLABUS TOOL:

---

AN INSTRUCTOR GUIDE FOR THE SCHOOL OF NURSING



*© 2011 ATS - Online Teaching & Learning  
UT Health Science Center at San Antonio*

*7703 Floyd Curl Drive  
San Antonio, TX 78229-3900  
Phone 210-567-7777, option 4 • Fax 210-567-2281  
Last updated: 22 March 2011*

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

**ATTN: COURSE COORDINATORS:**  
After syllabus is finalized, [click here](#) to Email the link below to all Graduate and Undergraduate Academic Coordinators (in Associate Deans' offices) and Chairs.

<http://nursing.uthscsa.edu/syllabi/syllabus.aspx?s=300>

 SCHOOL OF NURSING  
**UT HEALTH**  
**SCIENCE CENTER**  
SAN ANTONIO

Spring 2011

**ATSB XXXX-1234 SON Online Teaching & Learning Faculty Board Certification Course**

**FIRST DAY ANNOUNCEMENTS**

1st day announcemts

**COURSE DESCRIPTION**

The purpose of this faculty development course is to enhance the knowledge, skills and attitudes of faculty in health professions education in the area of online teaching and learning in order for them to be able to conceptualize, design, develop, implement and evaluate online teaching and learning experiences in a web-supported, web-enhanced or web-based health professions education course.

**CREDIT AND TIME ALLOCATION**

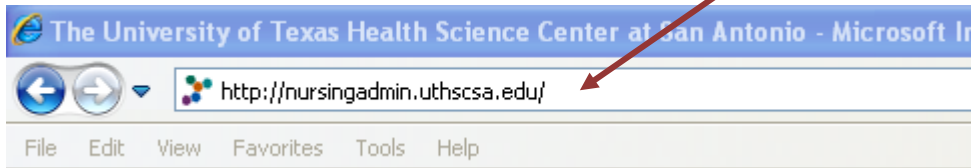
This course includes ten (10) face-to-face class sessions and an additional Online session. Each session is 2 hours. Note approximately a hrs of online "homework" will be required for each of the ten sessions.

---

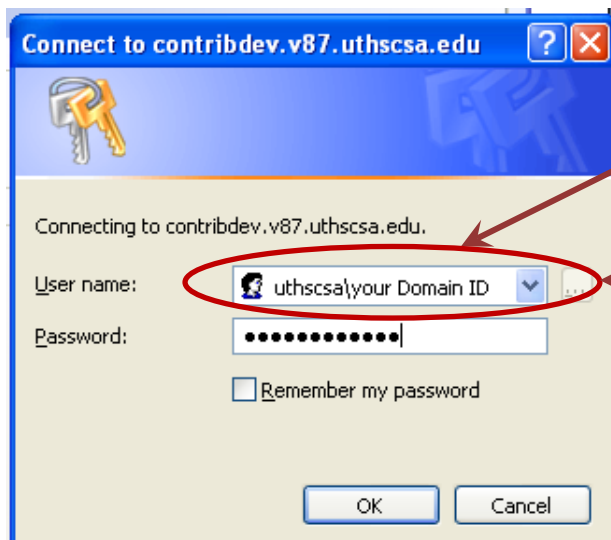
## STEP 1: LOG IN - HTTP://NURSINGADMIN.UTHSCSA.EDU


---

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.



 Use the backslash "\", usually found above the "Enter" key on the keyboard.

Username example:

