

# UCD Syllabus Tool User's Guide



## TABLE OF CONTENTS

Welcome to the UCD Syllabus Tool.....	3
Creating a Profile.....	4
Logging Onto the UCD Syllabus Tool.....	5
<u>Instructor Dashboard</u> .....	6
Creating a New Course.....	7
Create a New Section.....	8
Edit an Existing Section.....	9
Clone an Existing Section.....	10
<u>Creating a UCD Syllabus</u> .....	11
Course Name.....	11
Course Information.....	12
Instructor Information.....	13
Office Hours.....	14
Course Description.....	15
Required and Optional Texts.....	17
Course Requirements.....	18
Course Schedule.....	19
Grading Evaluation.....	20
Disability Statement.....	22
Academic Honesty.....	23
Other.....	24
Sort Syllabus.....	25
HTML Preview.....	26
Printing & Sharing Your UCD Syllabus.....	27

## Welcome to the UCD Syllabus Tool!

This easy-to-use tool is designed to help any instructor easily convert a traditional syllabus into a dynamic flexible universally designed syllabus. Research has shown that UCD syllabi increase student knowledge of course logistics and overall engagement in each individual class. The flexible methods that UCD syllabi provide for engagement with the course content appeals to students with diverse academic backgrounds and learning styles, as well as those with disabilities.

We encourage you to explore this tool in a manner that works best for you. However, should you get stuck, there are a number of different tools available to assist you. This user's guide will direct you through the process. If you have additional questions please contact Molly Boyle at [molly.boyle@umb.edu](mailto:molly.boyle@umb.edu).



### UCD Strategy Tool Tip:

For each component of the syllabus you will see a UCD Strategy Tool Tip icon. By clicking on this icon, you will be directed to information about the UCD strategy and why it is a good strategy to use with this particular component.



### UCD Strategy More Information:

For each component of the syllabus you will see a UCD Strategy More Information icon. By clicking on this icon you will be directed to a tutorial that tells you how to do this strategy (adding a hyperlink, photo, video, etc.) on your own. This will teach you how to do this strategy outside of the UCD tool if you wish.

### UCD Requirement:

You will be required to choose one UCD strategy for each syllabus component. Once you have done this and saved your changes, you will see a check mark next to that component on the left-hand navigation bar. The component that you're currently working on will be highlighted.

#### Syllabus Sections

Course Name

Course Information

Instructor Information

Office Hours

Course Description

Required and Optional Texts

Course Requirements

✓ Course Schedule

Grading Evaluation

Disability Statement

Academic Honesty

Other

## CREATING A PROFILE

All users are required to create a profile before beginning to construct a UCD syllabus. By creating a profile, which includes a username and password, you are creating your own space within the UCD tool. Every time you log onto the tool you will see all of the courses and corresponding sessions that you previously created. You will have the opportunity to edit any of your courses/sessions or create a new course/session.

Begin by clicking on the “Profile” link on the left-hand navigation bar. Then complete the following information.

### Instructor Profile

First Name:

Last Name:

Email Address:

Office:

Mobile:

Other:

IM Address:

Institution / University where currently teaching:

Current position:

Number of years experience teaching in higher education:

Subject matter that you are currently teaching:

Is English your first language?

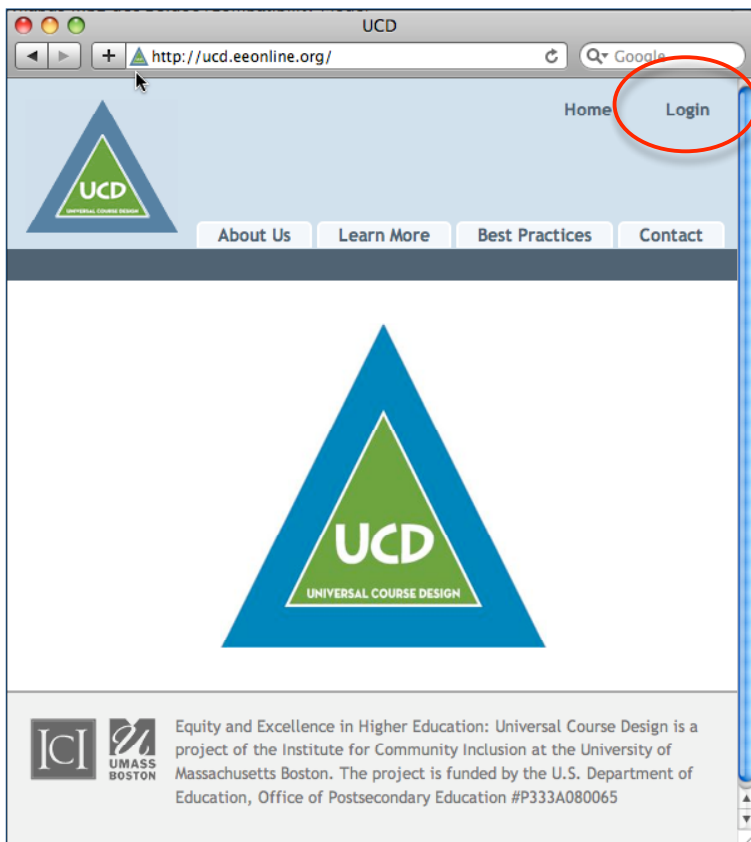
Do you have a disability?

