



Syllabus User Manual

2015-2016

Academic Year

Version 5.2

© Park University
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Parkville, MO 64079
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Information Technology Service

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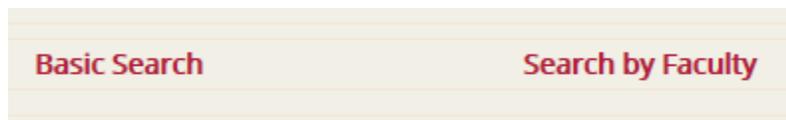
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Syllabus

All Approved Syllabi

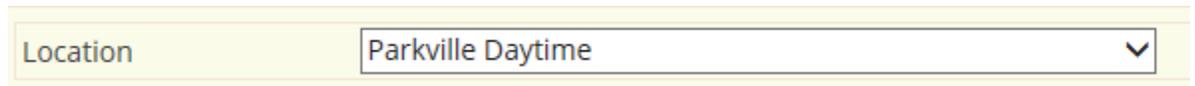
The syllabus system does not contain the function to copy syllabi created prior to August 2014. Old syllabi are still accessible to manually copy and paste to your new syllabus. To access an old syllabus, locate the previous course following these steps:

- Log into MyPark
- Navigate to: <https://app.park.edu/course>
 - Click either Basic Search or Search by Faculty



A horizontal menu with two options: "Basic Search" and "Search by Faculty". Both are in red text on a light beige background.

- Select the location where you taught your course associated with your target syllabus



A dropdown menu with the label "Location" on the left and "Parkville Daytime" selected in the center. A downward arrow is on the right.

- Select the school year



A dropdown menu with the label "School Year" on the left and "2014" selected in the center. A downward arrow is on the right.

- Select user name by using the Faculty dropdown bar

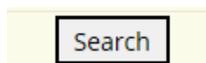


A dropdown menu with the label "Faculty" on the left and "Staff" selected in the center. A downward arrow is on the right.

OR

By typing the first letter of your last name

- Hit the Search Button



A rectangular button with the text "Search" inside.

- Click View under the Syllabus column for your selected course

Course	Title	Semester	Campus	Room	Section	Hours	Faculty	Req	Times	Days	Blended	Status	Syllabus
AT140	Concepts of Sport Injuries	FA2014	Parkville Daytime	SC210	HO	3	Bertoncino, Thomas		8:45 - 10:00 AM	--T-R--	-	3/35/0	View
AT150	Intro to Athletic Training	SP2014	Parkville Daytime	SC318	HO	3	Bertoncino, Thomas	\$	10:00 - 10:50 AM	-M-W-F-	-	1/20/0	View

- The old approved syllabus for that year and semester is now viewable

Task:
 Regardless if you are a coach, athletic director, athletic trainer or any other important personnel, using the scenario below develop a PREVENTION AND ACTION PLAN that can be implemented if you were responsible for the well-being of athletes. Imagine that you are responsible for making sure the proper preventative steps are in place before the event starts and once an injury occurs, a proper plan is put into action to care for the injured athlete. You will need to utilize important concepts discussed throughout the semester when designing your PREVENTION AND ACTION PLAN.

Scenario:
 The NCAA Division I Track and Field Championships are at your university and you are in charge of pole vaulting, an event that can have serious consequences if things go wrong. It is a hot spring day and a male decathlete has just made his second pole vault attempt and upon landing missed the pole vault pit. Although conscious, you notice he is grimacing and holding his left leg, has a laceration on his arm, and also is complaining of low back pain.

Accessing the Syllabus System to Create a New Syllabus

The syllabus system occurs entirely in MyPark through the Faculty tab.

- Navigate to: <https://my.park.edu/ICS/Faculty/> , locate Syllabus on the Faculty menu to the left of the page



- Examine the available information in each section of this MyPark page as notifications and pertinent information appear under each red bar on the page. These notifications are kept up to date and address possible issues. There are often updates here so the user should not rely on a printed hardcopy and instead check the site for updates.
- To begin with the Syllabus Process, click on the Faculty tab on the Syllabus Bar.



Creating a New Syllabus

- Once the faculty tab has been selected, the following screen will appear, reflecting classes by year and semester. Select the year and semester that requires a new syllabus. Below is an example of the process using a previous syllabus as an example.