**uthscsa\yanesx999**

### 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.

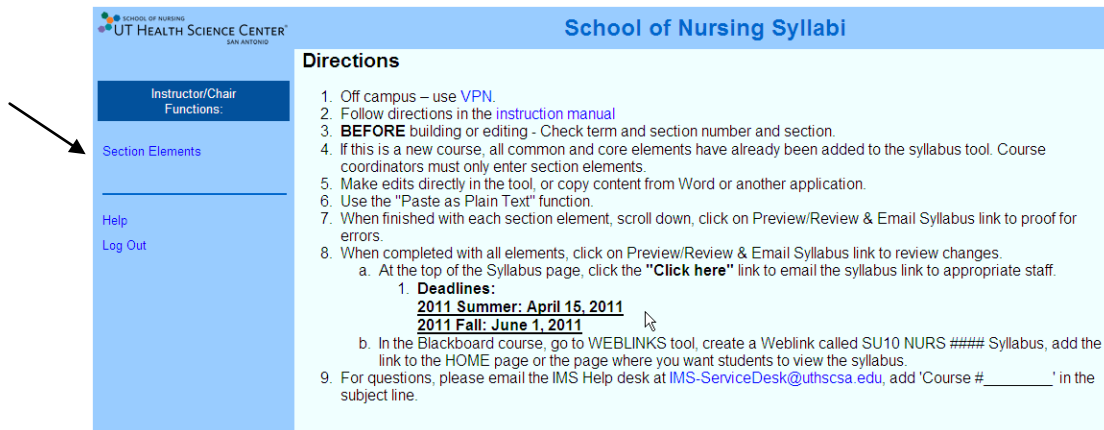
---

## 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.



**School of Nursing Syllabi**

**Directions**

1. Off campus – use [VPN](#).
2. Follow directions in the [instruction manual](#)
3. **BEFORE** building or editing - Check term and section number and section.
4. If this is a new course, all common and core elements have already been added to the syllabus tool. Course coordinators must only enter section elements.
5. Make edits directly in the tool, or copy content from Word or another application.
6. Use the "Paste as Plain Text" function.
7. When finished with each section element, scroll down, click on Preview/Review & Email Syllabus link to proof for errors.
8. When completed with all elements, click on Preview/Review & Email Syllabus link to review changes.
  - a. At the top of the Syllabus page, click the "**Click here**" link to email the syllabus link to appropriate staff.
    1. **Deadlines:**  
**2011 Summer: April 15, 2011**  
**2011 Fall: June 1, 2011**
  - b. In the Blackboard course, go to WEBLINKS tool, create a Weblink called SU10 NURS #### Syllabus, add the link to the HOME page or the page where you want students to view the syllabus.
9. For questions, please email the IMS Help desk at [IMS-ServiceDesk@uthscsa.edu](mailto:IMS-ServiceDesk@uthscsa.edu), add 'Course # \_\_\_\_\_' in the subject line.

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

Section Elements	
Course Title	Section
List of Active Sections - click to edit (right side) to edit section	
ATS3463t4 OTL Syllabi Course	Select
ATS3463T44 OTL Syllabi Course2	Select
NURE 3016 A Bridge Program at University Hospital	Select



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](mailto: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:

Section Elements	
Course Title	Section
List of Active Sections - click to edit (right side) to edit section	
ATS3463t4 OTL Syllabi Course	Select
ATS3463T44 OTL Syllabi Course2	Select
NURE 3016 A Bridge Program at University Hospital	Select



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

---

### STEP 4: DETERMINE IF NEW OR EXISTING COURSE(S)

---

#### New Course Appearance

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

Section Elements	
<b>ATS3463t4 OTL Syllabi Course</b>	
Semester: ? Section: ?	
I wish to build, edit, or view a syllabus for: Term: <input type="text" value="Select..."/> Year: <input type="text" value="2011"/>	

#### Existing Course Appearance

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

Section Elements	
<b>NURE 3016 A Bridge Program at University Hospital</b>	
Semester: ? Section: ?	
I wish to build, edit, or view a syllabus for: <input type="text" value="Select Semester"/>	



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.

Section Elements

NURE 3016 A Bridge Program at University Hospital

Semester: **Fall 2011** Section: **Select Section**

I wish to build, edit, or view a syllabus for: **Fall 2011**

Select the **Section** you want to build, edit, or view: **Select Section**


- Select Section
- Select Section
- 001
- 002
- Add New Section...

**Directions**  
(place cursor over "Directions")

- First Day Announcements
- Faculty Contact Information
- Criteria For Evaluation / Grades
- Required Text / Reference
- Recommended Text / Reference
- Content Outline
- Calendar - 1st Day Only

**Optional:** Faculty may enter any optional announcement for students for first class day. For example, "Review Blackboard Tutorials prior to first day of class". If there is no announcement, please leave this area blank. Use the checkboxes to include a link to Blackboard and/or the Preceptor Handbook.

**First Day Announcements**

 See Warning in Step 4, regarding previous semesters.

 Do not leave “Select Section” default or this will cause problems with database.

### 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.


**Section Elements**

---

**ATS3463T44 OTL Syllabi Course2**

Semester: ? Section: ?

 I wish to build, edit, or view a syllabus for: Term:  Year:


 I wish to build a syllabus for Section number:  (example: 001)

Copy Section's Elements

From:

(If this is a NEW course, core elements and policies are already entered. Please click ADD and proceed to add specific section elements per directions and templates. If you wish to see a sample syllabus click [HERE](#).)

Click Add to SAVE new syllabus.

 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. Bold, 2. Italic, 3. Underline, 4. Cut, 5. Copy, 6. Paste, 7. **Paste Plain Text**, 8. Paste MS Word, 9. Bulleted List, 10. Ordered List, 11. Increase Indent, 12. Decrease Indent, 13. Align left, 14. Align Center, 15. Align Right, & 16. Create Link.