Do you currently use any of the online learning systems in your course?

When you are done, click the “Update Profile” button.

## LOGGING ONTO THE UCD SYLLABUS TOOL

Once you have your username and password, simply login to your account. Begin by clicking on the “Login” tab. Then enter your “UserName” and “Password.”



**Login Page:**

**Login to Your Account**

**UserName :**

**Password :**

[Forgot Password](#)

ICI is committed to ensuring that our website is accessible to everyone. If you are using an alternate browser or screen reader, please disable JavaScript to increase functionality.

## INSTRUCTOR DASHBOARD

The Instructor Dashboard is your personal homepage. This is the location you will be taken to every time you logon to the tool.

**Course** – This includes the name of the course that you are working on.

**Section** – Each course has at least one section. This allows you to create multiple sections within the same course.

**Syllabus Status** – This lets you know where you are in creating a UCD syllabus. The status will continue to say “In Progress” until you have gone through the whole UCD tool. If you choose to skip some sections of the syllabus tool, it will still say “In Progress.”

**Instruction**– This link will take you to the Instruction events associated with this course and section. The status will reflect will indicate begin, in progress or completed.

**Assessment** – This link will take you to the Assessment events associated with this course and section. The status will reflect will indicate begin, in progress or completed.

**Delete Courses and Sections** – Click this button to delete courses and/or sections. You will get a warning that you will lose materials if you delete.

Course: American Literature					Delete Course ✖
Section	Start Date	Syllabus	Instruction	Assessment	Delete?
<a href="#">43</a>	Spring 2010	<a href="#">Completed</a>	<a href="#">Begin</a>	<a href="#">Begin</a>	<a href="#">Delete Section ✖</a>
<a href="#">056</a>	Spring 2010	<a href="#">In Progress</a>	<a href="#">Begin</a>	<a href="#">Begin</a>	<a href="#">Delete Section ✖</a>

## CREATING A NEW COURSE

### 1. Adding a New Course:

1. Click on “Add/Edit Course” – You will be brought to the “Course Setup” page.

#### Select Course to Edit

Select a course to edit:

---

#### Create New Course

Course Name :

Online Course :

Description :

2. Fill in the “Course Name.”
3. Identify if this is a fully online course—this will just help to auto populate some field later. You can change this status. If it is a hybrid or blended instruction, do not select “yes.”
4. Fill in a “Description” of the course. The description is typically a short description for you only to remember what the course is about. This description will not be seen by the students.
5. Click “Save Changes.”
6. At this point your course has been created.

## CREATE A NEW SECTION

1. Click on “Add/Edit/Clone Section.” This will take you to the “Section Setup” page.
2. Click on “Create a New Section” - You will have to add a section to your course before you can go any further.
3. Select the course that you would like to add a section to and click “Select Course.”
4. Create a section identifier. Depending on your university, this is usually a letter or number.
5. Chose the year, season and time unit in which this section of this course will be taught.

Start Date :	<input type="text"/>	format: mm/dd/yyyy
End Date :	<input type="text"/>	format: mm/dd/yyyy
Calendar :	<input type="text"/>	
Remember to add your labs and other regularly scheduled events!		
Start Time	End Time	Days
<input type="text"/> HH:MM <input checked="" type="radio"/> am <input type="radio"/> pm	<input type="text"/> HH:MM <input checked="" type="radio"/> am <input type="radio"/> pm	<input type="checkbox"/> M <input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa <input type="checkbox"/> Su
<input type="text"/> HH:MM <input checked="" type="radio"/> am <input type="radio"/> pm	<input type="text"/> HH:MM <input checked="" type="radio"/> am <input type="radio"/> pm	<input type="checkbox"/> M <input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa <input type="checkbox"/> Su
<input type="text"/> HH:MM <input checked="" type="radio"/> am <input type="radio"/> pm	<input type="text"/> HH:MM <input checked="" type="radio"/> am <input type="radio"/> pm	<input type="checkbox"/> M <input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa <input type="checkbox"/> Su
<input type="text"/> HH:MM <input checked="" type="radio"/> am <input type="radio"/> pm	<input type="text"/> HH:MM <input checked="" type="radio"/> am <input type="radio"/> pm	<input type="checkbox"/> M <input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa <input type="checkbox"/> Su
<input type="text"/> HH:MM <input checked="" type="radio"/> am <input type="radio"/> pm	<input type="text"/> HH:MM <input checked="" type="radio"/> am <input type="radio"/> pm	<input type="checkbox"/> M <input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa <input type="checkbox"/> Su
Days text :	<input type="text"/>	
Times text :	<input type="text"/>	
Location :	<input type="text"/>	

6. Next, you will enter the start date, times and days that this section will meet. This calendar is tied to other features in the UCD system, so it is important that you take your time to set up the calendar here. As the note indicates, **remember to add all labs or other regularly scheduled events in this calendar.**
7. You will also be required to add text for days, times and the location for this course. You can change these at a later time, if necessary. In the “Days text” box, enter the day(s) on which this section of the course meets. In the “Times text” box, enter the time that this section of the course meets. In the “Location” box, enter the room and building in which this section of the course meets.
8. Click “Save Changes” when you are all done. You will be taken to a page that notes “Section Successfully Created.”
9. At the bottom of this page, you will see a “Work on Syllabus” tab. Click this link to begin.



