Placing Syllabi Online with OAK:
Instructor's Guide

All undergraduate courses for the Fall 2008 and Spring 2009 semesters have duplicate courses in OAK to serve as a location for undergraduate students to review course syllabi during the Spring 2009 registration period. Students have been informed that the available syllabi are to be used as a guide only and can change.

Quick Overview of Uploading Course Syllabi

To make the course syllabus available to students:

1. Go to the **SYLLABUS** course for a particular class.
2. Upload the course syllabus in the **Syllabus** area.
3. Make the course **available**.

To search for the syllabus as students would:

1. Click on the **Courses** tab.
2. In the Search box, enter the course ID, with the course department (abbreviated) and number.
3. Click **GO**.
   - If a syllabus is available, the SYLLABUS course will be displayed in the search results.
   - If a syllabus is not available, the student will see a "Course cannot be found" message.

> Uploading your syllabus in your regular course does NOT place it in the syllabus course, and vice versa. You must upload your syllabus into each "course" you want it in.

Detailed Instructions for Uploading Syllabi

To upload the course syllabus:

1. Log in to OAK.
2. Click the "SYLLABUS_08F_..." OR "SYLLABUS_09S_..." area for a course. This will take you to the "course" where your syllabus will be available for students.

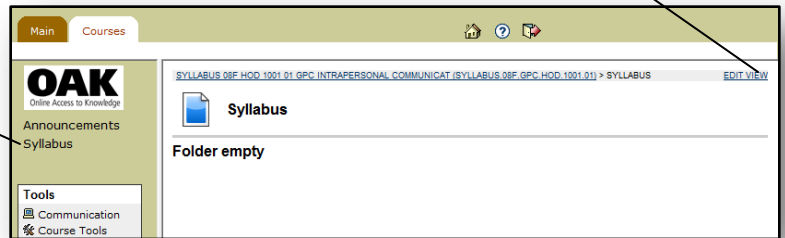**2. The SYLLABUS courses will appear towards the bottom of the "Courses you are teaching" list.**
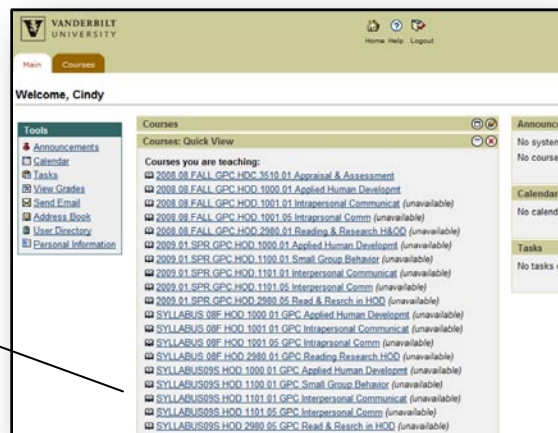
3. Click the **Syllabus** area.
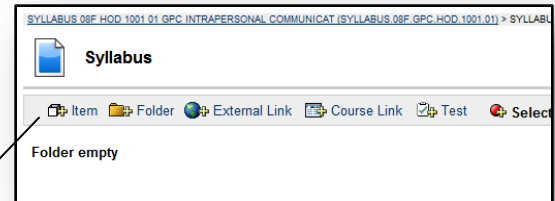4. Click **Edit View** on the upper right hand corner of the screen.
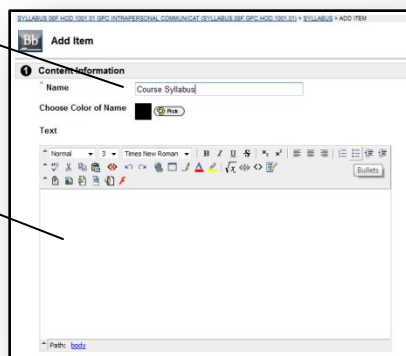
4. Edit View

3. The Syllabus area

5. Click **Add Item**. This will take you to the Add Item page. If you receive a warning message with the question, "Do you want to run the application?" Select **YES**.

5. Add Item

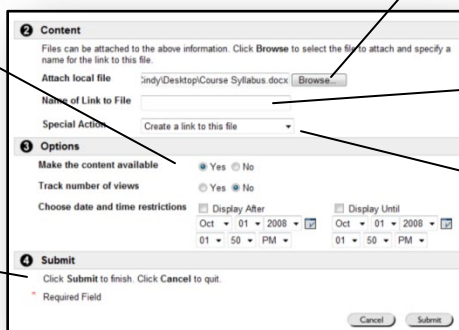*Section 1:* Enter the **Name** of the Syllabus.

(The description is optional.)

Section 2: Click the **Browse** button to browse for the syllabus file on your local computer.

Section 3: Select **Yes** for "Make the content available." No change to the other options is necessary.

Name the file (optional).

Select **Create a link to the file**.

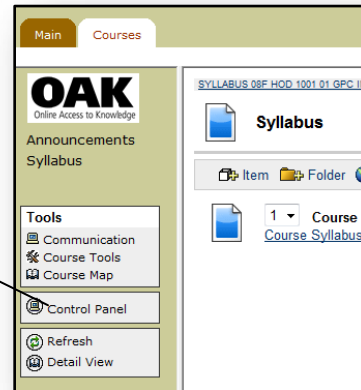*Section 4:* Click **Submit**.

6. Click **OK**.

Click **OK**.
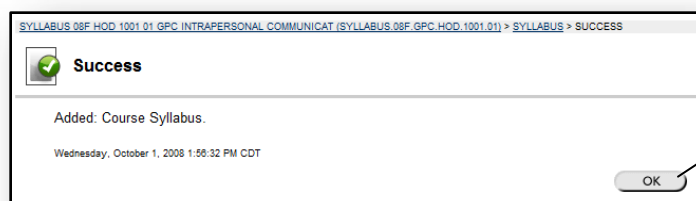
To make the course available:

1. Click **Control Panel**.
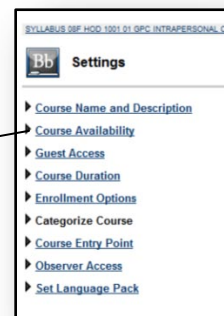
1. Control Panel

2. Click **Settings** under Course Options.
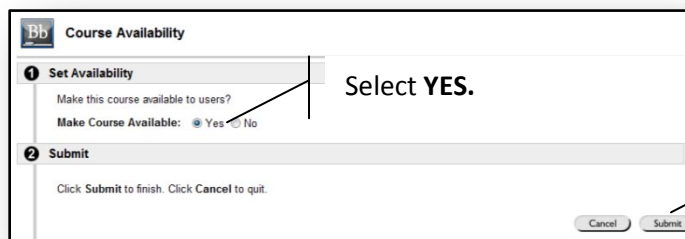
2. Settings

3. Click **Course Availability**. This will take you to the Course Availability page.

3. Course Availability

Section 1:   Select **Yes** for "Make this course available."
Section 2:   Click **Submit**.

Select **YES.**

Click **Submit.**

4. Click **OK**.