

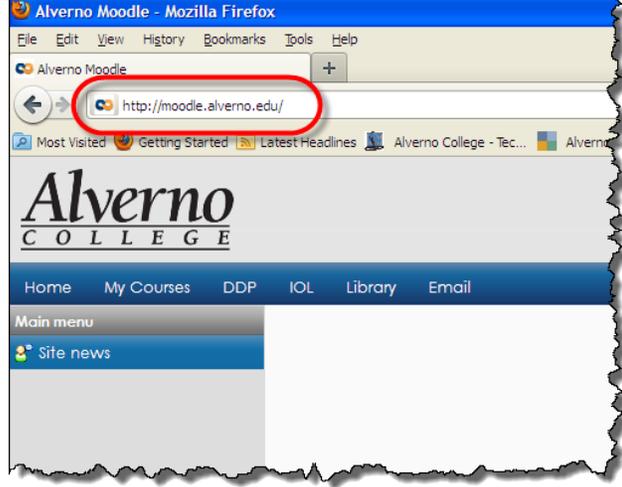
Moodle Syllabi Instructions

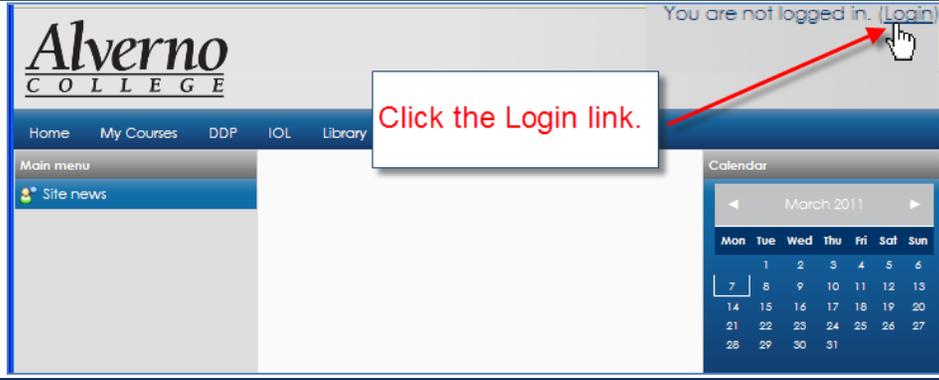
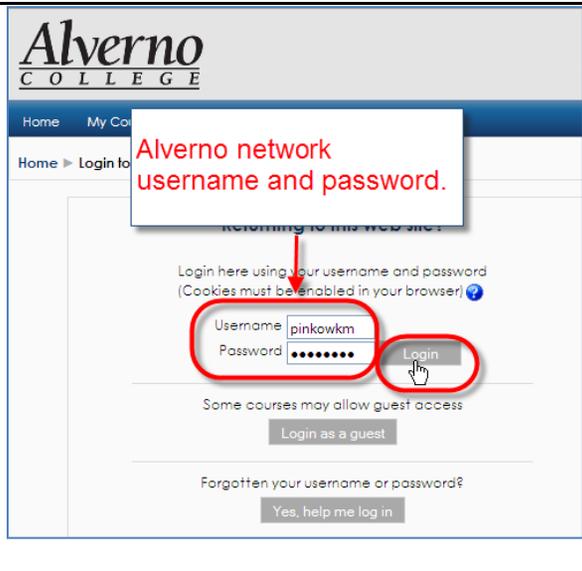
Perform the following tasks in each of your classes before the beginning of each semester.

1. **Upload your syllabus to the Syllabus folder in the Files area.**
See [Posting the Syllabus in Your Class](#).
2. **Use the Syllabus block to submit a copy of your syllabus to Professional Support Services (PSS).**
See [Submitting Your Syllabus to Professional Support Services \(PSS\)](#).

