



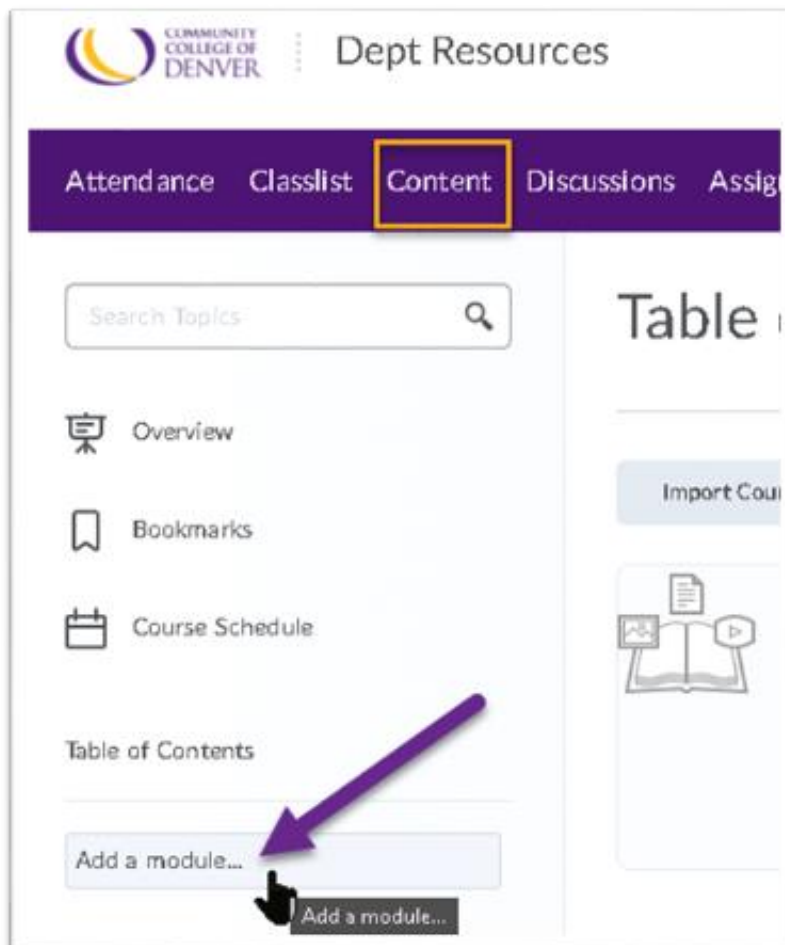
## Distributing the HTML Syllabus in D2L

### Purpose

The purpose of this document is to assist Chairs and their faculty in the use of the accessible HTML syllabus template in D2L. Specially, this document guides Chairs through the creation and distribution of a model department syllabus template. Faculty will then learn how to import these syllabus templates into their course shells.

### Chairs

1. Log into D2L and open your departmental resource shell (e.g. ENG Resources).
  - a. If you do not have a resource shell, please submit a [D2L Workspace Request](#) form.
2. Click “Content” on the NavBar and then click “Add a Module” on the left.