Your Classes

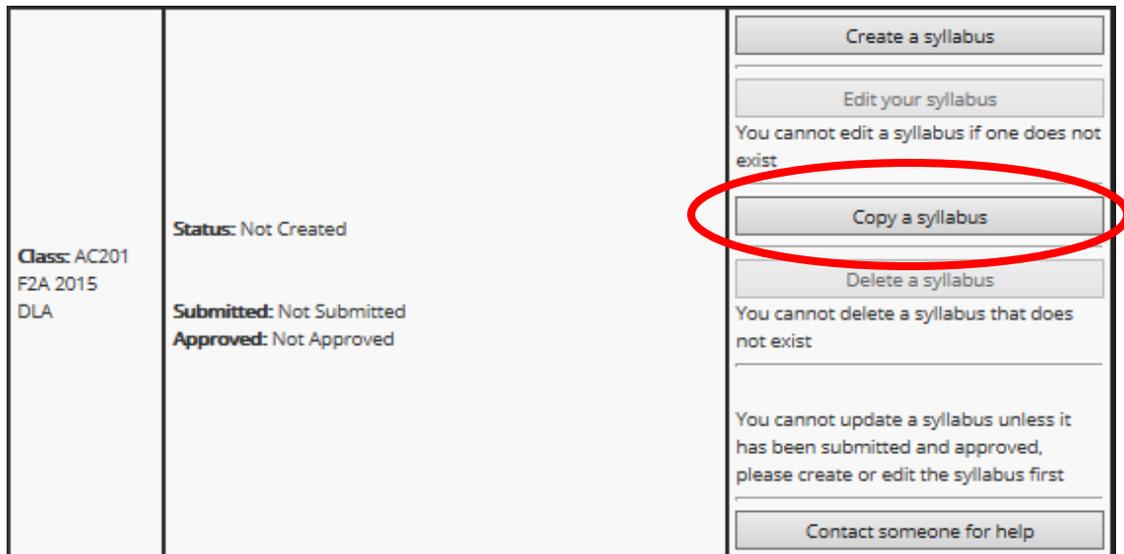
If you have not been assigned a class (ex. Still marked as staff at <https://app.park.edu/Course> contact your campus director.)
Classes are currently manually updated every work weekday.

Year	Semester	
<input type="checkbox"/> 2004	<input checked="" type="checkbox"/> F2T 2013	<input type="button" value="Refresh Class List"/> <i>To be used after you Created, deleted, or updated a syllabus</i>
<input checked="" type="checkbox"/> 2013		

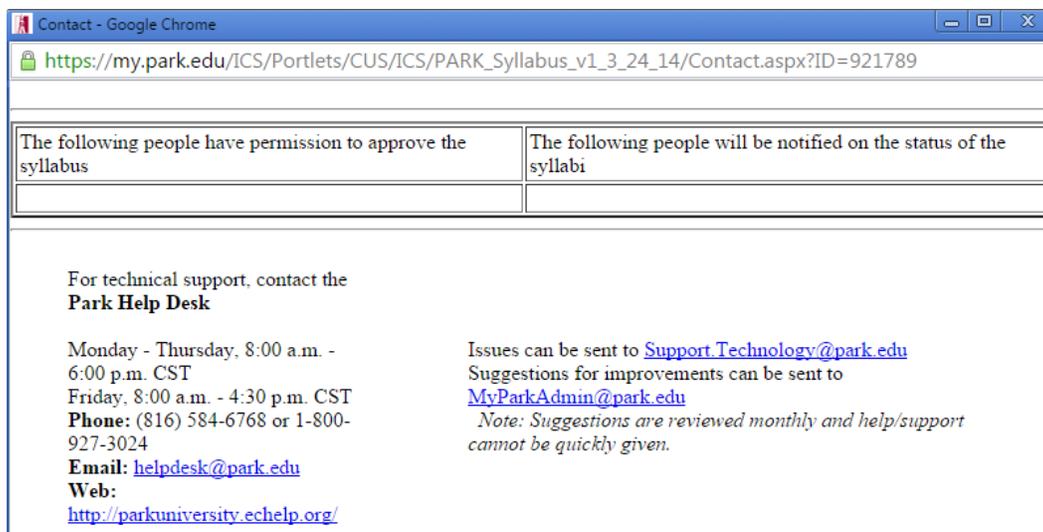
- A window will appear that shows the selected class, whether or not a syllabus has been created, submitted, or approved, and syllabus commands. In the case below the faculty member has only one class and has not created a syllabus, and therefore only certain commands are available until a syllabus is created, the rest of the commands are dithered. The Contact someone for help button is available.

Class	Information	Commands
Class: AC201 F2T 2013 DLF	Status: Not Created Submitted: Not Submitted Approved: Not Approved	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="button" value="Create a syllabus"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="button" value="Edit your syllabus"/> <small>You cannot edit a syllabus if one does not exist</small> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="button" value="Copy a syllabus"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="button" value="Delete a syllabus"/> <small>You cannot delete a syllabus that does not exist</small> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <small>You cannot update a syllabus unless it has been submitted and approved, please create or edit the syllabus first</small> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <input type="button" value="Contact someone for help"/> </div>
Class	Information	Commands

- Once a syllabus has been created, the options to edit the syllabus and delete the syllabus become available. Once a syllabus has been approved and the semester has started a syllabus cannot be deleted.
- The Copy a Syllabus option is only available if no syllabus already exists for the course. There must be nothing entered in any field for the Copy function to work and the function will only copy syllabi created after August 2014. In the image below the Copy a Syllabus is available because no previous content was created for the course



- When the “Contact Someone for help” button is selected, this screen will appear



Choosing a Template

- When the Create a syllabus button is hit a screen will appear offering the user two options, one is a blank template and the other offers prefilled templates that require minimal personalization and do not require approval.