Menu toolbar







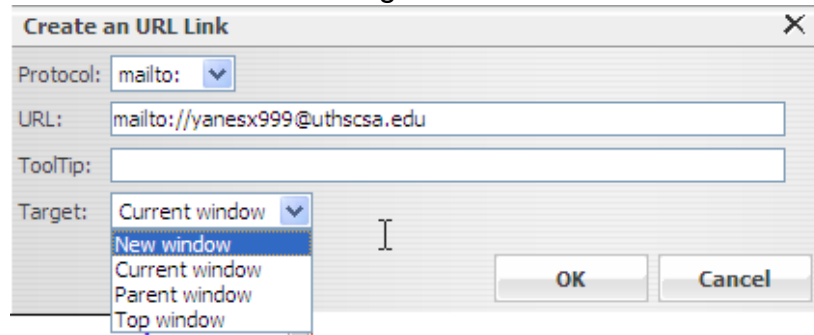
**If a previous semester is chosen, be warned, you are “altering” syllabus information from the past. It is not advisable to do this. Always confirm the semester and section before making changes and clicking the “Submit” button.**

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).

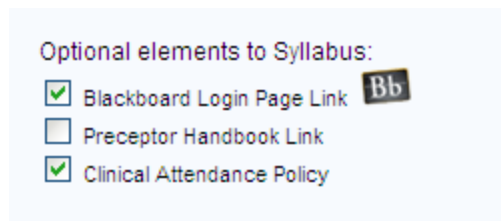


3. Enter information for **each syllabus section element** into the content area (see #2 above). *Note: Optional and \*required elements are indicated above each element (i.e., First Day Announcements is optional, see #3 above).* The following recommendations will be useful when editing:

- 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.

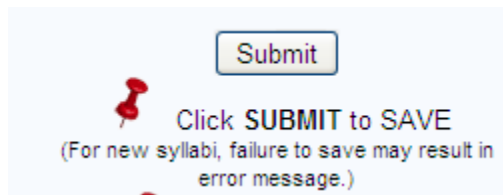



---

## STEP 7: SUBMIT TO SAVE CHANGES

---

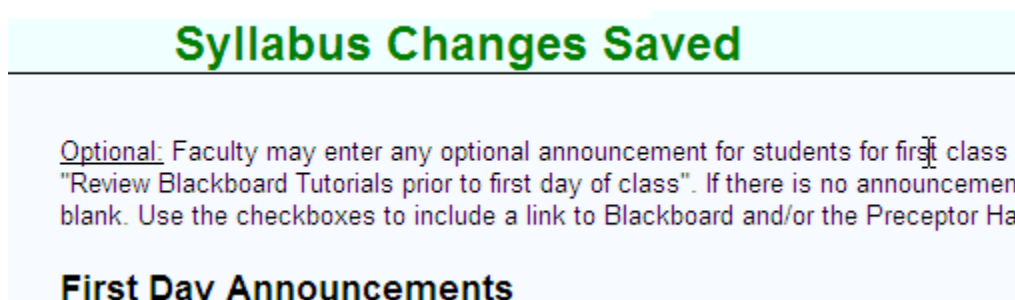
Click **Submit** to **save** your edits (see image below. Instructors may click the “Submit” button at any time, but must do so before previewing/reviewing the syllabus.



 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):



 If changes were made but the “Submit” button was not clicked, **ALL CHANGES WILL BE LOST.**

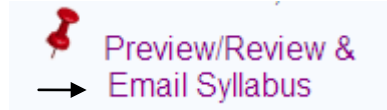
---

## 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.**

**ATTN: COURSE COORDINATORS:**  
After syllabus in finalized, **click here** to Email the link below to all Graduate and Undergraduate Academic Coordinators (in Associate Deans' s offices) and Chairs.

<http://nursing.uthscsa.edu/syllabi/syllabus.aspx?s=300>

SCHOOL OF NURSING  
UT HEALTH  
SCIENCE CENTER®  
SAN ANTONIO  
Spring 2011  
ATSB XXXX-1234 SON Online Teaching & Learning Blackboard Certification Course  
**FIRST DAY ANNOUNCEMENTS**  
1st day announcemts

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).