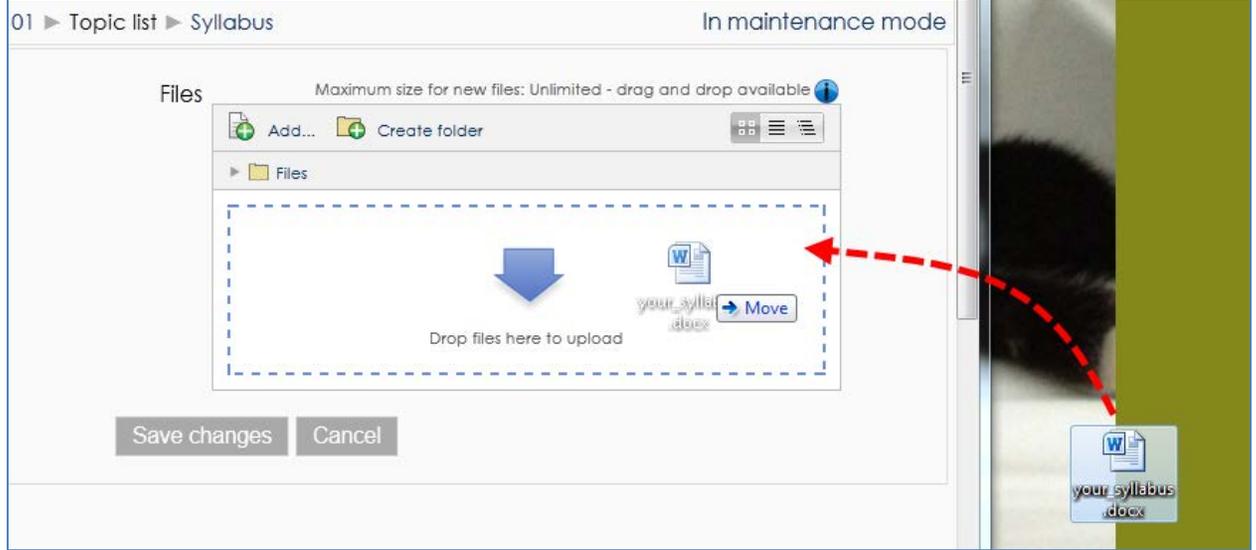
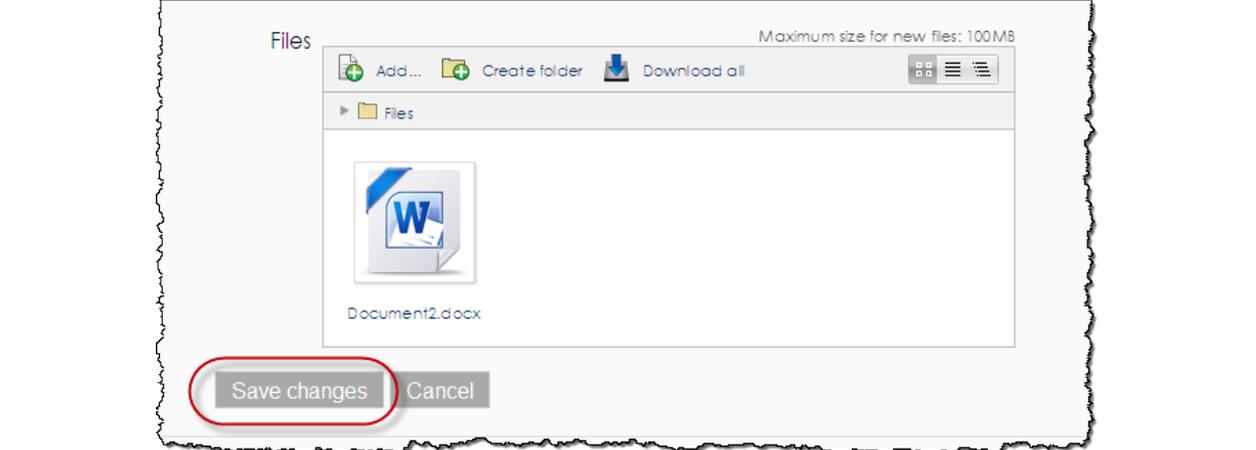
Posting the Syllabus in Your Class

Do the following to upload and post your syllabus to a class in Moodle.