Creating your syllabus

If you need/want a clean template, please click the Blank Template below. It will have only the minimal required details in it (Core Learning Outcomes/Details from the Catalog/etc...).

Blank Template

Otherwise you can choose one of the templates below. If you have questions about which template to use, please contact your program coordinator.

Prefilled Templates

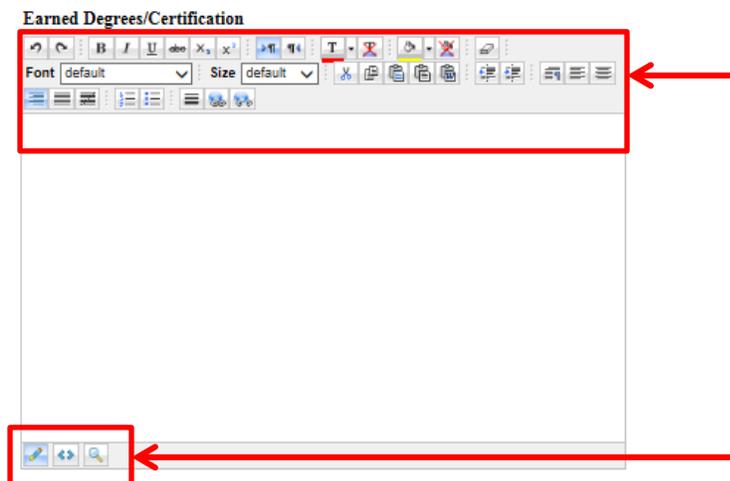
- [AC201 - 8 Week face to face](#) **AutoApproved** [BETA - The autoapprove feature has a slow part]
- [AC201 - 8 Week online](#) **AutoApproved** [BETA - The autoapprove feature has a slow part]

Composing a Blank Syllabus- Rich Textbox Features or HTML

When composing text in the fields for a Blank Template syllabus, the text box is default is set to “Use Rich Textbox Features” which the user can see in the upper right hand corner of the screen as seen below. Rich Textbox Features allow the user to change fonts, colors, and sizes. Hyperlinks can be added into the text. **At this time images cannot be added in the fields**, but tables can be added by cutting and pasting into the field. Other features available are using bullet points, alignment justification, and having the ability to undo an action. Any formatting done will be maintained as well using this option.

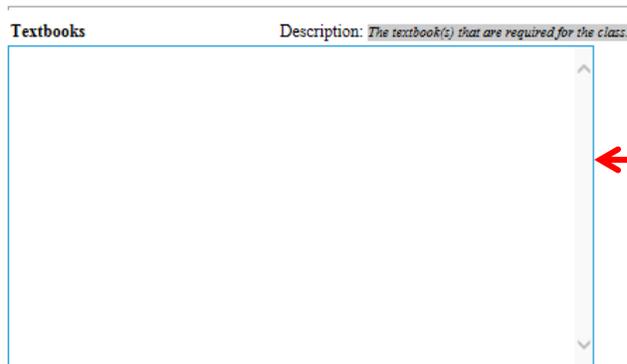
HTML can be used by unchecking the “Use Rich Textbox Features”, but should only be harnessed if the user is comfortable using HTML and is positive that a correctly composed syllabus will be the final product so the syllabus will be approved. Below are images of both Rich Textbox Fields and HTML fields.

Use Rich Textbox Features



This is an example of a field that has “Use Rich Textbox Features” checked, which the default setting. Notice the toolbar across the top that allows for the options discussed above.

This box contains three tools: Design Mode, HTML Text, and Preview. For Syllabus purposes these buttons are not currently being employed.



This is an example of a field with Rich Textbox Features is turned off, allowing the user to employ HTML to create the syllabus if the user is fluent in using HTML.

Blank Template

- The syllabus is blank and can be completely constructed by the faculty member based on a toolbar shown here. The user can skip around sections, but must hit the red “Save/Proceed” button in the lower right hand side after filling out each section in order for the information to save. This type of syllabus will also require approval

Intro ← Auto-populated with course information. Review for accuracy.

Class Summary ← Fill in all biographical fields provided

Textbook ← Enter the course textbook and any other required materials for the course

Standards ← Auto Populated with default values. Any changes must be approved by the University Assessment Committee

Assignments ← See Assignments information below

Rules ← Auto Populated fields with the ability to add additional expectations

Attachments ← ***Currently not a functioning option**

Extras ← An area to add any final resources to the syllabus

Rubric ← Auto Populated

Copyright ← States all information posted in syllabus is protected by copyright

Save & Proceed ← Guides the user to the Submit Syllabus page

This will not automatically submit your syllabus.