## EDIT AN EXISTING SECTION

Click on this tab if you would like to edit an existing section.

### Section Setup

[Create a New Section](#) [Edit an Existing Section](#) [Clone Existing Section](#)

Select a Course / Section to edit

1. Select a Course :  [Select Course](#)

2. Select a Section :  [Select Section](#) [Add New Section](#)

1. Select the course you want to edit.
2. Click "Select a Course."
3. You will then be asked to select a section.
4. At this point you will be taken to the page where you can begin editing.

## CLONE AN EXISTING SECTION

If you are going to teach the same course again in another semester, you might consider cloning a course that you have already created instead of creating a new one. You can clone a course and then edit it as you see fit. This should save you a significant amount of time.

1. Select the course you would like to clone.
2. Select the section you would like to clone.
3. Click “Clone Section.”

**Section Setup**

Create a New Section   Edit an Existing Section   **Clone Existing Section**

Select a Course / Section to Clone

1. Select a Course :   Introductory Algebra   Select Course

2. Select a Section :   04 Spring Semester 2010

Clone Section

4. You have the opportunity to change the section information or to “Add New Section.”
5. Change the “Section Identifier.”
6. Change the “Year.”
7. Change the “Season.”
8. Change the “Time Unit.”
9. Click “Save Changes.”
10. Once you have done all of this, you will be prompted to “Work on Syllabus.”

# CREATING A UCD SYLLABUS

When creating a UCD syllabus you can either follow the structure of the tool or complete each component in any order you wish. In the Instructor Dashboard, when you click on the “In Progress” in the “Syllabus” column, you will automatically be brought to “Course Name.” You can choose another component to focus on first if you prefer. The user’s guide follows the order of the UCD tool.

## COURSE NAME:

This is the first component of the syllabus. You have two UCD options, adding a picture attachment (see the “Attachment” tab) and adding a website address (see the “Website Address” tab). Choose the UCD strategy that works best for you.

**Attachment** – This strategy is used when you have a picture in mind that you think represents the course

1. “Attachment”: This is where you can add a picture. You will be asked to browse in your computer to locate your picture.
2. “Alternative Text (Alt Tag)”: In order to be fully accessible to all students each picture needs a short description about what it is. This is a requirement of the UCD tool in order to be compliant with the ADA and Section 504 of the Rehabilitation Act.

The screenshot shows the 'Course Name' section of the UCD tool. The course name is 'College Writing' and the section is '011'. Under 'UCD Strategy: (Choose and complete at least one strategy)', the 'Attachment' tab is selected. A red circle highlights the instruction '1. Add an Attachment:'. Below this, there is a 'Choose File' button with 'no file selected' next to it. There is also a text input field for 'Enter a brief description of the attachment (Alt Tag):' and a 'Full Page' dropdown menu. A 'Save Changes' button is at the bottom.

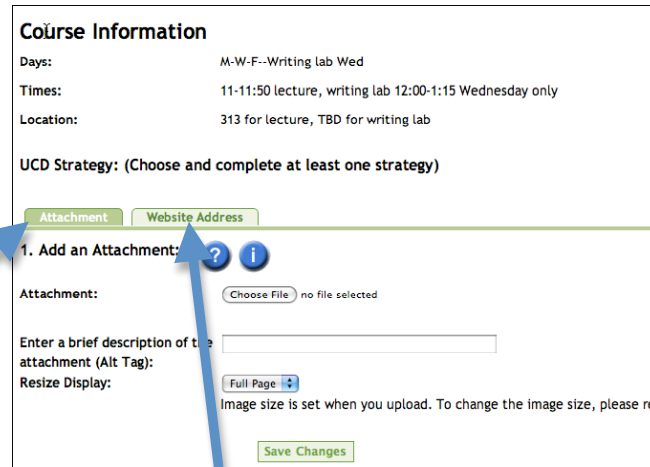
**Website Address** – This strategy is used when you want to refer your students to another document, a website or an audio file.

1. “Website Address”: This is where you can add a URL to the document, website or audio file.
2. “Text to show in the syllabus that will link to the website”: Briefly describe the website and, as required by the UCD Tool, write out the actual URL. This will go into the text of your syllabus so that if your students cannot open the link in the document, they can copy this address into their browser.

The screenshot shows the 'Course Name' section of the UCD tool. The course name is 'College Writing' and the section is '011'. Under 'UCD Strategy: (Choose and complete at least one strategy)', the 'Website Address' tab is selected. The instruction '2. Add a Link to Website:' is visible. Below this, there is a 'Website Address:' text input field and a 'Text to show in the syllabus that will link to the web site:' text input field. A 'Save Changes' button is at the bottom.

## COURSE INFORMATION:

This is where you can add the logistics for your course. In creating a new course, you will have already filled in the pertinent information (days, times and locations). Now you must select a UCD strategy. For this component, you have two UCD options, adding a picture (see the “Attachment” tab) and adding a website address (see the “Website Address” tab). Choose the UCD strategy that works best for you.