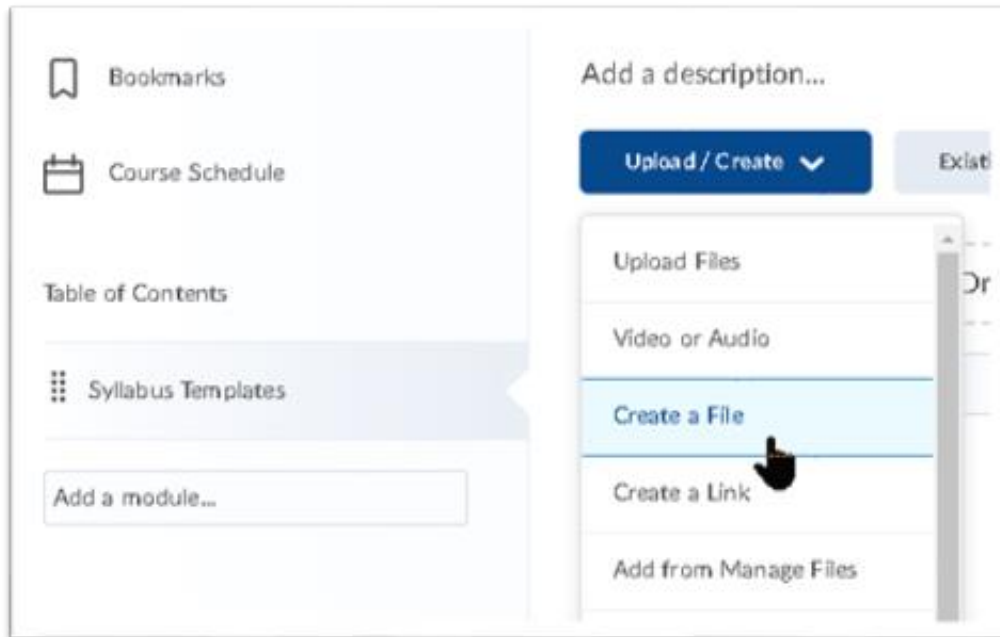


3. Name the new module “Syllabus Templates”. (This will be a way to save variations as needed).

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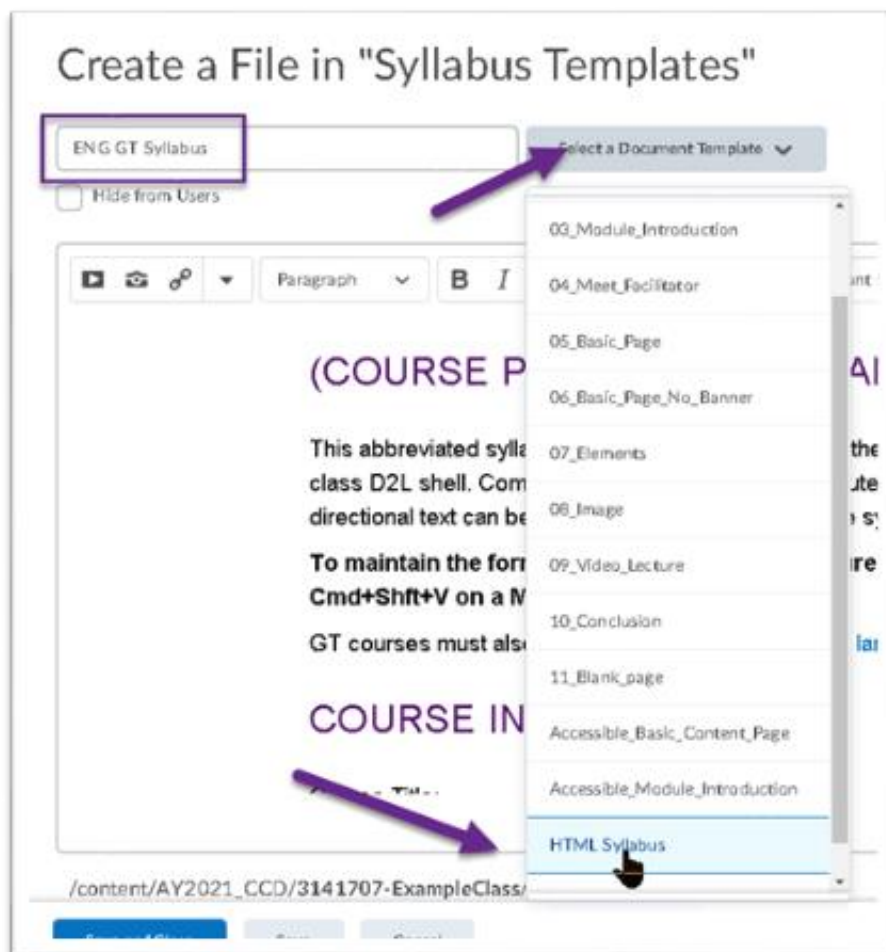
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4. In your new module, click the “Upload/Create” dropdown and then click the “Create a File” option”.



5. In the editor, give your syllabus template a descriptive name (e.g. ENG GT Syllabus).
6. In the “Select a Document Template” dropdown”, choose the “HTML Syllabus” option.

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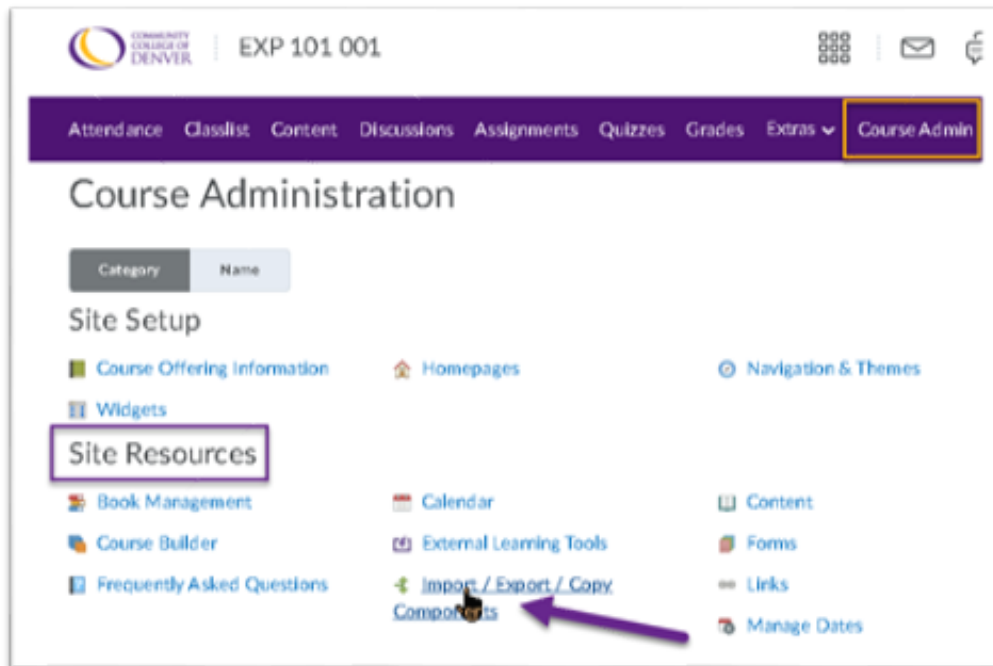


7. Now, edit and replace text as needed, keeping formatting in mind.
  - a. **Pro Tip: Paste any text that comes from Word, or other sources, into Notepad first. This will clean the text and make it easier to paste into the template.**
8. When you are done editing, click the “Save and Close” button.
9. The template is now ready to be copied by your faculty/instructors (they will need the exact name of the resource shell).