Save & Exit ← Guides the user to a close screen

Assignments

- The assignments tab has multiple fields that need to be filled out. They consist of:
 - Schedule: This can include the name of each section of study and the dates spent covering each area listed for the course.
 - Assignments: Name of each graded assignment, including a description of expectations for the given assignment and point value.
 - Grading Plan: This can include the total possible points available for the class and grade value for tests or exams.
 - Course Topic/Dates/Assignments: A compilation or summary of the assignment schedule, assignment point value, grading plan, and expectations.

Blank Template Box Example

- Below is an example of what filled out text boxes in a blank syllabus may look like once the user has filled out the information, in this case the Text Book section was filled out.

Syllabus Section : Textbook

Use Rich Textbox Features

Textbooks

Description: *The textbook(s) that are required for the class.*

Calculus: Early Transcendentals 8th Edition by James Stewart

ISBN-13: 978-1285741550

ISBN-10: 1285741552

Available for rent online or purchase

Additional Resources

Description: *If any additional resources exist for the class place them here.*

Student Solutions Manual for Stewart's Single Variable Calculus: Early Transcendentals, 8th Edition

ISBN-13: 978-1305272422

ISBN-10: 1305272420

Supplemental material, not required for class, available for purchase only.

Submitting a Final Blank Template Syllabus

- Once the **Save/Proceed ->** button has been selected, a screen will appear labeled "Create Preview of your Syllabus"

Create Preview of your syllabus

You have come to the end of the syllabus system. You can now...

1. Click a button on the left hand side and update a section or.....
2. Click this button right here to **Create A Preview** of your syllabus
3. Wait until it says it is generated below
4. Current Status: **Not Generated**
5. Click to view a preview of your syllabus in a separate window: **The latest syllabus must be generated here before you can view it**
6. Fill out the form below and click Submit Syllabus to send your syllabus to be approved

- From this screen the user can create a preview of the syllabus created

AC201

for F2T 2013

Taught by [REDACTED]

[Submitted syllabus](#)

****This is an abbreviated sample of what a completed blank syllabus would contain**

Course Title Test Course Title
Class Days MWF
Class Time 1 pm - 2:30 pm
Classroom Location MC 24
Prerequisites CS 140
Course Description This is a test syllabus with a test description for a class using a blank template
Faculty Name [REDACTED]
Email [REDACTED]@park.edu
Faculty Title Adjunct Professor
Earned Degrees/Certification Bachelor of Science
MBA
Office Information Herr House Room 507
Office Hours MW 6pm-7pm and TTh 5pm-6pm
Additional Contact Information Office Number 816-555-TEST
MBAtest@park.edu

Educational Philosophy

Ad vitam Paramus

"We are preparing for life"

Coqitationispoenam nemo patitur-

"Nobody should be punished for his thoughts"

Textbooks Textbook required for course will be listed here

Additional Resources Course pack necessary for homework assignments

Core Learning Outcomes

1. Demonstrate ability to organize, review, and prepare basic financial statements, primarily focusing on a corporate entity. 2. Process transactions through the application of a basic accounting system in compliance with generally accepted accounting principles. 3. Analyze core accounting issues pertaining to the balance sheet including cash, accounts receivable, inventory, long-term assets, short-term debt, long-term debt, and stockholders' equity.

Core Assessment

A comprehensive final exam consisting of multiple choice questions requiring both quantitative and qualitative reasoning, as well as a written requirement of compiling a full set of financial statements. Questions will be randomly selected from question pools relevant to each CLO and subcomponents.

- After a syllabus has been previewed and everything is correct, a form will be generated allowing the user to submit the syllabus to the program coordinator by hitting Submit Syllabus red button.

Scroll down to submit your syllabus to the the program coordinator

E-mail sent out to the Program Coordinator

Hello,	
The syllabus for AC201 for F2T 2013 at DLF is ready for approval.	
Instructor Notes:	
<i>If any, will be inserted here</i>	
<i>To view a copy of the syllabus you, go to here to view it</i>	
<i>To approve it you will need to</i>	
<ol style="list-style-type: none">1. Go to MyPark2. Log into MyPark with your Park ID and password - Contact the help desk https://my.park.edu/ICS/Offices/Information_Technology_Services/ for assistance logging in and access it.3. Click the Program Coordinator subtab4. Choose correct status (Unapproved most likely), year, semester, and etc...5. Type any message (optional)6. Click the button to approve/disapprove/send message	
<i>The following people have permission to approve the syllabus</i>	<i>The following people will be notified that the syllabus is ready for approval</i>
	<i>Campus Section Notification:</i>

(Add any additional comments below to the program coordinator/campus directors)