**Course Information**

Days: M-W-F--Writing lab Wed  
Times: 11-11:50 lecture, writing lab 12:00-1:15 Wednesday only  
Location: 313 for lecture, TBD for writing lab

UCD Strategy: (Choose and complete at least one strategy)

Attachment Website Address

1. Add an Attachment: ? i

Attachment: Choose File no file selected

Enter a brief description of the attachment (Alt Tag):

Resize Display: Full Page

Image size is set when you upload. To change the image size, please re-

Save Changes

**Attachment** – This strategy allows you to add a picture attachment. Pictures might include a map of the campus, with an arrow indicating where the classroom building is. Pictures might also include a screen shot of your calendar.

1. “Add an Attachment”: This is where you can add a picture. You will be asked to browse in your computer to locate your picture.
2. “Enter a brief description of the attachment (Alt Tag)”: In order to be fully accessible to all students each picture needs a short description about what it is. This is a requirement of the UCD tool in order to be compliant with the ADA and Section 504 of the Rehabilitation Act.

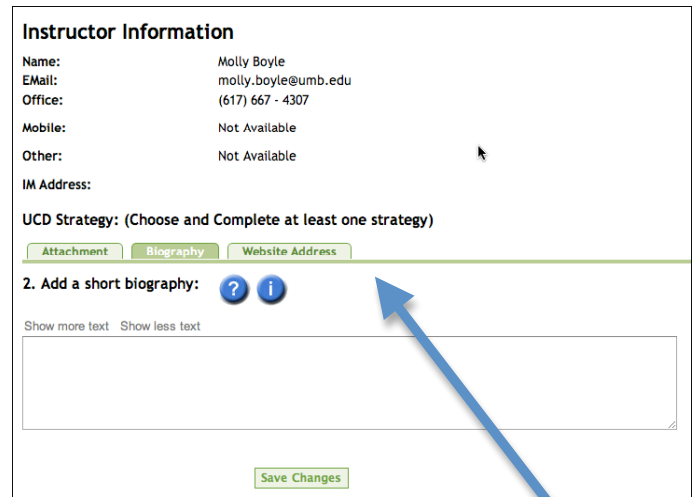
**Website Address** – This strategy is used when you want to refer your students to another document, a website or an audio file.

1. “Website Address”: This is where you can add a URL to the document, website or audio file.
2. “Text to show in the syllabus that will link to the website”: Briefly describe the website and, as required by the UCD Tool, write out the actual URL. This will go into the text of your syllabus so that if your students cannot open the link in the document, they can copy this address into their browser.

## **Instructor Information:**

This is where you can add information about yourself to help your students get a better understanding of who you are and what your professional background is. You will notice that the UCD tool automatically puts your name, email and phone number into the system. Therefore you only need to focus on choosing one of the three UCD strategies associated with this component.

**Biography** – This section allows you to add a short bio to your syllabus. This is another way of introducing yourself to your students and giving them some background information about your professional experience.



**Instructor Information**

Name: Molly Boyle  
EMail: molly.boyle@umb.edu  
Office: (617) 667 - 4307  
Mobile: Not Available  
Other: Not Available  
IM Address:

UCD Strategy: (Choose and Complete at least one strategy)

Attachment Biography Website Address

2. Add a short biography: ? i

Show more text Show less text

Save Changes

**Attachment** – This strategy allows you to add a picture. Adding a picture of yourself helps students to recognize you on a busy campus.

1. “Attachment:” This is where you can add a picture. You will be asked to browse in your computer to locate your picture.  
“Enter a brief description of the attachment (Alt Tag)”: In order to be fully accessible to all students, each picture needs a short description about what it is. This is a requirement of the UCD tool in order to be compliant with the ADA and Section 504 of the Rehabilitation Act.

**Website Address** – This strategy is used when you want to refer your students to another document like your CV, a personal website or an audio file, perhaps an interview you recently recorded.

1. “Website Address”: This is where you can add a URL to the document, website or audio file.
2. “Text to show in the syllabus that will link to the website”: Briefly describe the website and, as required by the UCD Tool, write out the actual URL. This will go into the text of your syllabus so that if your students cannot open the link in the document, they can copy this address into their browser.

## Office Hours:

This is where you can enter information about your office hours. When will they occur? Where? How (in-person, virtually)? Fill in this information in the text box and click “Save”. Then choose at least one of two UCD strategies.

**Calendars** – This feature allows you to create a visual calendar representation of when you will hold office hours and in what format. Students have indicated preference for viewing the logistics of an instructor’s office hours in this manner. They also prefer the option of both in-person and virtual office hours.

1. Type in the start time and end time for your in-person office hours. Designate whether they are a.m. or p.m. hours.
2. Select which days of the week you will hold these office hours.
3. Repeat these steps for each office hour that you intend to hold.

In order to indicate when you will hold online office hours, repeat the above steps for the Online Office Hour Calendar.

