



Adding Class Syllabus to Course Schedule in Aurora Student

Course syllabus information can be entered so that it displays either unformatted or formatted, please follow the appropriate directions below.

If you choose to enter your course syllabus/outline using Aurora Student Self Service, this will be available to students via the Class Schedule and may be viewed by students who are still deciding on class selections. This is unlike the course URL and website, which are only visible to students who have registered for the course.

Entering an Unformatted Syllabus

1. From the Faculty Services menu select **Setup/Update Syllabus Online**.
2. Select the term the class is being taught in.

Note: For classes that span Fall and Winter Terms, select Fall Term.

3. Select the course CRN (or Course Reference Number), Submit.

Note: Only the classes you are assigned to will display to you in the drop down menu. The listing will include the course number, section number, short title for the course, and it's CRN. If you are assigned to multiple sections of the same course, please refer to the Class Schedule for the CRNs.

4. You will see the following screen:

The screenshot shows a web form with the following sections:

- Course Information**
 - Agricultural Economics & Marketing 1 - 11624 - ABIZ 0440 - A01**
 - Levels: Undergraduate
 - Status: Active
 - 11624 CRN
 - Main (Fort Garry & Bannatyne) Campus
 - Agriculture Class, School of Schedule Type
- Syllabus Data**
 - Long Section Title**: Agricultural Economics & Marketing 1
 - Course URL:** [Empty text box]
 - Learning Objectives**: [Empty text box with up/down arrows]
 - Required Materials**: [Empty text box with up/down arrows]
 - Technical Requirements**: [Empty text box with up/down arrows]
- Buttons: **Submit** and **Reset**

Note: The information you enter using this form will appear unformatted, without line breaks. If you would like information to appear as formatted text, follow the steps below.

5. You may enter the URL to your class website in the **Course URL** section.

Note: Both the course URL and the course website are only visible to students who have registered for the course.

6. Enter the course syllabus (outline) in the **Learning Objectives** section.

7. You may enter the book list required for this course in the **Required Materials** section.

Note: Booklists are available to students separately through Aurora Student after registering for the class. If you choose to list required text books in this area, students will have this information prior to registration

8. Enter any desired information in the **Technical Requirements** section.

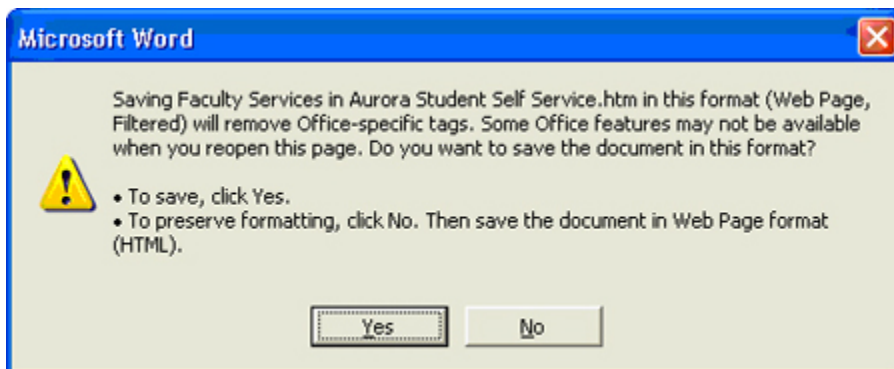
9. Select **Submit**. You will receive confirmation that you have successfully updated your Syllabus Information.

10. To view the information you have entered, go to back to the Faculty Services menu, select the Class Schedule. Find your class and click on Class Syllabus Information.

Entering a Formatted Syllabus

Note: You may insert only text using these instructions, not pictures or graphics.

1. Create your formatted informational text in a word processor.
2. Save your document as a web page by selecting **Save as** from the **File** menu, and then choose **Web Page, Filtered** from the **Save as type** drop down menu.
3. Select **Yes** when the following warning appears. **Close** the document.



4. From the Faculty Services menu in Aurora Student Self Service, select **Setup/Update Syllabus Online**.

5. Select the term the class is being taught in.

Note: For classes that span Fall and Winter Terms, select Fall Term

6. Select the course CRN (or Course Reference Number), Submit.

Note: Only the classes you are assigned to will display to you in the drop down menu. The listing will include the short title for the course, and it's CRN. If you are assigned to multiple sections of the same course, please refer to the Class Schedule for the CRNs

7. Submit the CRN you have selected. You will see the following information:

Course Information
Agricultural Economics & Marketing 1 - 11624 - ABIZ 0440 - A01

Levels: Undergraduate
Status: Active

11624 CRN
Main (Fort Garry & Bannatyne) Campus
Agriculture Class, School of Schedule Type

Syllabus Data

Long Section Title

Course URL:

Learning Objectives

Required Materials

Technical Requirements

8. Using **Notepad** (or another basic text program), open the document you just saved. The html source code will be displayed.

9. Use **Select All** from the **Edit** menu to select all of the html code. Select **Copy** from the **Edit** menu.

10. In the Syllabus Data section of the screen in Aurora Student Self Service, place your cursor in the **Learning Objectives** window, right click and select Paste (or press Ctrl V).

Note: Prior to pasting it is recommended that you select Enter in order to leave one line of space at the top of the section before the text begins.

11. Select **Submit**. You will receive confirmation that you have successfully updated your Syllabus Information.

12. To view the information you have entered, go to back to the Faculty Services menu, select the Class Schedule. Find your class and click on Class Syllabus Information.