Syllabus: Add a syllabus resource

The **Syllabus module** enables a teacher to create a web page resource for syllabus content.

Advantages of using the syllabus module rather than the file module include:

- More accessible (for example to users of mobile devices and screen readers)
- Easier to update (PDF files have to be edited in the original document format, re-saved/exported to PDF, re-uploaded to the file activity)
- More consistent format across courses, which makes it easier for students to use

The syllabus module also allows Google Chat access to syllabus content.

A syllabus may be used to:

- Provide instructor contact information
- List course meeting times and location
- Present the terms and conditions of a course
- Link to institution policies

Step-by-step guide

1. From the course page, enable the **Edit mode** toggle at the top right.
2. In the desired topic/section, click **+ Add an activity or resource** and select the **Syllabus** resource.
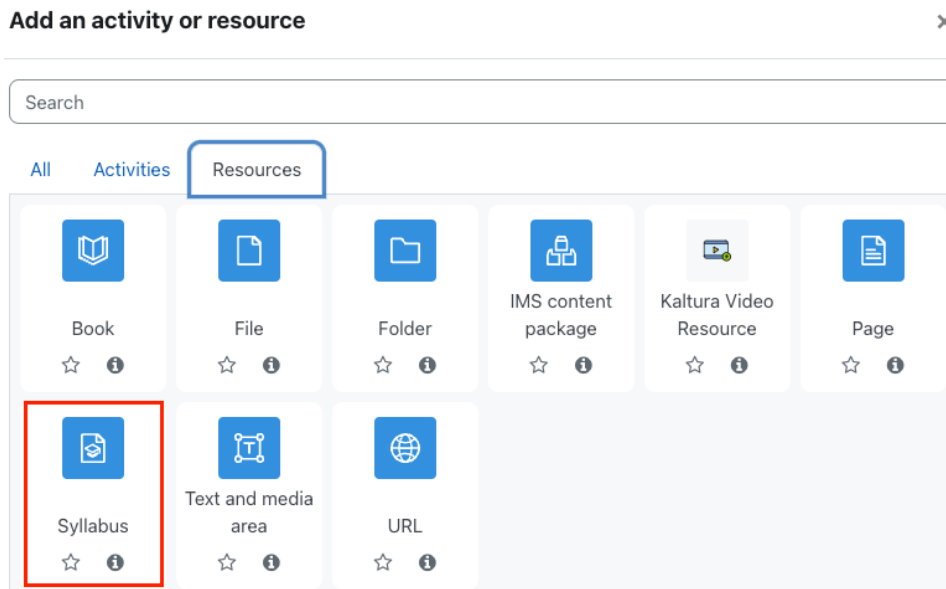
3. Change the **Name** to the desired syllabus title. Use the description field if needed.
4. For Banner courses, the **Semester**, **Course name**, **Course ID**, and **Section number** fields should be pre-populated. Make any desired changes to this content.
5. Complete the remaining **Course catalog**, **Instructor**, **Syllabus body**, and **Withdraw dates** content as desired.

> ⓘ The fields in the Syllabus body section provide the most common syllabus content and allow for consistency in presentation of this content across courses. The **General course policies** field is provided at the end of the Syllabus body section for any content that does not fit exactly in the fields provided.

6. **Save and return to course** or **Save and display**.

The syllabus resource will be available from the AsULearn web application, as well as the AsULearn mobile app. The syllabus content can also be retrieved through Google chat. See AsULearn-Syllabus Chatbot for more information.

Download / print PDF

The syllabus can be downloaded as a PDF file by browsing to the syllabus resource and selecting **Print syllabus** from the **More** menu. Select **Save to PDF** from the **Destination** options and save the file to the preferred location.

Syllabus block

The syllabus block displays instructor information from a specified syllabus resource in a course.

Step-by-step guide

1. From the course page, enable the **Edit mode** toggle at the top right.
2. Open the block drawer if it is not already visible, click **+ Add a block** at the top of the block drawer, and select **Syllabus**.
3. Click the **Configure Syllabus block gear icon**, select a syllabus resource from the menu, and **Save changes**.

> ⓘ Note the block title will be **Syllabus** until it is configured, at which time it will change to **Instructor information**.

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