**Office Hours**

Please Enter office hours information:

Show more text Show less text

UCD Strategy (complete at least one of the strategy):

Calendar Website Address

1. Add a calendar detailing physical and virtual office hours:

**In-person Office Hours**

Start Time	End Time	Days of the Week
<input type="text"/> (nn:nn) <input checked="" type="radio"/> am <input type="radio"/> pm	<input type="text"/> (nn:nn) <input checked="" type="radio"/> am <input type="radio"/> pm	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
<input type="text"/> (nn:nn) <input checked="" type="radio"/> am <input type="radio"/> pm	<input type="text"/> (nn:nn) <input checked="" type="radio"/> am <input type="radio"/> pm	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
<input type="text"/> (nn:nn) <input checked="" type="radio"/> am <input type="radio"/> pm	<input type="text"/> (nn:nn) <input checked="" type="radio"/> am <input type="radio"/> pm	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
<input type="text"/> (nn:nn) <input checked="" type="radio"/> am <input type="radio"/> pm	<input type="text"/> (nn:nn) <input checked="" type="radio"/> am <input type="radio"/> pm	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
<input type="text"/> (nn:nn) <input checked="" type="radio"/> am <input type="radio"/> pm	<input type="text"/> (nn:nn) <input checked="" type="radio"/> am <input type="radio"/> pm	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun

**Website Address** – This strategy is used when you want to refer your students to a map of the campus, indicating where your office is in relation to the rest of your campus.

1. “Website Address”: This is where you can add a URL to the document, website or audio file.
2. “Text to show in the syllabus that will link to the website”: Briefly describe the website and, as required by the UCD Tool, write out the actual URL.

**Office Hours**

Please Enter office hours information:

Show more text Show less text

I

UCD Strategy (complete at least one of the strategy):

Calendar Website Address

2. Add a link to map to the office:

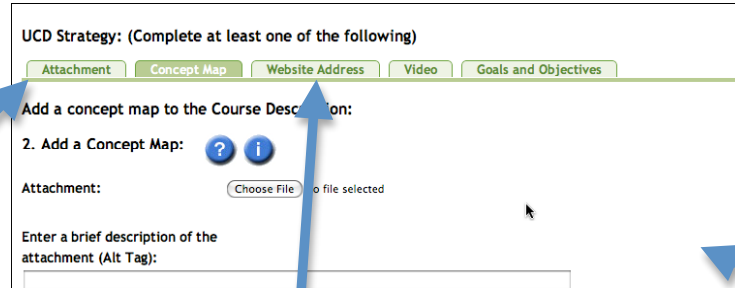
Website Address:

Text to show in the syllabus that will link to the web site:

Save Office Hours Changes

## **Course Description:**

This is where you will enter a short description about your course. We caution you to keep it short, as students typically will not read through paragraphs of text. Put the course description you have for your course in the text box and click “Save.” Then choose at least one of five UCD strategies.



**Attachment** – This strategy allows you to add a picture. Adding an image might include a picture relevant to the course topic, a thought provoking picture or something similar.

1. “Add an Attachment”: This is where you can add a picture. You will be asked to browse in your computer to locate your picture.
2. “Enter a brief description of the attachment (Alt Tag)”: In order to be fully accessible to all students each picture needs a short description about what it is. This is a requirement of the UCD tool in order to be compliant with the ADA and Section 504 of the Rehabilitation Act.

**Website Address** – This strategy is used when you want to refer your students to another document, a concept map, a website or an audio file.

1. “Website Address”: This is where you can add a URL to the document, website or audio file.
2. “Text to show in the syllabus that will link to the website”: This is a requirement of the UCD Tool. You will be asked to write out the actual URL. This will go into the text of your syllabus so that if your students cannot open the link in the document, they can copy this address into their browser.

**Concept Map** – This strategy allows you to add a concept map. Adding a concept map allows you to transform information laid out in text format to the concept map. This is particularly helpful to visual learners.

1. “Attachment”: This is where you can add a concept map. You will be asked to browse in your computer to locate your picture. Concept maps can be created in Word or using specific concept mapping software such as Inspiration, MindMapper, or MindManager.
2. “Enter a brief description of the attachment (Alt Tag)”: In order to be fully accessible to all students you need to provide a short description for the concept map. Most concept mapping software has a transfer to text feature. If you use this, you still need a sentence summarizing the concept map. This is a requirement of the UCD tool in order to be compliant with the ADA and Section 504 of the Rehabilitation Act.

**Video** – Videos are fantastic teaching strategies. You can find short clips on the internet that may help your students to better understand what the course is about.

1. “URL”: This is where you can add the video URL for students to click on or go to in order to see the video.
2. “Hyperlink Text for Syllabus”: This is a requirement of the UCD Tool. You will be asked to write out the actual URL.

## Course Description (continued)



**Goals and Objectives** – A goals and objectives matrix allows you to highlight the important features of the course description without bogging students down with paragraphs of information.


1. Begin by selecting the number of objectives that you have for students in this course. Then click “Set Number of Objectives” to finalize it.
2. Enter the objectives into the space provided. Then click “Save Changes.”

UCD Strategy: (Complete at least one of the following)

[Attachment](#) [Concept Map](#) [Website Address](#) [Video](#) [Goals and Objectives](#)

Add a list of course goals and objectives for the Course Description:

5. Add a matrix of goals and objectives:  

Select the number of objectives:   [Set Number Of Objectives](#)

Objectives



## Required and Optional Texts:

This is where you will enter the texts and/or multi-media that you will require your students to read. List your required and any optional texts in the text box and then click “Save Changes.” Once you have done this there are two UCD strategies to choose from.