### Faculty/Instructors

1. Log into D2L and open the course in which you would like to add your department’s syllabus.
2. From the course NavBar, click the “Course Admin” link.
3. In the “Site Resources” group, click the “Import/Export/Copy Components” link.

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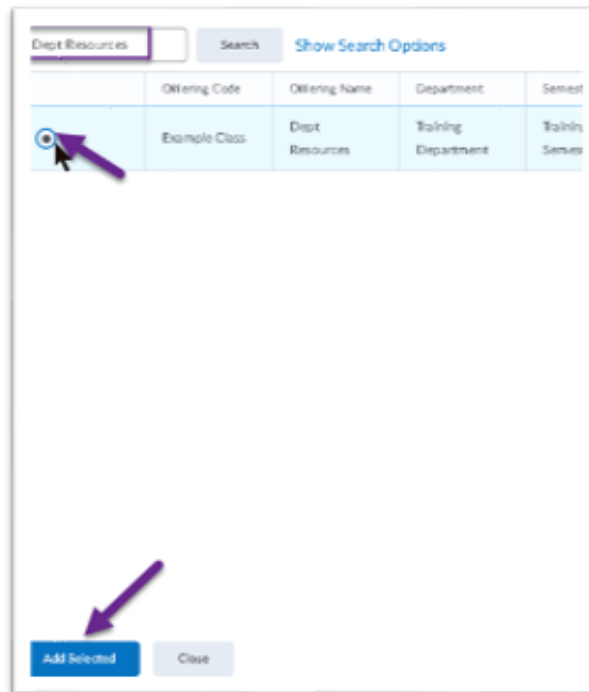


4. Ensure the **“Copy Components from another Org Unit”** radio button is checked and click the **“Search for Offering”** button.

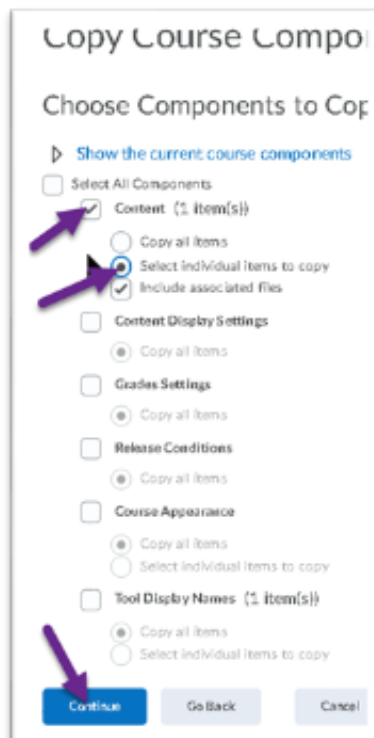


5. In the search box, type the name of your department's resource shell (e.g. ENG Resources).
6. In the results table, check the box next to the resource shell and click the **“Add Selected”** button.

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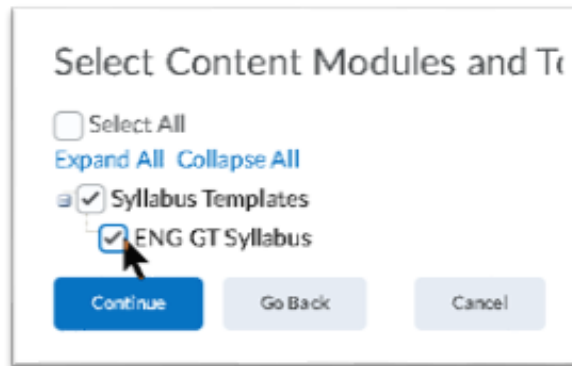


7. At the bottom of the window, click the “Select Components” button.
8. On the next screen, click the checkbox to the left of Content, then click the radio button “Select individual items to copy”.
9. Click the “Continue” button at the bottom of the window.



10. Locate the module containing the syllabus template and click the plus to the left.
11. With the module expanded, check the box to the left of the template name.
12. Click the “Continue” button to begin the transfer process.

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13. Since there are no dates to offset, simply click the “Finish” button.

14. Click “View Content” to return to your course.

15. Finally, you will see the new syllabus module and can rename/edit/move the module as needed.

For additional assistance or training, please contact: [Jennifer.maxwell@ccd.edu](mailto:Jennifer.maxwell@ccd.edu)

