Syllabus Builder

The syllabus builder is a new tool that has been developed to help the syllabi created at RCC be more uniform. Don't worry if there are fields missing that you use for your specific class, you can add addendums to include any of this information. The goal with the builder is to reduce syllabi from being 10-20 pages back down to a more reasonable 2-3 page document. It will take some time to get used to using the builder, but in time, hopefully you will find it easier to work with.

Getting Started

1. Download Syllabus Builder from the Distance Learning Resources link located on the Moodle home page. (If you prefer, you can also find the Syllabus Builder on the Forms section of RCC Net.)
2. Follow these menu options to download Syllabus Builder: Distance Learning Resources > Faculty/Staff Resources > Syllabus Builder.
3. Save a copy of Syllabus Builder onto your computer.
4. Open the Syllabus Builder using Acrobat Reader.
5. A menu labeled information, resources, objectives, grades, policies and schedule is located on the left.

The directions will start with the Information Section and work down.
Information

1. The blue fields are editable. Click in the top area to add your Course Syllabus, Division, Course Title, Course No and Semester information.

2. Starting at Division, click on Click here to enter text. and type the division this class is in (Business Technologies, Humanities, Math Science, Industrial Technologies, etc.) If you would like to, you can also put a slash (/) and enter the specific department the class is in.

3. Next add the Course title as referenced in the College Catalog

4. Enter the Course Number, for example ABC 123 (if you would like, you can also add a section, if you are creating a syllabus for a specific section of a specific class).

5. Finally in this section you will specify the semester this syllabus is to be used for. Be sure to specify the semester and the year.

Instructor Information

6. If you are the only instructor teaching this course, put your name in for the instructor information. If you are not creating a section specific syllabus and more than one instructor is teaching a section, list all instructors, dividing them with “or”; you can also put varies.

7. The next items are for office, phone, and email addresses. Again if you are the only one teaching the course, put your information, if not, you can list out all of the information, or perhaps put something such as “See contact information in your section’s Moodle course.

8. For Office hours, if you aren’t yet sure what your hours will be, please feel free to put TBA or TBD and then be sure to list them in your Moodle course.

Course Information

This course covers designing and drawing with various types of software applications for advertising and graphic design. Emphasis is placed on creative and imaginative use of space, shapes, value, texture, color, and typography to provide effective solutions to advertising and graphic design problems. Upon completion, students should be able to use the computer as a creative tool.
9. Under Credit Hours, include the number of credit hours for your course along with how it breaks down into Lecture, Lab, Shop, and Clinical. For this field, just replace the specific numbers, not the entire text.

10. Soon under Credit Hours you will have field called “Course Specifics”, in this area you can add meeting times, locations, and any other specific information you need for a particular course or section.

11. Next you have a place for Pre- and Co-Requisites. If your class doesn’t have either, please type None.

12. The Combined Course Library Description needs to be the exact description in the College Catalog and listed in the Common Course Library.

**Resources**

To get to the next section, you will need to look back on the top left at the grey links. Next you will want to go to resources.

<table>
<thead>
<tr>
<th>Course Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Information</strong></td>
</tr>
<tr>
<td><strong>Course Website:</strong></td>
</tr>
<tr>
<td><strong>Textbook:</strong></td>
</tr>
<tr>
<td><strong>Title:</strong> Adobe Photoshop CS6: The Professional Portfolio</td>
</tr>
<tr>
<td><strong>Author:</strong> Erika Kendra</td>
</tr>
<tr>
<td><strong>ISBN:</strong> 978-1-936201-09-9</td>
</tr>
<tr>
<td><strong>Publisher:</strong> Against the Clock</td>
</tr>
<tr>
<td><strong>Software required to complete course:</strong> Adobe Photoshop CS6</td>
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<tr>
<td><strong>Other required supplies/equipment:</strong> None</td>
</tr>
<tr>
<td><strong>Additional required fees:</strong> None</td>
</tr>
<tr>
<td><strong>Additional resources:</strong> AT3 has Photoshop CS6 installed on several computers for student use.</td>
</tr>
</tbody>
</table>

1. By default the web address for Moodle is listed and you can add an additional site if you like. If you don’t want an additional site, remove the “Click to add text.” line and it will disappear. (You’ll notice in the image that the line was emptied, so unhide field appears to add it back if you like, but if it stays hidden, that line will not be on the final version.)

2. Currently you can add information for 1 textbook, but soon you will be able to add up to 4 textbooks per class

3. The next 4 lines are so you can add software, supplies, fees, and additional resource information. If you do not use any of these fields, please be sure to replace “Click to edit text.” to “None.”

**Objectives**

**College Level General Education Outcomes**

If your class does not use one or more of these, use the Roman numerals on the right to remove the outcome of your choice. For example, if your class does not demonstrate appropriate mathematical skills, you would click the minus sign next to IV. If you decided later it does, you would use the plus sign next to IV.
Student Learning Outcomes
In this section you can add the measurable course goals and objectives you have for the course.

You can either put them in directly by using the plus sign on the right to add up to 20 of each, or use the key terms to help you pick a measurable verb using Bloom’s Taxonomy. Goals and objectives will always add and delete from the top down, and cannot be automatically reordered.

Grades
1. On the left side, click on the gray button for Grades
2. For this section, you will put in the general categories you will use for grading. You probably shouldn’t need more than 4 or 5 items here, as you are not putting in specific graded items, rather grading categories.
3. You can add and delete rows as needed, up to a total of 10 rows. When added or deleted, the rows will appear or disappear starting at the bottom.

4. In the center section, you will add what percentage of their total grade each category counts for. (Please be sure to double check and add the percentages together to arrive at 100%.)

5. The section on the right allows you to add specifics about the categories or perhaps rules that may affect their grade. You’ll notice in the image there is information about what works toward their participation/attendance grade, and late work, for example.

6. The grading scale listed is the default 10-point scale, but you can change this scale to whatever works for your class.

**Policies**

On the policies page you will add your Class Policies (Up to 20), and also specify your attendance and withdraw policies.

The syllabus automatically links to the full policies for the RCC policies, so you do not need to enter these.

**Schedule**

In this area you can put a general schedule for your class. It does not need to include every assignment and every week, you can add a course schedule as an addendum in each individual section for this detailed of a schedule. (Please refer to the sample syllabus for an idea of how this area might work for you.)

**Preview**

Once you believe you have the syllabus the way you want it, click on Preview at the top of the page.
This will show you exactly how your syllabus will look when you publish it. If you are happy with it, click “Publish”, if not, click the red box to the right of publish to return to the editing pages.

1. Once you are ready, click on Publish.
2. You will then be prompted to save an editable copy of your syllabus. To name this, it is recommended you use the Semester and the course followed by editable (2013SP_GRD151-Editable). You will be able to return to this copy later and make changes for future semesters or sections.
3. You will then be prompted again to save a Final Version. This will be the copy you will use as your final version, and it will not be editable. To name this, it is recommended you use the Semester and the course followed by final (2013SP_GRD151-Final)

You have now created and saved your syllabus using the syllabus builder.

To recap, in the above example, the first file (2013SP_GRD151-Editable) is your editable copy. The second file saved (2013SP_GRD151-Final) is your final copy and cannot be edited. The final copy is the file you will use for your syllabus.

Use the editable copy to create and/or update your syllabus.