**Location Matrix** – A location matrix is a quick guide for students to easily find the texts they need for your course. By giving students suggestions on where to find the texts, you can empower students to find their texts faster and with more convenience.

1. Enter the title, author, etc. of each text.
2. Select the type of text from the drop-down menu and then enter the locations where students might find the reading.
3. Enter a location that the student might find the reading. Locations may include: the university library or bookstore. Online locations may include amazon.com and bookshare.org, as well as the university library.



**Optional Readings** – This provides you an opportunity to provide information about any optional texts you may have.

1. Begin by selecting the number of optional texts you have and clicking “Set Reading Count.”
2. Enter the “Title” of each text.
3. Use the drop down menu to select the type of reading: Text, E-journal, Podcast, Website.
4. Enter a link to the text if it is available online.

Describe the URL link in the “Link Text” box.

Complete at least one of the UCD Strategies:

[Location Matrix](#) [Optional Readings](#)

1. Add a table that details where students can find the texts:  

Add a new Reading Text

Title of Text:  ISBN:

Author:  Edition:



Publisher:  Year:

[Add Title](#)

[◀ Back](#) [Save Changes](#) [Next ▶](#)

Complete at least one of the UCD Strategies:

[Location Matrix](#) [Optional Readings](#)

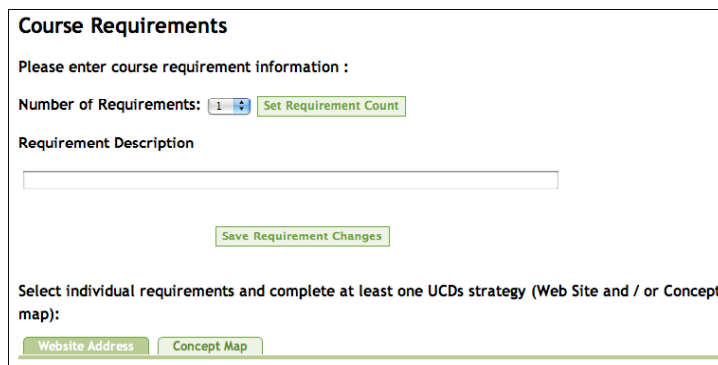
2. Add a location matrix for optional readings:  

Select the number of readings:  [Set Reading Count](#)

Reading #1	
Title of Text	<input type="text"/>
Type of Text	<input type="text" value="Text"/>
ISBN	<input type="text"/>
Where can I find this text? (please write out the URL exactly)	<input type="text"/>
Link Text	<input type="text" value="test"/>

## Course Requirements:

This is where you will enter all of the course requirements. You can select the number of requirements that you have, then click “Set Requirement Count,” and then begin entering them into the requirement description boxes. Enter each new requirement on a new line. You will have two UCD strategies to choose from.



The screenshot shows a web form titled "Course Requirements". It contains the following elements: a heading "Course Requirements", a prompt "Please enter course requirement information :", a "Number of Requirements" field with a dropdown menu showing "1" and a "Set Requirement Count" button, a "Requirement Description" label above a text input field, a "Save Requirement Changes" button, and a section titled "Select individual requirements and complete at least one UCDs strategy (Web Site and / or Concept map):" with two radio buttons labeled "Website Address" and "Concept Map".

**Website Address** – This strategy is used when you want to refer your students to text in digital format.

1. “Add Website”: This is where you can add a URL to the text, website or audio file.
2. “Website Text”: This is a requirement of the UCD Tool. You will be asked to write out the actual URL. This will go into the text of your syllabus so that if your students cannot open the link in the document, they can copy this address into their browser.

**Concept Map** – This strategy allows you to add a concept map. Adding a concept map allows you to transform information laid out in text format to the concept map. This is particularly helpful to visual learners.

1. “Attachment”: This is where you can add a concept map. You will be asked to browse in your computer to locate your picture. Concept maps can be created in Word or using specific concept mapping software such as Inspiration, MindMapper, or MindManager.  
“Enter a brief description of the attachment (Alt Tag)”: In order to be fully accessible to all students you need to provide a short description for the concept map. Most concept mapping software has a transfer to text feature. If you use this, you still need a sentence summarizing the concept map. This is a requirement of the UCD tool in order to be compliant with the ADA and Section 504 of the Rehab. Act.

## Course Schedule:

The course schedule allows you to detail what each class will cover, what assignments are due and how you intend to teach the class. Enter your course schedule into the text box and click “Save Changes.” Then fill out the UCD information for each class. The information you enter here will also be in the Instruction and Assessment sections of the UCD tool.

1. Complete the UCD strategy Syllabus Calendar. Select a day on the calendar to add/update events and activities. The days that your course is scheduled to meet are in blue. Red indicates an event has been added. You can also add events to the days on the calendar that are gray.

**Syllabus Calendar:**

Select a day on the calendar to add/update events and activities.

January 2009							February 2009							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	
25	26	27	28	29	30	31								

2. For each class you may enter the following information:
  - a. Event title
  - b. Description
  - c. Start time
  - d. End time
  - e. The activity
  - f. The priority
  - g. Text about the activity
3. Click “Save Changes.”