⏪ ⏩ B I U abc X₂ X₁ ↔ ¶ ¶ T ✂ 📎 ✖ 📧

Font: default Size: default

🔍 ↔ 🔍

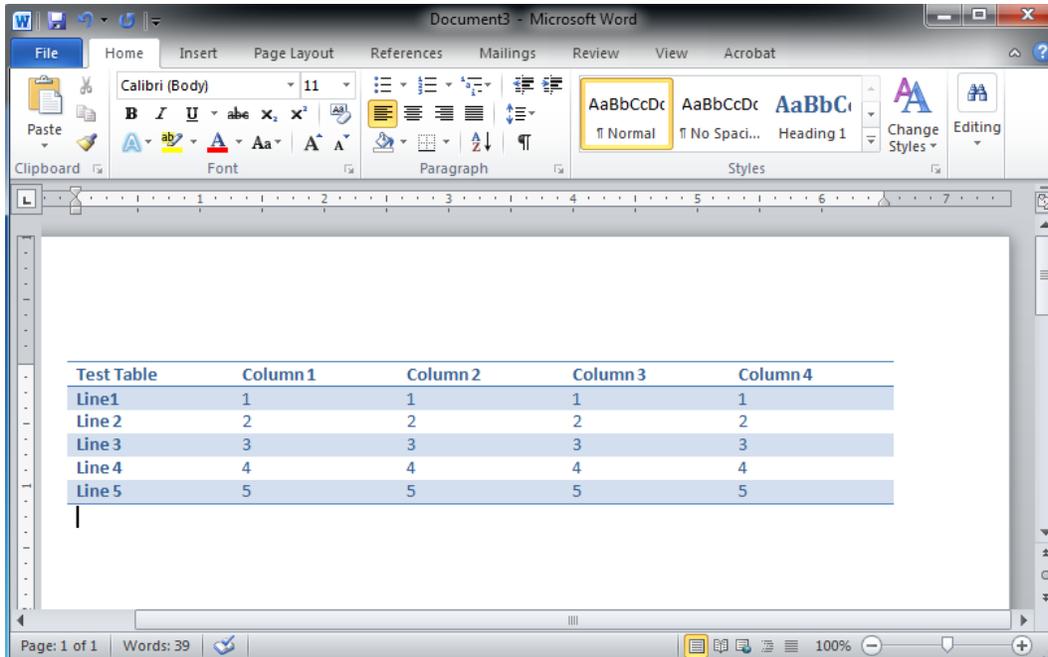
Submit Syllabus ----> Submit Syllabus

Helpful Tips when Creating a Syllabus from a Blank Template

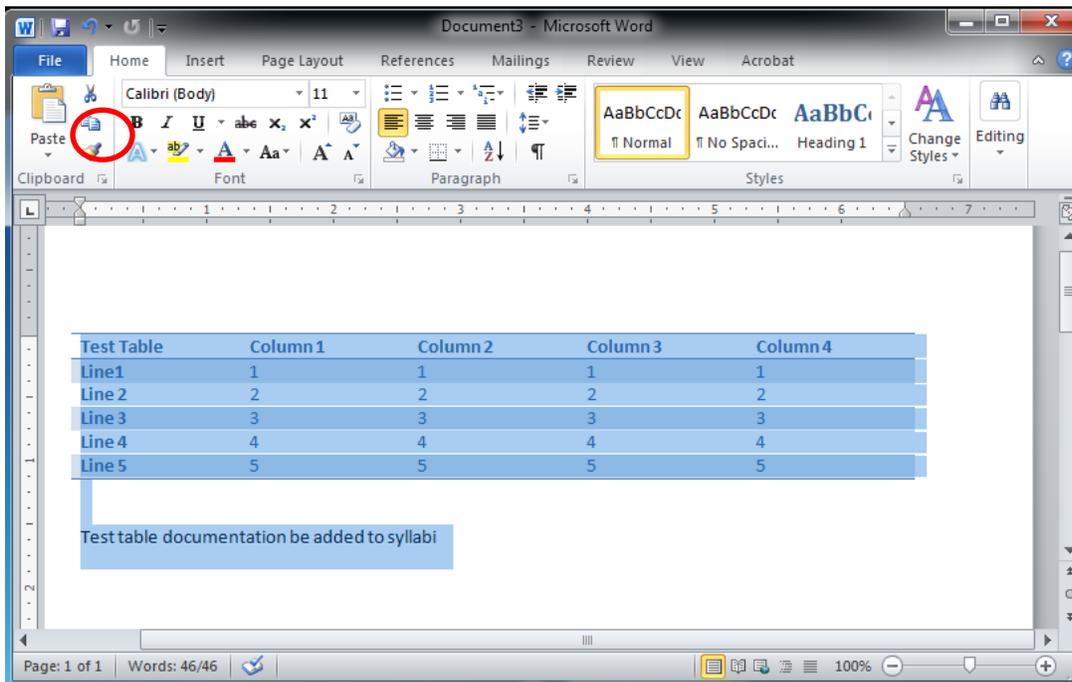
- When ready to begin creating a syllabus from a blank template, hit the  button in the lower right hand corner of the screen.
- In order to save the information entered, the user **MUST** hit the  button in the bottom right corner of the screen after filling out each section or the work will not be saved.
- The user can jump around from tab to tab as long as the Save/Proceed button at the bottom is hit once the information is entered.
- The  button at the bottom of the menu will lead the user to the “Submit Syllabus” page.
- The  will not submit the syllabus for approval; it will lead the user to a close screen.