Task	Screen Shot
<ol style="list-style-type: none">1. Open your Firefox browser.2. Type the following in the address bar: http://moodle.alverno.edu/3. Press the Enter key.	

Task	Screen Shot
<p>4. Click the Login link.</p>	 <p>The screenshot shows the Alverno College website home page. At the top right, it says "You are not logged in. (Login)". A red arrow points from a text box that says "Click the Login link." to the "Login" link. The website has a navigation menu with "Home", "My Courses", "DDP", "IOL", and "Library". There is also a "Main menu" with "Site news" and a "Calendar" for March 2011.</p>
<p>5. Enter your Alverno network username and password.</p> <p>Note: Your Moodle password is linked to your network password, so your Moodle password changes when you change your Alverno network password.</p> <p>6. Click the Login button.</p>	 <p>The screenshot shows the Alverno College login page. The text "Alverno network username and password." is in a red box with an arrow pointing to the login form. The form has fields for "Username" (containing "pinkowkm") and "Password" (containing "*****"). The "Login" button is circled in red. Below the form, there are links for "Login as a guest" and "Forgotten your username or password? Yes, help me log in".</p>

Task	Screen Shot
<p>7. To enter a class, click its link.</p> <p>Note: The Courses Available To You block in the left column of the page displays all your courses.</p>	
<p>8. Click the Syllabus folder to open it.</p>	
<p>9. Click the Edit button.</p>	

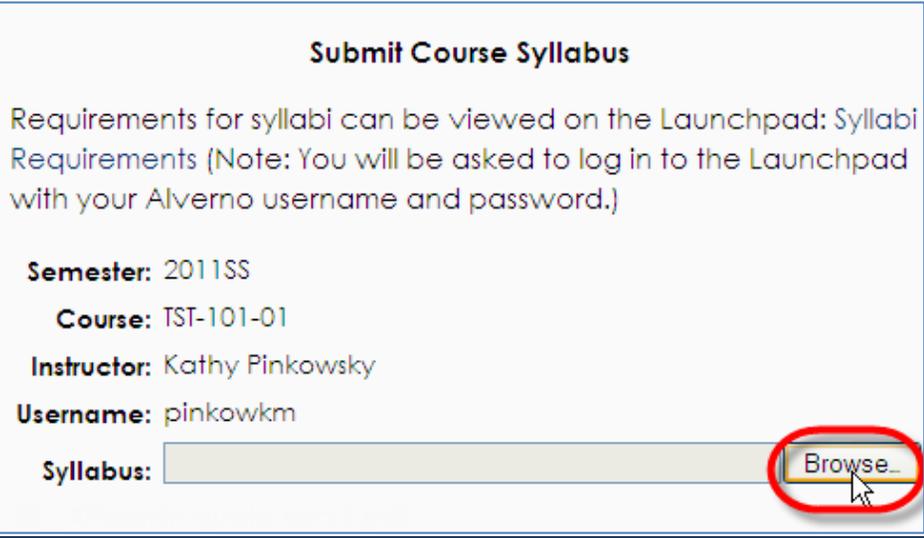
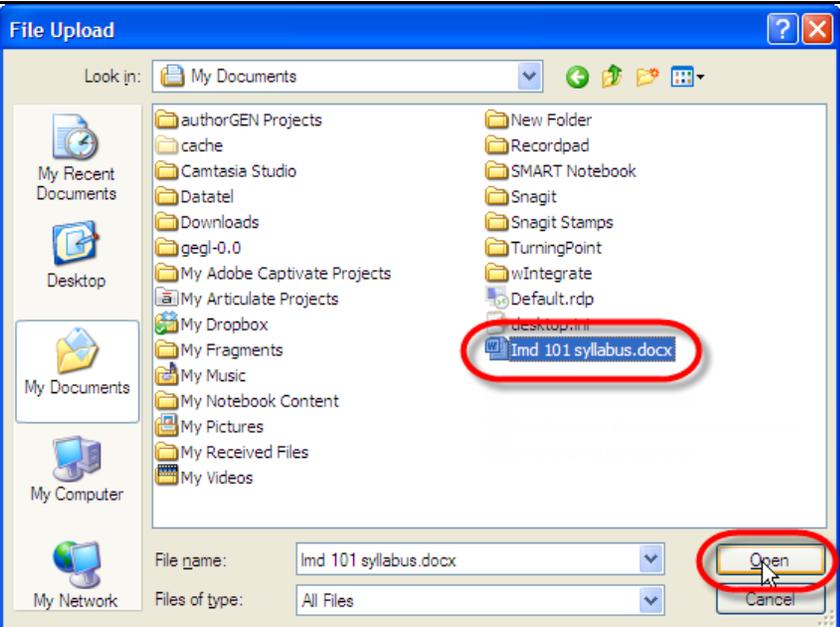
Task	Screen Shot
<p>10. Drag and drop your file from your computer into the drag and drop area of the folder.</p>	
<p>Your file will appear in the file area.</p> <p>11. Click Save changes</p>	