**Events for 01/16/2009**

Event Title	Class for 01/16/2009		
Description			
Start Time	11:00	AM <input checked="" type="radio"/> PM <input type="radio"/>	[ format HH:MM ]
End Time	11:50	AM <input checked="" type="radio"/> PM <input type="radio"/>	[ format HH:MM ]

Activities for 'Class for 01/16/2009' on 01/16/2009

Activity	<input type="text"/>
Priority	<input type="text"/>
Activity Text	<input type="text"/>
<input type="button" value="Add"/>	

## Grading Evaluation:

This is where you will input your grading criteria for your course. Enter your grading evaluation in the text box and click “Save Changes.” Choose from the three UCD strategies to add to your syllabus.

**Rubrics** – This is where you can upload rubrics for each individual assignment. A rubric is a guide to how you will grade each assignment. It is helpful for students to understand the purpose of the assignment and what you’re looking for.

1. Select the number of rubrics: this is where you are able to upload as many rubrics as you like. We suggest a rubric for each assignment.
2. “Web Site”: This is where you can add your rubric via a link. This allows you to link to another document where you have created the rubric. Links allow students to pick and choose when they will view the rubric without crowding your syllabus.
3. “Web Site Text”: This is a requirement of the UCD Tool. You will be asked to write out the actual URL. This will go into the text of your syllabus so that if your students cannot open the link in the document, they can copy this address into their browser.

Complete at least one of the UCD Strategies:

Rubrics | Concept Map | Examples of good Work

1. Add a grading rubric: ? i

Select the number of rubrics: 2 Set Rubric Count

Rubric Description	Web Site	Web Site Text

Save Changes

**Concept Map** – This is where you can upload a grading concept map. A concept map is another way of presenting textual information in a graphic format. Concept maps can be created in Microsoft Word as well as by using specific software like Inspiration.

1. “Attachment”: This is where you can upload your concept map. Find your map on your concept map by clicking

Complete at least one of the UCD Strategies:

Rubrics | Concept Map | Examples of good Work

2. Add a Concept Map/File ? i

Attachment: Choose File no file selected

Enter a brief description of the attachment (Alt Tag):

Resize Display: Full Page Image size is set when you upload. To change the image size, please re-upload the

Save Changes

“Browse.”

2. “Enter a brief description of the attachment (Alt Tag)”: This is a requirement of the UCD Tool. You will be asked to write out the actual URL. This will go into the text of your syllabus so that if your students cannot open the link in the document, they can copy this address into their browser.

**Examples of Good Work** – This is where you can upload or link to examples of good work for students to view and to gain an idea of what you are looking for. This tool allows you to upload one example of good work for each assignment that you give.

1. “Insert links to examples of good work”: This is where you can link to an example of good work. Some faculty will post previous examples of good work on a course website or might have them in a folder in their computer, to which you can link to.
2. “Upload example files of good work”: Select the number of examples of good work that you want to upload: this is where you are able to upload as many rubrics as you like. We suggest an example of good work for each assignment.
3. “Enter a brief description of the attachment (Alt Tag)”: This is a requirement of the UCD Tool. You will be asked to write out the actual URL. This will go into the text of your syllabus so that if your students cannot open the link in the document, they can copy this address into their browser.

Complete at least one of the UCD Strategies:

[Rubrics](#) [Concept Map](#) [Examples of good Work](#)

3. Insert links to examples of good work: ? i

Select the number of Links: 1

Example of Good Work	Website Address	Link Text
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Disability Statement:

Disability statements are critical but often-overlooked components of a syllabus. This component will customize your disability statement based on the services offered on your campus. Before you can choose a UCD strategy you will need to fill in some basic information to help with the customization. Then you have three UCD strategies to choose from.

Begin by filling out the Disability information. You should be able to find this information on your university website.

1. "Disability Office Name"
2. "Disability Office Phone Number"
3. "Disability Office Email"

1. "Map" – This strategy allows you to add a map of the office for students with disabilities.

2. "Picture" – This strategy allows you to add a picture of the office for students with disabilities.

3. "Website Address" – This strategy allows you to add a website address for the office for students with disabilities.

### Statement Describing Disability Support Services

A syllabus should include a statement that explains how to use disability support services. You may enter (or cut and paste) your own statement, or use the sample one provided below:

Please use the sample text contained in the text box or copy and paste your own.

Disability statement: [Show more text](#) [Show less text](#)

If you anticipate issues related to the format or requirements of this course, please meet with me. I would like us to discuss ways to ensure full participation in the course. If you determine that formal, disability accommodations are necessary, it is very important that you be registered with ----- and notify me of your eligibility for reasonable accommodations. We can then plan how best to coordinate your accommodations.

Office for Students with Disabilities Name: \_\_\_\_\_

Office for Students with Disabilities Phone Number:

Office for Students with Disabilities Email Address: \_\_\_\_\_

**UCD Strategy: (Choose and complete at least one strategy)**

## Academic Honesty:

Most instructors and some universities have academic honesty policies. This is an opportunity for you to include your policies on your syllabus. Enter your policies in the text box and click “Save Changes”. Then enter a link to the university’s policy *if* such exists.