Copying and Pasting Content into a Syllabus

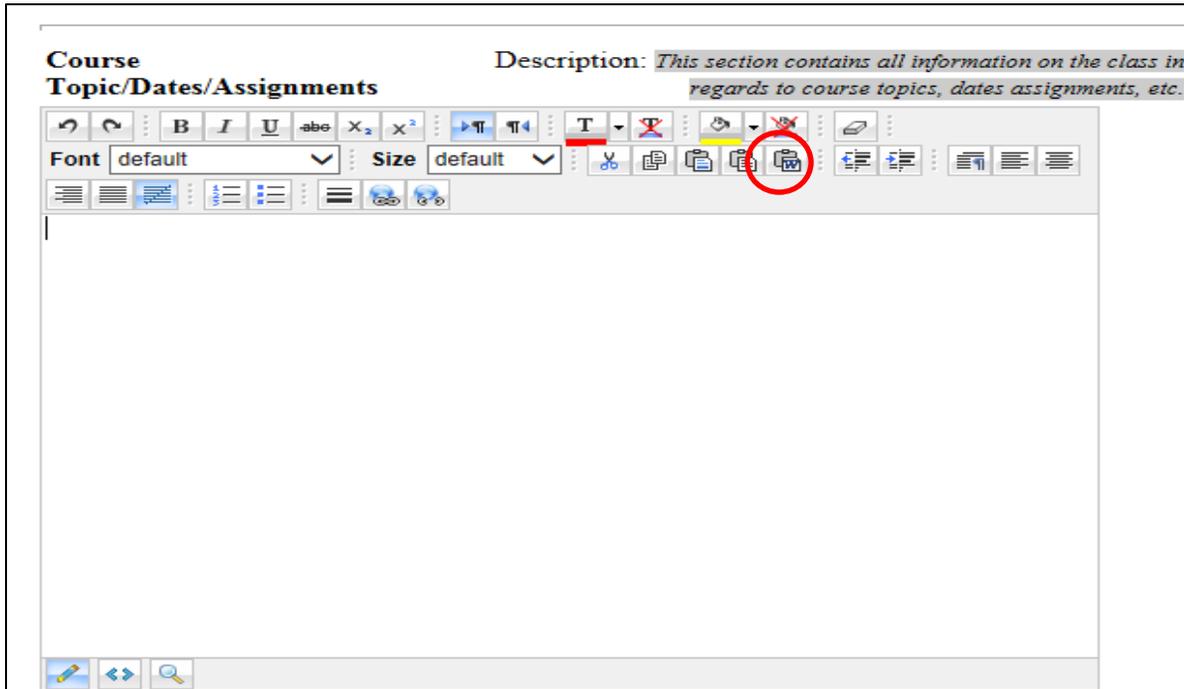
Create the items to be pasted into the syllabus in MS Word



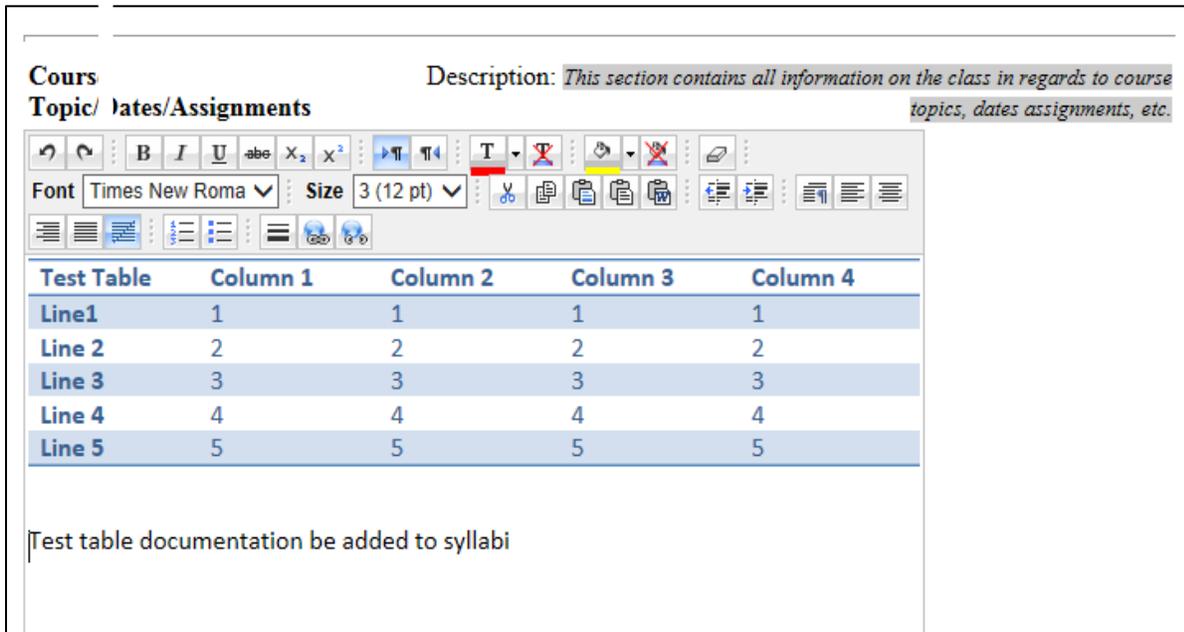
Select the information that needs to be copied and pasted into the syllabus. All content to be copied should be highlighted blue. Click on the Copy button in the Clipboard section of the toolbar.