---

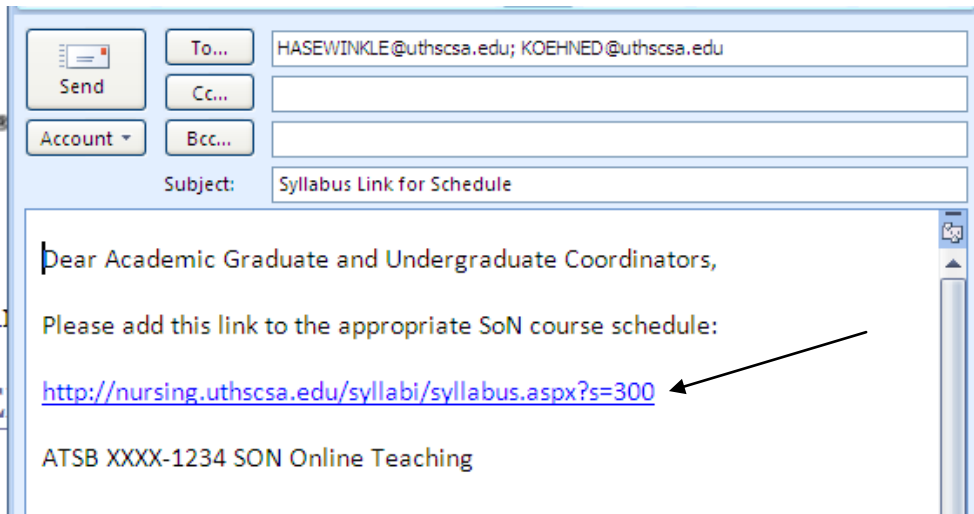
## STEP 9: PREVIEW/REVIEW & EMAIL SYLLABUS

---

### 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.

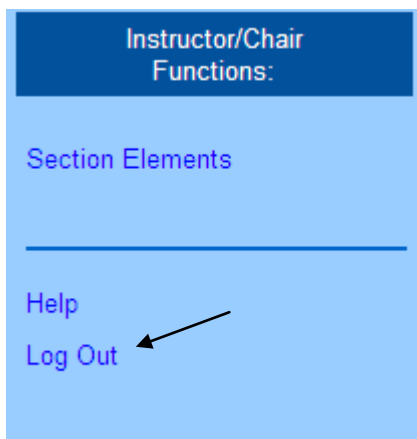



---

## STEP 10: LOG OUT

---

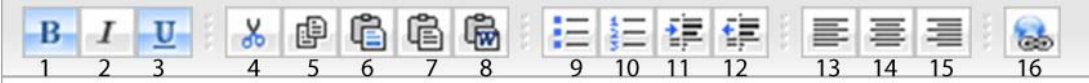
Click the **Log Out** link from the left hand menu, then close (“X”) out the browser to properly end the session.



 Click “X” to close browser. X is located at the top-right corner.



## 10 Step Quick Reference Overview

Steps	Quick Reference Overview
Step 1	Log In - <a href="http://nursingadmin.uthscsa.edu">http://nursingadmin.uthscsa.edu</a> (copy and paste into a browser) <ul style="list-style-type: none"> <li>- If attempting to login outside the network use VPN, visit the IMS web page for instructions at <a href="http://ims.uthscsa.edu/communications/vpn.aspx">http://ims.uthscsa.edu/communications/vpn.aspx</a>, then once connected via VPN, login into the Online Syllabus Tool.</li> <li>- System Times Out after 90 minutes</li> </ul>
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) <ul style="list-style-type: none"> <li>- New courses to syllabus tool have both “Term” and “Year” dropdown boxes to select from</li> <li>- Existing courses to syllabus tool will have a “select semester” dropdown box to select from or add to</li> </ul>
Step 5	Enter Appropriate Semester (Term & Year) and Section
Step 6	Edit Syllabus Sections <ul style="list-style-type: none"> <li>- Enter information for each of the following (* required and optional): <u>First Day Announcements</u>, *<u>Faculty Contact Information</u>, *<u>Criteria for Evaluation/Grades</u>, *<u>Required Text/Reference</u>, *<u>Recommended Text/Reference</u>, <u>Content Outline</u>, and *<u>Calendar-1<sup>st</sup> Day Only</u>.</li> <li>- Use editing tools within content area:</li> </ul>  <p>1. Bold, 2. Italic, 3. Underline, 4. Cut, 5. Copy, 6. Paste, 7. Paste Plain Text, 8. Paste MS Word, 9. Bulleted List, 10. Ordered List, 11. Increase Indent, 12. Decrease Indent, 13. Align left, 14. Align Center, 15. Align Right, &amp; 16. Create Link</p> <p>Recommend using the following: 7. <b>Paste Plain Text</b>, 9. Bulleted List, 10. Ordered Lists, and 16. Create Link (to External Websites and Emails)</p>
Step 7	Submit to Save Changes
Step 8	Click “ <b>Preview/Review</b> & Email Syllabus” to: <ul style="list-style-type: none"> <li>- Preview Changes before emailing syllabus to program coordinators</li> </ul>
Step 9	Click “Preview/Review & <b>Email Syllabus</b> ” to: <ul style="list-style-type: none"> <li>- Email link to program coordinators, also email contains instructions to add syllabus link to Blackboard</li> </ul>
Step 10	Log Out

**FAQs coming soon!**