“Add a link (URL)” – This strategy is used when you want to refer your students to the university’s academic honesty policy(ies).


1. “Website Address”: This is where you can add a URL to the university’s policy page.
2. “Text to show in the syllabus that will link to the website”: This is a requirement of the UCD Tool. You will be asked to write out the actual URL. This will go into the text of your syllabus so that if your students cannot open the link in the document, they can copy this address into their browser.

### Academic Honesty

**Add a short statement:**

Show more text Show less text

**UCD Strategy (Complete the following):**

Add a link (URL):  

Website Address:

Text to show in the syllabus that will link to the web site:

## Other:

This is where you can add other components to your syllabus. Begin by entering the title and any information you feel is necessary. Click “Save Changes” and then choose from two UCD strategies. To add additional components, click on “Add New” at the top of the page. This will open an additional page for you to add information and to choose a UCD strategy.

**Attachment** – This is where you can add a picture, graph, diagram, concept map, map, etc.

1. “Attachment”: This is where you can add a picture. You will be asked to browse in your computer to locate your picture.
2. “Enter a brief description of the attachment (Alt Tag)”: In order to be fully accessible to all students each picture needs a short description about what it is. This is a requirement of the UCD tool in order to be compliant with the ADA and Section 504 of the Rehabilitation Act.

**Website Address** – This is where you can add a hyperlink to any document outside of the syllabus. This may include to another text, to a website, audio file, podcast, etc.

1. “Website Address”: This is where you can add a link.
2. “Text to show in the syllabus that will link to the website”: This is a requirement of the UCD Tool. You will be asked to write out the actual URL. This will go into the text of your syllabus so that if your students cannot open the link in the document, they can copy this address into their browser.

### Other Components:

Rename "Other" to:

[Add New](#)

**Other Information:**

Title:

**Description:**

Show more text Show less text

**UCD Strategy: (Choose and complete at least one strategy)**

Image  Website Address

**1. Add an Attachment:** [?](#) [i](#)

Attachment:  no file selected

Enter a brief description of the attachment (Alt Tag):

Resize Display:  ▾



## Sort Syllabus:

This tab, in the bottom left side of the dashboard, allows you to change the order of the components in the syllabus. You will notice that the first three and the last components are not transferable as they are standard in most course syllabi.

1. Select the components that you would like resorted and choose your preferred location.
2. Click Save Sort Order Changes.

### Current Syllabus Component Sort Order

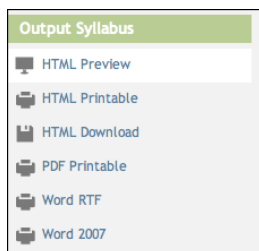
Please enter the order that you would like the sections of your syllabus to appear in the final version.

Component Name	Sortable	Sort Order	New Sort Order
Course Name	false	1	--
Course Information	false	2	--
Instructor Information	false	3	--
Office Hours	true	4	4
Course Description	true	5	5
Required and Optional Texts	true	6	6
Course Requirements	true	7	7
Course Schedule	true	8	8
Grading Evaluation	true	9	9
Disability Statement	true	10	10
Academic Honesty	true	11	11
Other	false	12	--

[Save Sort Order Changes](#)

## HTML Preview:

Any time while you are creating your UCD syllabus you can preview how it looks. In order to preview your new UCD syllabus click on "HTML Preview." The preview is in HTML format to ensure full accessibility.



**College Writing, Section 011, Spring Semester, 2010**

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**Course Information**

**Class Days:** M-W-F--Writing lab Wed

**Class Times:** 11-11:50 lecture, writing lab 12:00-1:15 Wednesday only

**Class Location:** 313 for lecture, TBD for writing lab

**Class Schedule:**

<b>Mon:</b>	11:00 AM - 11:50 AM
<b>Tue:</b>	
<b>Wed:</b>	11:00 AM - 11:50 AM 12:00 PM - 1:15 AM
<b>Thu:</b>	
<b>Fri:</b>	11:00 AM - 11:50 AM
<b>Sat:</b>	
<b>Sun:</b>	

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**Instructor Information**

**Instructor:** Molly Boyle

**Email:** molly.boyle@umb.edu

**Office:** (617) 667 - 4307

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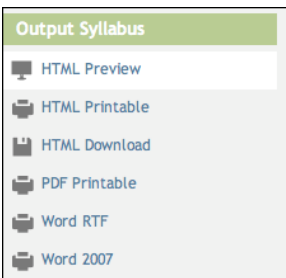
**Office Hours**

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**Course Description**

## **PRINTING YOUR UCD SYLLABUS**

We have five options for printing and sharing your new UCD syllabus. Choose the format that works best for you.



1. HTML Printable – This is the most accessible form.
2. HTML Download – This will create a package of a file for you to post to your a website. This format is recommended for advanced web users.
3. PDF Printable – This format means that students cannot alter the contents of the syllabus.
4. Word 2007 – This format allows students to alter the contents of the syllabus to best suit their learning needs. This version of word is the easiest to reformat and best to use with the syllabus tool.
5. Word RTF Printable –This is the simplest version of word and only recommended for those who do not have access to Word 2007. Students and faculty can edit the document, but RTF is not the most user friendly version of word.