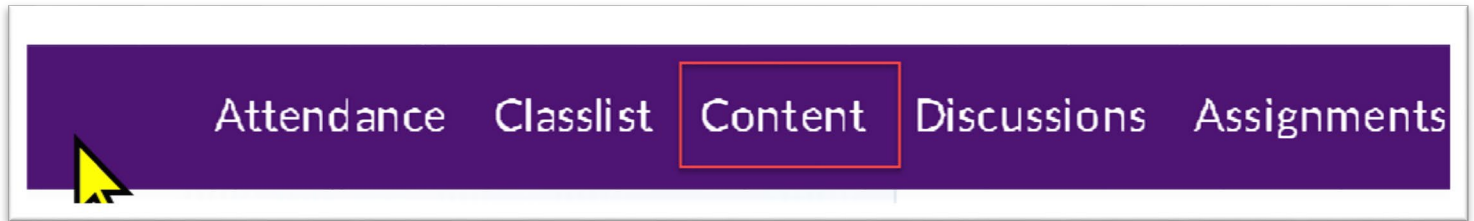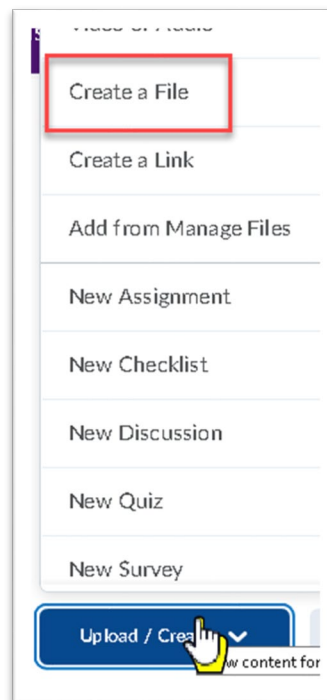# Using the Accessible D2L Syllabus Template

1. Log into D2L and navigate to a course shell created in Fall 2020, or later.
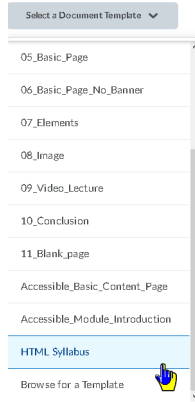

2. Click on the blue dropdown menu labeled "Upload/Create", and the option "Create a File".

3. Give your syllabus page an appropriate title (e.g. ART 101-003 Syllabus FA23).

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# Using the Accessible D2L HTML Syllabus Template

4. Within the "Select a Document Template" menu, select the file labelled "HTML Syllabus".

5. Type or paste your course information in the appropriate spaces.
6. When you copy in your own content, please be aware of the following:
    a. If pasting from an Office app like Word, you might be prompted to remove or keep the formatting. For best results, click the **Remove Formatting** button.

    b. If you are pasting material from another source, like a web browser, it is best to first paste into Notepad. This will remove any conflicting formatting, as D2L may not always display a prompt.

7. If any content is still not properly styled, highlight the text, and then format it using the styles on the left of the toolbar. **Avoid styling the text by using the in-line font tools on the right.**
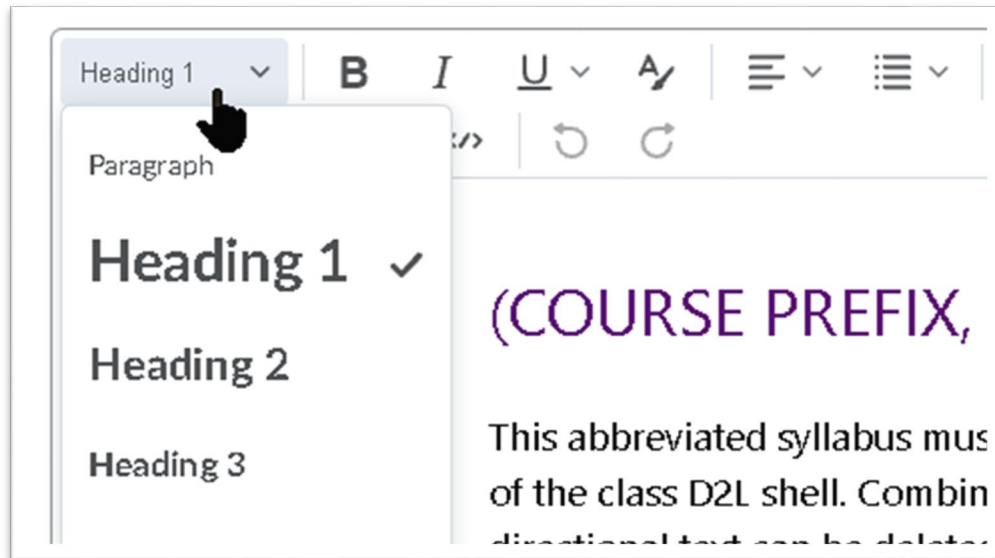
Additional Notes

1. Be sure to read through the template carefully. Hyperlinks to course competencies and other course specific materials are provided within (contact your Chair/Dean for help with the CCNS materials).
2. When pasting outlines, be sure to select bulleted lists in the HTML editor.
3. Other than template instructions, **do not** delete text in the template, as this will overwrite formatting styles.

For additional help or one-on-one training in the use of these templates, please contact: Jennifer Maxwell at Jennifer.maxwell@ccd.edu.

For questions specific to the CCNS, GT Pathways, and other required course information, please contact your Chair/Dean.