

Syllabus Site

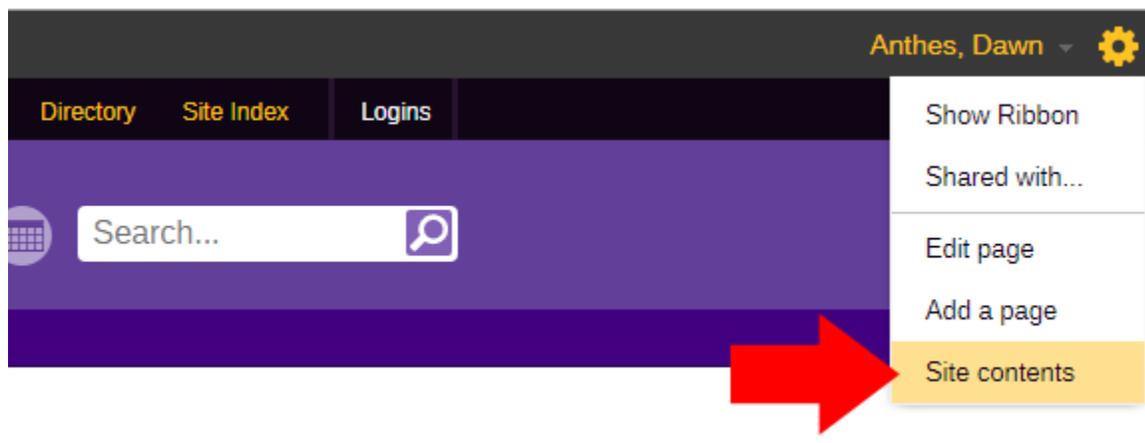
<https://www.uwsp.edu/syllabus>

The course syllabi will be housed in a single website on WWW. The documents are tagged with information relating to the course and then displayed in an alphanumeric list. Departments can link to a subset of documents.

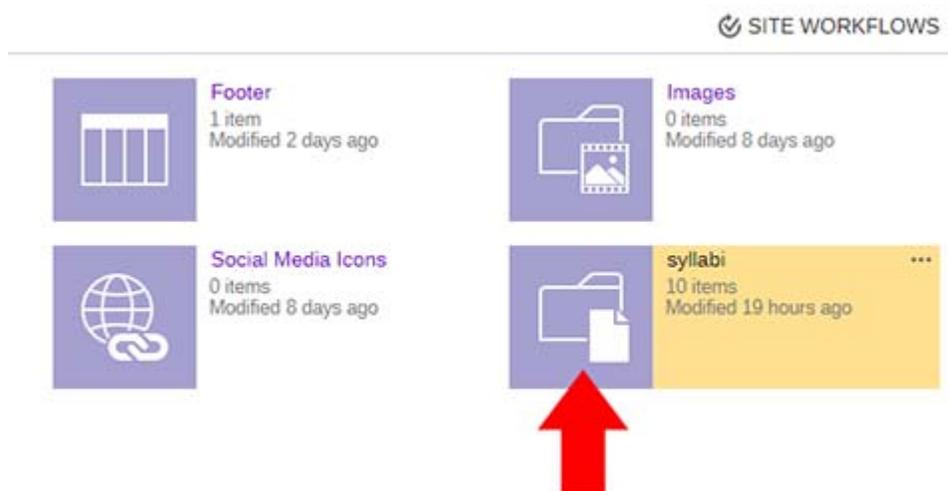
How to add a syllabus.

Navigate to the syllabus website: <https://www.uwsp.edu/syllabus>

On the website click on the gear icon in the upper right corner of the site and select Site Contents from the drop-down menu.