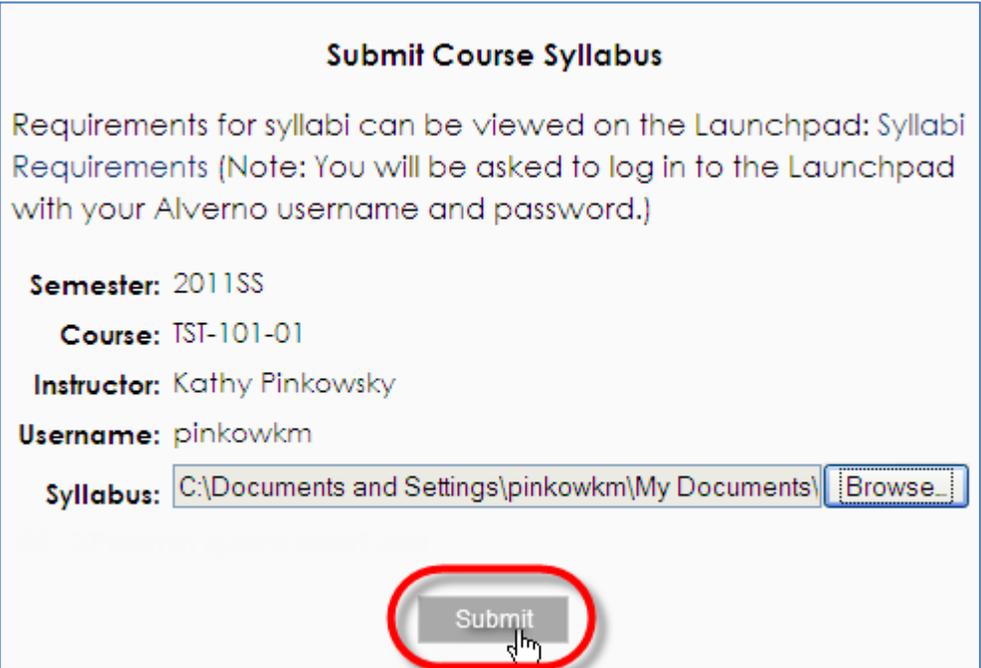
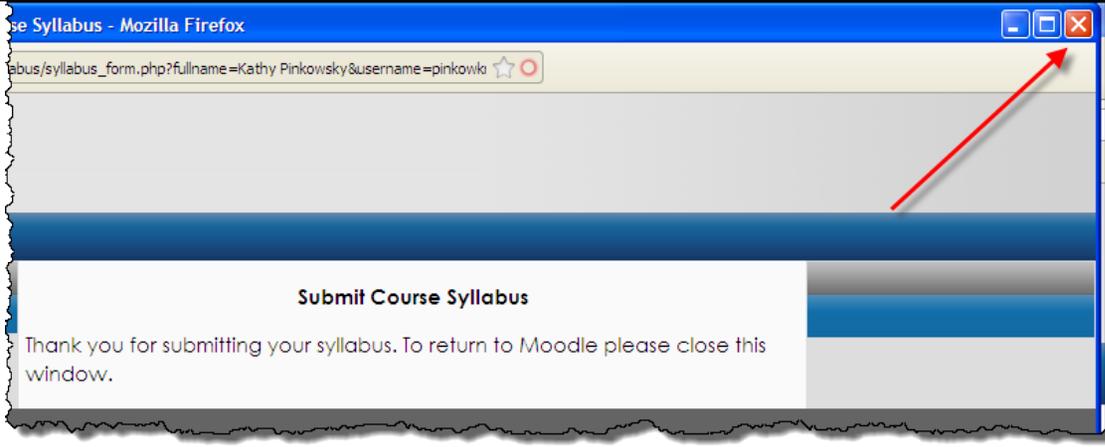
Task	Screen Shot
<p>12. Your filename will appear under the folder icon.</p>	
<p>13. Use the breadcrumbs trail to go back to the front page of your course. Your syllabus has been uploaded to the course.</p>	