In the syllabus template and click the Word Paste button (circled below in red) or use the Control+V copy function



The information created in MS Word will populate within the syllabus window once pasted in.



Prefilled Templates

- The prefilled template will ask the syllabus creator to fill out certain fields and then will auto-populate the rest of the syllabus that has already been approved.
- To select a Prefilled Template, click on the **circle next to the class name**, not the class name itself

Prefilled Templates

- [AC201 - 8 Week face to face AutoApproved](#) [BETA - The autoapprove feature has a slow part]
- [AC201 - 8 Week online AutoApproved](#) [BETA - The autoapprove feature has a slow part]

- The template will ask for:
 - Faculty Name and Email Address
 - Faculty Title (i.e. Adjunct Faculty)
 - Earned Degrees/Certifications
 - Office Information (office hours)
 - Additional Contact Information
 - Biography
- Once the user is finished hit the Submit AutoTemplate, a red button at the bottom of the page.
- An email will be sent to the user to view the Auto Template with a link to view the syllabus.
- The syllabus will show both the personalized information and the auto-populated information.
- This is a personalized area that was filled out within the prefilled template

Faculty Name [REDACTED]
Email [REDACTED]@park.edu
Faculty Title Accounting Instructor
Earned Degrees/Certification BBA Accounting
Masters Accountancy
ESOP Management certificate
CPA certificate (active)
Office Information Twelve to One PM Mondays and Wednesdays
Additional Contact Information [REDACTED]

- Below is an example of some of the information that would be included in an auto-populated syllabus. Information on textbook requirements, outcomes, modules, grading, and other standard course material is preapproved and therefore an auto-populated syllabus does not need to go through the approval process.

AC201
for FA 2015
Taught by [REDACTED]

[Submitted syllabus](#)

****This is an abbreviated example of what an auto populated syllabus might contain.**

Course Title AC201 Principles of Financial Accounting

Faculty Name [REDACTED]

Email [REDACTED]@park.edu

Faculty Title Accounting Program Coordinator

Earned MBA/CPA, CGMA

Degrees/Certification

Textbooks

Students are encouraged to purchase the physical textbook; however, it is not an absolute requirement. MOST STUDENTS PREFER A PHYSICAL BOOK, so purchase of a textbook is strongly recommended. You have paid a course fee that provides access to WileyPlus, which contains the eBook, videos, and online homework. The course moves at a fast pace, so make your textbook decision (physical vs. eBook) before classes begin. Textbook information is provided below.

Core Learning Outcomes

1. Demonstrate ability to organize, review, and prepare basic financial statements, primarily focusing on a corporate entity. 2. Process transactions through the application of a basic accounting system in compliance with generally accepted accounting principles. 3. Analyze core accounting issues pertaining to the balance sheet including cash, accounts receivable, inventory, long-term assets, short-term debt, long-term debt, and stockholders' equity.

Core Assessment

A comprehensive final exam consisting of multiple choice questions requiring both quantitative and qualitative reasoning, as well as a written requirement of compiling a full set of financial statements. Questions will be randomly selected from question pools relevant to each CLO and subcomponents.

This assessment is designed to assess all Core Learning Outcomes and will make up 20% of the course grade.

Schedule

Module	Topic	Read	Homework	Discussion	Exams
One	Overview of financial statements	Chapter 1 Chapter 2	Chapter 1 Chapter 2	Chapter 1 Chapter 2	

Assignments

Most homework will be completed, submitted, and graded through WileyPLUS, an online homework management system delivered through the textbook publisher. WileyPlus also houses the online eBook, chapter PowerPoint slides, and lecture videos. All of these resources are useful to complete the online homework.

Grading Plan

WileyPlus homework 165

Late Submission of Course Material

In general, failure to complete and submit (graded) work when due will result in an automatic score of zero for that item, unless previous arrangements have been made to extend the due date. It is the student's responsibility to contact the instructor concerning make-ups.

Editing and Deleting Syllabi

- Return to the “Your Classes” screen and hit the “**Refresh Class List**” button and locate the syllabus that requires editing. Choose the class and select **Edit your Syllabus**.

Editing a Syllabus

Your Classes

If you have not been assigned a class (ex. Still marked as staff at <https://app.park.edu/Course> contact your campus director.)
Classes are currently manually updated every work weekday.

