

Creating a Syllabus

Go to Your Teacher "Welcome" Page

1. Click the "My Account" link at the top of the page.
2. Select "My Teacher Account."
3. If you are not already logged on, you will need to do so now.

You should now be at the teacher "welcome" page.

Go to Your Syllabus Feature

4. Click the "Manage Syllabus" link.

Enter Information

5. Click the "Create New Syllabus" button.
6. Complete the form.
7. Be sure to select starting and end dates.

If you have followed the instructions to this point, the last item on the form (Assign the Syllabus to a Class) will offer you two possible selections: "Not Yet Assigned" and "SP1."

Create and Save Syllabus

9. Select "SP1."
10. Click the "Create" button.
11. Check your inputs.
12. Click the "Save" button.

Important Note

If in step #9 you select "Not Yet Assigned" the syllabus will not be available to your students. This handy feature allows you to work on a syllabus, and then, when you have it exactly the way you want it, you can assign it to the class and only then will the students be able to view it.