Submitting Your Syllabus to Professional Support Services (PSS)

Do the following to submit your syllabus to PSS.

Task	Screen Shot
<p>1. If you are not already in one of your Moodle courses, enter a course by clicking its link on the Moodle homepage.</p> <p>Note: The Courses Available To You block in the left column of the page displays all your courses.</p>	
<p>2. Locate the Syllabus block on the right column of your course.</p>	
<p>3. Click the Submit to PSS link.</p>	

Task	Screen Shot
<p>4. Click the Browse button.</p>	 <p>Submit Course Syllabus</p> <p>Requirements for syllabi can be viewed on the Launchpad: Syllabi Requirements (Note: You will be asked to log in to the Launchpad with your Alverno username and password.)</p> <p>Semester: 2011SS Course: TST-101-01 Instructor: Kathy Pinkowsky Username: pinkowkm</p> <p>Syllabus: <input type="text"/> Browse...</p>
<p>5. Select your syllabus.</p> <p>6. Click the Open button.</p>	 <p>File Upload</p> <p>Look in: My Documents</p> <ul style="list-style-type: none">authorGEN ProjectscacheCamtasia StudioDatatelDownloadsgegl-0.0My Adobe Captivate ProjectsMy Articulate ProjectsMy DropboxMy FragmentsMy MusicMy Notebook ContentMy PicturesMy Received FilesMy VideosNew FolderRecordpadSMART NotebookSnagitSnagit StampsTurningPointwIntegrateDefault.rdpdesktop.iniImd 101 syllabus.docx <p>File name: Imd 101 syllabus.docx Files of type: All Files</p> <p>Open Cancel</p>

Task	Screen Shot
<p>7. Click the Submit button.</p>	 <p>Submit Course Syllabus</p> <p>Requirements for syllabi can be viewed on the Launchpad: Syllabi Requirements (Note: You will be asked to log in to the Launchpad with your Alverno username and password.)</p> <p>Semester: 2011SS Course: TST-101-01 Instructor: Kathy Pinkowsky Username: pinkowkm Syllabus: C:\Documents and Settings\pinkowkm\My Documents\ <input type="button" value="Browse..."/></p> <p><input type="button" value="Submit"/></p>
<p>8. Close the Submit Course Syllabus window.</p> <p>9. The syllabus submission process for this course is now complete. Make sure to repeat this procedure for each of your courses.</p> <p>10. Click the My Home link in the breadcrumb trail to return to a list of all your courses.</p>	 <p>Submit Course Syllabus - Mozilla Firefox</p> <p>abus/syllabus_form.php?fullname=Kathy Pinkowsky&username=pinkowk</p> <p>Submit Course Syllabus</p> <p>Thank you for submitting your syllabus. To return to Moodle please close this window.</p>