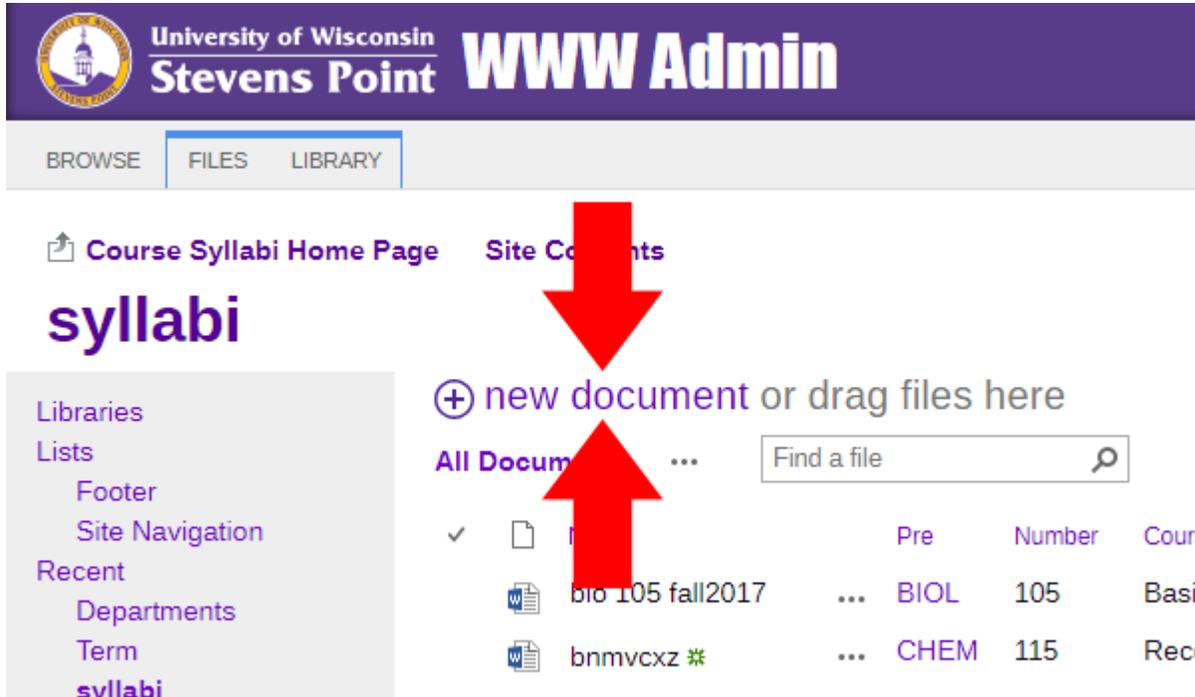


On the Site Contents page find the document library called "syllabi" and click on its folder icon.



You'll now see the document library holding all of the syllabi.

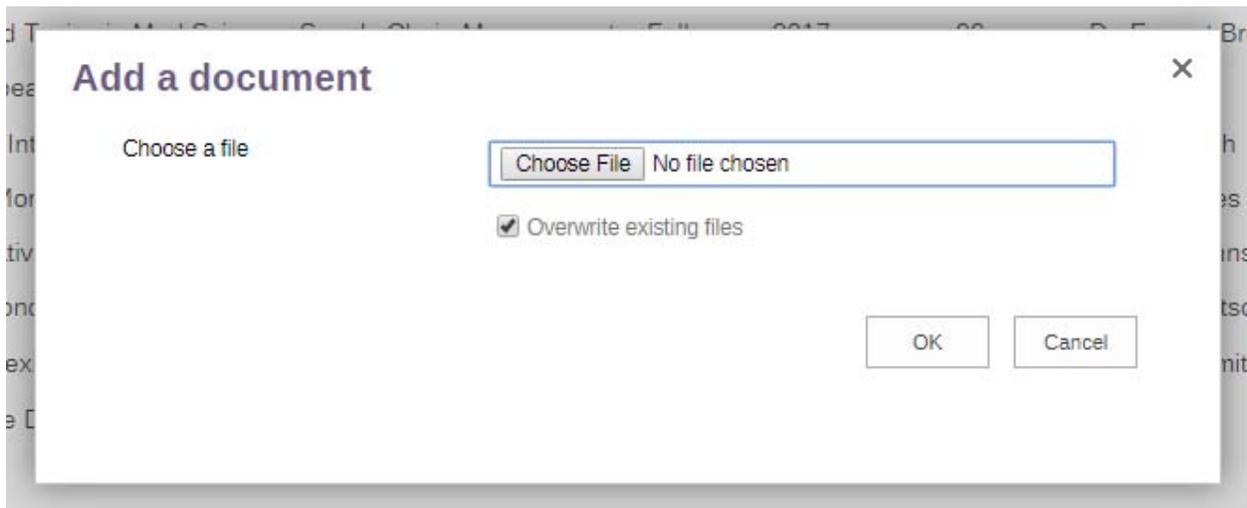
To upload a new document click on the **new document** button in the upper left, above the page content, but below the header.



The screenshot shows the 'WWW Admin' interface for the University of Wisconsin Stevens Point. The navigation bar includes 'BROWSE', 'FILES', and 'LIBRARY'. The main content area is titled 'syllabi' and features a 'new document or drag files here' button, which is highlighted by a red arrow. Below this button is a search bar labeled 'Find a file' and a table of documents. The table has columns for 'Pre', 'Number', and 'Cour:'. The visible rows are:

Pre	Number	Cour:
BIOL	105	Basi
CHEM	115	Recr

A standard SharePoint file upload box will pop up, click the **Choose File** button and find the file you want to upload. Click **OK**.