Year	Semester
<input type="checkbox"/> 2004	<input checked="" type="checkbox"/> F2T 2013
<input checked="" type="checkbox"/> 2013	

Refresh Class List

to be used after you Created, deleted, or updated a syllabus

Information	Commands
Status: Awaiting Approval View Preview Syllabus View Submitted Syllabus Submitted: Friday, August 21, 2015 2:40 PM Approved: Awaiting Approval	Create a syllabus You cannot create a syllabus if one already exists, please use the edit or delete button syllabus first. Edit your syllabus Copy a syllabus Delete a syllabus You cannot delete a syllabus after it has been approved and the semester has started. Update Course Desc/CLO/Rubric Contact someone for help

- A syllabus can be edited by the creator before it is submitted for approval to the program coordinator by selecting the tab that needs editing, changing the content, and then resaving the information by hitting the **Save/Proceed ->** button again.
- Once a syllabus is created, previewed, and edited it will be submitted and an email will be generated and sent to the program coordinator for approval.

Hello,

The syllabus for CS148 for FIA 2014 at DN2 is ready for approval. Please go to [here to view it](#) and [here to approve it](#) as program coordinator.

The following people have permission to approve the syllabus
John Dean [John Dean](#)
Wade Tripp [Wade Tripp](#)
Dincer Guler [Dincer Guler](#)

The following people will be notified that the syllabus is ready for approval
John Dean [John Dean](#)
Wade Tripp [Wade Tripp](#)
Dincer Guler [Dincer Guler](#)

Instructor added notes

- The program coordinator can either approve or disapprove a syllabus created with a blank template. Anything that is disapproved on the syllabus can be edited by the creator and the syllabus can be resubmitted for approval.

Deleting a Syllabus

- Once a syllabus has been created **and** accepted **and** the term has begun, the syllabus **cannot** be deleted.
- To delete a syllabus that is able to be deleted, return to the “Your Classes” menu and click the “Refresh Class List” button

Your Classes

If you have not been assigned a class (ex. Still marked as staff at <https://app.park.edu/Course> contact your campus director.)
Classes are currently manually updated every work weekday.

Year	Semester
<input type="checkbox"/> 2004	<input checked="" type="checkbox"/> F2T 2013
<input checked="" type="checkbox"/> 2013	

*To be used **after** you Created, deleted, or updated a syllabus*

Information	Commands
Status: Awaiting Approval View Preview Syllabus View Submitted Syllabus Submitted: Friday, August 21, 2015 2:40 PM Approved: Awaiting Approval	<input type="button" value="Create a syllabus"/> You cannot create a syllabus if one already exists, please use the edit or delete button syllabus first <input type="button" value="Edit your syllabus"/> <input type="button" value="Copy a syllabus"/> <input checked="" type="button" value="Delete a syllabus"/> You cannot delete a syllabus after it has been approved and the semester has started <input type="button" value="Update Course Desc/CLO/Rubric"/> <input type="button" value="Contact someone for help"/>
Information	Commands

- Once the syllabus needing to be deleted is located and the “Delete a Syllabus” button is selected, a verification screen will pop up to ensure the delete command is correct.

Are you sure you want to delete?

Please confirm you are wishing to delete the syllabus

I am confirming that I am wanting to delete this syllabus

- If the user has verified the syllabus requires deletion, check the confirmation box and then click the red “Delete Syllabus” button and the syllabus will be deleted. A verification window will appear once the syllabus has been deleted.

Deleted

The syllabus has been deleted, you can **Close** this window and **Refresh Class List**.

NOTE: It will still look like it is there, until you refresh the class list.

- The syllabus still appears in the “Your Classes” area until the “Refresh Class List” Button is selected

Your classes:

Class	Information	Commands
Class: AC201 F2T 2013 DLF	Status: Awaiting Approval View Preview Syllabus View Submitted Syllabus Submitted: Friday, August 21, 2015 2:40 PM Approved: Awaiting Approval	<div style="border: 1px solid #ccc; padding: 2px; text-align: center; margin-bottom: 5px;">Create a syllabus</div> <p style="font-size: small; margin: 0;">You cannot create a syllabus if one already exists, please use the edit or delete button syllabus first</p> <div style="border: 1px solid #ccc; padding: 2px; text-align: center; margin-bottom: 5px;">Edit your syllabus</div> <div style="border: 1px solid #ccc; padding: 2px; text-align: center; margin-bottom: 5px;">Copy a syllabus</div> <div style="border: 1px solid #ccc; padding: 2px; text-align: center; margin-bottom: 5px;">Delete a syllabus</div> <p style="font-size: small; margin: 0;">You cannot delete a syllabus after it has been approved and the semester has started</p> <div style="border: 1px solid #ccc; padding: 2px; text-align: center; margin-bottom: 5px;">Update Course Desc/CLO/Rubric</div> <div style="border: 1px solid #ccc; padding: 2px; text-align: center; margin-bottom: 5px;">Contact someone for help</div>
Class	Information	Commands

- Once the user hits the “Refresh Class List” Button, the syllabus will no longer appear and the original create screen will appear so a new syllabus can be created or the window can be closed if no syllabus needs to be created.