Syllabus Set Up

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Refer to this tutorial to learn how to enter Syllabus information for courses and course sections.

Section 1 explains what Academic Development maintain.

Section 2 & 3 are for Departmental Administrators only.

Banner forms:

<table>
<thead>
<tr>
<th>FORM</th>
<th>FUNCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCASYLB</td>
<td>Course Syllabus Form</td>
</tr>
<tr>
<td></td>
<td>Stores syllabus information for a course (Learning Objectives, Required Materials, Technical Requirements, etc). This information is used by Academic Development.</td>
</tr>
<tr>
<td>SSASYLB</td>
<td>Section Syllabus Form</td>
</tr>
<tr>
<td></td>
<td>Stores section specific information for each individual section. This information is maintained by Departmental Administrators and displayed on Campus Connect to students within the Study tab, Student Information channel (NB this information is not displayed anywhere else in the RHUL web pages.)</td>
</tr>
</tbody>
</table>

Pre-requisites to this tutorial:

- An understanding of Banner terminology for courses and sections.
- Long Title of section, Learning Objectives (if any to be recorded), Required Materials (if any) and Technical Requirements (if any) of the course.
1. COURSE SYLLABUS INFORMATION (maintained by Academic Development)

The Course Syllabus is maintained by Academic Development for the validated course specification, and can, if necessary, change from Term to Term. Departmental administrators should copy the Section Syllabus information from this form.

1.1. Go to SCASYLB (Figure 1).

1.2. Click the drop-down for the Subject field (Figure 1, Box 1) to bring up the pick list of existing Subject Codes (Figure 1, Box 2). Select the Subject Code for the course.

1.3. Repeat this on the Course field (Figure 1, Box 3) to select the Course Code required.

1.4. Enter the correct Term for the Course in the Term field (Figure 1, Box 4) and Block Down to the Long Course Title Block (Figure 2).
1.5. Enter the Long Course Title in the Title field (Figure 2, Box 1).

1.6. Click in the URL field (Figure 2, Box 2) and enter a website address (e.g. http://www.bis.rhul.ac.uk/) if appropriate.

1.7. **Block Down** to the *Learning Objectives* Block and enter the appropriate text information in the field (Figure 2, Box 3) for display on the web under the heading “Learning Objectives”.

Note: Learning Objectives, Required Materials and Technical Requirements should all follow this format:

```
<TEXTAREA COLS=100 ROWS=10 WRAP=SOFT>
Type all text here
</TEXTAREA>
```

This maintains the website format so it displays correctly in a window with a scroll bar (see Figure 6 for an example). The text within the brackets <> will not be displayed but is crucial to the formatting on Campus Connect.

NB: The text displayed on Campus Connect is taken from SSASYLB and it is the responsibility of Departmental Administrators to maintain this.

1.8. **Block Down** to the *Required Materials Block* (Figure 3) and enter text in the field (Figure 3, Box 1) for display on the web under the heading “Required Materials”.
1.9. **Block Down** to the *Technical Requirements Block* (Figure 4) and enter the text into the field (Figure 4, Box 1) for display on the web under the heading “Technical Requirements”.

1.10. *Save* and *Close* the form.
2. SECTION SYLLABUS INFORMATION (Departmental Administrators only)

Syllabus information for display on the Campus Connect Study tab is held in **SSASYLB**. It can be quickly and easily copied from the Course syllabus in **SCASYLB** and then edited for specific Section by Section variations or changes for the current term.

2.1. Go to **SSASYLB** (Figure 5).

2.2. Enter the Section number in the *Key Block* (Figure 5, Box 1) and *Block Down*, or if the appropriate Section is not displayed, see *Searching for Sections* overleaf.

2.3. To enter or amend the Part of Term the section is taught in for this academic term, click on the ‘lightbulb’ icon near the top of the screen. A window will popup and you can enter the 3 character Part of Term code in here. You only need to do this if you wish to view Part of Term in Infoview reports, or select Part of Term in reports.
You can click on the dropdown arrow above the Part of Term field to see the list of values allowed. If you amend or enter the Part of Term, save the change using the usual ‘Save’ icon at the top of the screen. Exit from the window using the ‘X’ icon at the top right.

2.4. The rest of **SSASYLB** is identical to **SCASYLB**: the first part of this tutorial explains how to enter and format the information. The exception is the *Copy from Course* buttons (Figure 5, Box 2 & 3) throughout **SSASYLB**. Clicking on these buttons automatically pastes the text from **SCASYLB** into the relevant blocks of **SSASYLB**; then you can alter this text if necessary.

2.5. Once you have entered all relevant information, *Save* and *Close* the form.

Note: It is **very important** that the information in **SSASYLB** is complete as
- This is where the Campus Connect syllabus information comes from (see example in Figure 6). See **Point 1.7** for important formatting information.
- The Section Long Title is used for Infoview reporting.
Students view this information via Campus Connect Study tab, ‘Study Information’ channel. They click on the ‘Registration’ link, then for each Course they are registered on, they can view the Syllabus information.

3. SEARCHING FOR SECTIONS

If the Section that you want is not displayed in the Key Block follow the guide below to find its CRN (Course Reference Number).

3.1. Go to SSASYLB (Figure 7).
3.2. Enter the appropriate Term (e.g. 201011) into the Term field (Figure 7, Box 1) and press <Enter> on the keyboard.

3.3. Click the drop-down arrow next to the CRN field (Figure 7, Box 2); this will open SSASECQ (Figure 8).

Figure 8

Figure 9
3.4. Fill in the appropriate fields with the information you know regarding the Section:

i. **Part of Term** – Click the drop-down arrow in the *Part of Term* field (Figure 8, Box 1) which will bring up a pick list from which you can select the appropriate Part of Term.

ii. **Subject** – Click the drop-down arrow in the *Subject* field (Figure 8, Box 2) to bring up a pick list, and select the appropriate code, or type the two-letter Subject Code directly.

iii. **Course/Section Title** - Click in the *Course/Section Title* field (Figure 8, Box 3) and enter the appropriate title, using wildcards (% for multiple, _ for single characters) if needed.

3.5. Then, click on the *Execute Query* button (Figure 8, Box 4) which will find the CRN. Double-click on the CRN to populate it into the **SSASECT** key block.