The screenshot shows the 'Add a document' dialog box. It contains a 'Choose a file' section with a 'Choose File' button and a text box displaying 'No file chosen'. Below this is a checkbox labeled 'Overwrite existing files' which is checked. At the bottom right, there are 'OK' and 'Cancel' buttons.

SharePoint will upload the document, check it out to you, and present you with a form to fill out some information about the syllabus you just uploaded.

The screenshot shows a SharePoint interface for editing a document titled "syllabi - test01.docx". At the top, there is a ribbon with an "EDIT" tab. The ribbon contains three groups of icons: "Commit" with "Check In" and "Cancel" buttons; "Clipboard" with "Paste" and "Copy" buttons; and "Actions" with a "Delete Item" button. Below the ribbon is a yellow information box with an information icon and the text: "The document was uploaded successfully and is checked out to you. Check that the fields below are correct and that all required fields are filled out. The file will not be accessible to other users until you check in." Below this box is a form with the following fields: "Name *" with the value "test01" and ".docx" as a suffix; "Pre *" with a dropdown menu showing "BIOL"; "Number *" with the value "235"; "Course Name *" with the value "Invertebrate Ecosystems"; "Term *" with a dropdown menu showing "Fall"; "Calendar Year *" with the value "2017"; "Section" with the value "5"; and "Instructor" with the value "Robert Someguy". At the bottom left, there is a timestamp: "Created at 8/25/2017 9:02 AM by Anthes, Dawn" and "Last modified at 8/25/2017 9:02 AM by Anthes, Dawn". At the bottom right, there are two buttons: "Save" and "Cancel".

All fields are required except for Section and Instructor. Click Save to save the information and check in the file. Users will not be able to see the file until you check it in.

Edit the information for a file that has already been uploaded

To edit the information associated with a file that you've already uploaded, find the file in the syllabi document library and select it by clicking the checkmark that appears on the left when you hover your mouse over the file.

The screenshot shows the 'WWW Admin' interface for the University of Wisconsin Stevens Point. The 'FILES' tab is selected. The top toolbar contains various actions: New Document, Upload Document, New Folder, Edit Document, Check Out, Check In, Discard Check Out, View Properties, Edit Properties (highlighted with a red arrow '2'), Version History, Shared With, Delete Document, Share, and Alert Me. The left sidebar has a red arrow '1' pointing to the 'syllabi' link. The main content area shows a table of documents:

	Name	Pre	Number	Course Name
<input type="checkbox"/>	bio 105 fall2017	BIOL	105	Basic Biological S
<input checked="" type="checkbox"/>	test01 ✱	BIOL	235	Invertebrate Ecosy
<input type="checkbox"/>	bnmvcxz ✱	CHEM	115	Recombining Vola

A form will appear allowing you to change the information associated with the file. Click Save when you are done with your changes.

The form shows the following fields and values:

- Name: test01.docx
- Pre: BIOL
- Number: 235
- Course Name: Invertebrate Ecosystems
- Term: Fall
- Calendar Year: 2017
- Section: 5
- Instructor: Robert Someguy

At the bottom, it shows: Created at 8/25/2017 9:02 AM by Anthes, Dawn. Last modified at 8/25/2017 9:04 AM by Anthes, Dawn. There are 'Save' and 'Cancel' buttons.

Linking to a subset of files

<https://www.uwsp.edu/syllabus/Pages/default.aspx>

The home page of the syllabus site displays all of the documents that have been uploaded to the syllabi document library. To link to a view of that page that only shows some of the documents, we just need to add a little information to the URL.

To view syllabi from one subject add the subject prefix to the URL like this:

<https://www.uwsp.edu/syllabus/Pages/default.aspx?pre=MATH>

You can add more than one prefix if you need to link to multiple subjects. If for example you wanted to display all biology and chemistry syllabi the URL would look like this:

<https://www.uwsp.edu/syllabus/Pages/default.aspx?pre=BIOL&pre=CHEM>

For the first subject you add **?pre=PREFIX**

For each additional subject you add **&pre=PREFIX**

(replace PREFIX with the actual prefix code of the subject)

You can add several subjects if needed. For example if I wanted to display the syllabi for Arabic, Chinese, French, German, Hmong, Hungarian, Japanese, Latin, Polish, Russian, and Spanish, the URL would look like this:

<https://www.uwsp.edu/syllabus/Pages/default.aspx?pre=ARBC&pre=CHIN&pre=FREN&pre=GERM&pre=HMNG&pre=HNGN&pre=JAPN&pre=LATN&pre=PLSH&pre=RUSS&pre=SPAN>

It doesn't matter what order you put the prefix codes in, the syllabi documents will display in alphabetical order by prefix code, and then numerical order by class number.