

Syllabus Instructions

Follow these instructions to modify the CTLD Syllabus Word document. For additional assistance, please contact the Center for Teaching & Learning Design (CTLD) by email at ctld@stockton.edu or phone at (609) 626-3828.

Please note that a Table was utilized on the first page to format the content and images.

Title Page

- Replace sample text with course information. Include your contact and your School information.
- The Table of Contents relies on the use of **Styles** (CTLD Heading 1) for section titles (e.g. Course Description, Course Expectations, Course Schedule, etc.) If you need to create a new section, make sure the section title uses CTLD Heading 1. As you add or remove content from the syllabus, the Table of Content must also be updated.

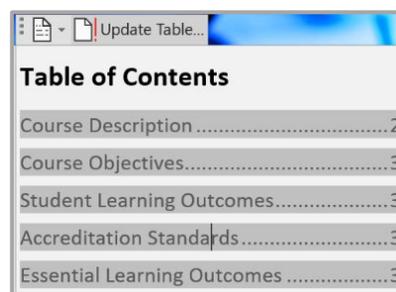


Table of Contents	
Course Description	2
Course Objectives.....	3
Student Learning Outcomes.....	3
Accreditation Standards	3
Essential Learning Outcomes	3

1. Click the **Table of Contents**.
2. Click  **Update Table** (found above the table or on the MS Word menu under **References**)
3. Select **Update entire table** and click on **OK**.

- To add your picture to the syllabus.
 1. Click the picture icon to select it.
 2. On the MS Word menu, click **Graphics Format, Change Graphic and This Device**.
 3. Locate your picture on your computer and click **Insert**.

Picture Icon

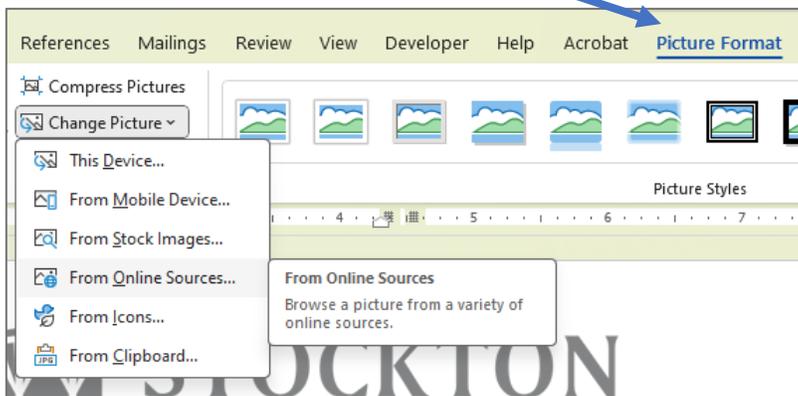


Faculty Name: Bio: Learn more about me in the Instructor Info section of our Blackboard course. Office #: A000 or via Zoom Phone: E-mail:	 Remove text and replace above picture with yours
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- Replace the main picture on the first page with one that fits the theme of your course.
 1. Click on the sample course picture to select it.



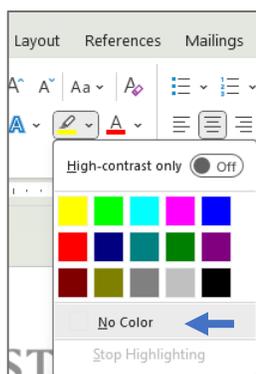
2. On the MS Word menu, click on **Picture Format**.



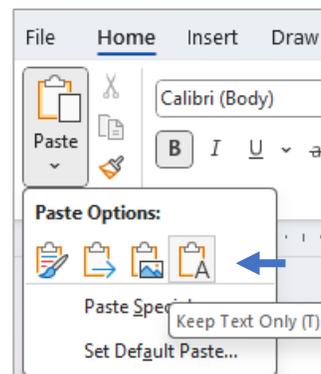
3. Click **Change Picture** and **From Online Sources**.
4. Search for an image, select it and click **Insert**.

General Instructions

- **Text highlighted in yellow** indicates course specific content that must be revised in the syllabus.
- **Text highlighted in blue** offers important instructions. You should delete these instructions once you complete the section by highlighting the instructions and using the **Delete** or **Backspace** key.



- To remove the highlight, select the highlighted words, click the **Text Highlight Color** tool on the Ribbon and select **No Color**.
- You may use the Copy & Paste feature to bring information into the syllabus document. When pasting, click on the down arrow under **Paste** in the **Home** tab, and select **Keep text only (T)**. This ensures that you are only copying the text, not the formatting from the source document.



- Wording provided for policies and resources should be carefully reviewed and modified to meet your pedagogical needs even if the wording is not highlighted.
- You may delete any sections or add sections to the document. Make sure,
 - Section titles use the **CTLD Heading 1 Style** to work with the **Table of Contents**.
 - Section content uses **Normal** or **List Paragraph Styles**.
- **Save As** your completed syllabus document as a **PDF** before posting to Blackboard.

Kindly provide feedback on your experience using the syllabus document at

https://stockton.co1.qualtrics.com/jfe/form/SV_b7yTjQuRQBDSmR7
