



Syllabus Learning Plan

Overview/Purpose

A WIDS syllabus provides the big picture of the course for your learner. When you create your syllabus in WIDS, you make sure the course information you use is current and accurate. You also gain access to libraries and banks that make the job of syllabus creation easy. In this learning plan you will learn how to create a syllabus and submit it for review.

Before you get started

- You will be using your own WIDS site to complete this learning plan. Make sure you have your college site URL and your username and password for accessing the site.
- If you have questions as you complete this learning plan, contact the WIDS Site Administrator at your college.
- For more assistance, click the HELP button from any of the WIDS project screens. You will find it in the upper right hand corner.

Target Competency

1 Create a WIDS syllabus

Assessment Strategies

WIDS Syllabus Report

Criteria

Syllabus includes class and instructor information

Syllabus includes course information

Syllabus includes needed textbooks and supplies

Syllabus includes a bibliography (optional)

Syllabus includes linked related outcomes

Syllabus includes course competencies

Syllabus includes grading information

Syllabus include guidelines to enhance learner success

Syllabus includes associated learning plans and PATs

Syllabus includes a schedule

Learning Objectives

Identify the components of a WIDS syllabus

Locate courses in WIDS using Site Explorer

Sign up as a course instructor

Differentiate between non editable Course Outcome Summary data and instructor created syllabus

Examine the relationship of Learning Plans and Performance Assessment Tasks to a syllabus

Explain how libraries in WIDS provide tools for quickly developing syllabus information

- ___ 1. PREVIEW the competency and performance standards for this learning plan to find out what you will learn and how you will be assessed.
- ___ 2. THINK ABOUT how you would complete this sentence: "Creating a syllabus would be a lot easier if . . . " THINK ABOUT the things that make creating a syllabus difficult. Jot down your ideas on a sheet of scratch paper.
- ___ 3. EXAMINE a [Sample WIDS Syllabus](#). This sample was created in the WIDS software. How is this syllabus the same or different from the one you use in your course now?
- ___ 4. LOGIN to your WIDS college site using your username and password. If you are unsure of your login information, contact the WIDS Site Administrator at your college.
- ___ 5. Once logged into the software you will land on the home page. VIEW this [video tour of the homepage](#).
- ___ 6. Using the search tools or Site Explorer OPEN the course where you will build your syllabus. VIEW this demo on how to [Locate Courses in WIDS](#).
- ___ 7. TAKE A TOUR of the Project Management tab. SIGN UP to be an instructor for this course. VIEW the video on how to [Sign Up to be an Instructor](#) in a course.
- ___ 8. NAVIGATE to the Course Outcome Summary tab. The course outcome summary presents the official, nonproprietary information about a course--this information is the same regardless of who teaches the course, Components in the course outcome summary are approved for your use by your college. That ensures that you are always working with the most recent version of the course when you create a syllabus. Edit access to the course outcome summary screens are controlled by your Site Administrator. In most cases, instructors will not be editors on a course outcome summary--unless they have also been designated as Developers. You do not need to have edit access on the course outcome summary to create a syllabus for your course. For more information on the differences between a syllabus and a course outcome summary--see the [Course Outcome Summary vs. Syllabus: What's Editable Where?](#) information sheet.
- ___ 9. NAVIGATE to the My Syllabi tab. VIEW this video on how to [Create a Syllabus in WIDS](#). Click Edit to place the page into edit. Select Add/Clone Syllabus. Enter a title for your syllabus (for example, you might enter "Fall 2011 Syllabus"). Check the "Shared" box if you would like to share your syllabus with other people who teach this course. This allows them to copy your syllabus as a starting point for creating their own syllabi. Click SAVE to close the dialogue box.
- ___ 10. ADD Section and Instructor Information to your syllabus. **CLICK on the syllabus title** to enter the Section and Instructor information tab. You can also just click on one of the tabs

and select a syllabus from the droplist. COMPLETE the fields as needed for your syllabus. *TIP: Make sure you complete the start date and end date under the Section Information tab. These dates are important for determining the correct version of the course information and when you submit your syllabus to your dean or manager for approval later.*

- ___ 11 EXPAND the **Course Information** blue section by clicking on it. Note that this section includes a mix of read only screens (for example Course Information) and screens with the Edit button. Click on each screen and view or add information as needed. Note that in some screens (for example Guidelines), there may be common items assigned by the course that appear read only here. (Such as your college's ADA statement.) But you can add your own guidelines as well by placing the page into Edit.
- ___ 12 **VIEW the Outcomes section.** All of the screens in this section are defined in the course outcome summary. They are read only here. The start and end date of your syllabus will determine the version of the course data you see. If a course has a revised title beginning next semester, if you set that as a start date, the new course information will show here.
- ___ 13 **EXPAND the Schedule section and NAVIGATE to the Associated LPs/PATs screen.** From this screen you can associate specific learning plans and PATs with a syllabus. If you associate LPs/PATs they can be printed with the syllabus to create a packet for the course. To associate click Edit. Then click Associate Learning Plans and Performance Assessment Tasks with a Syllabus. Select items by checking in the box. View this demo on how to [**Associate LPs and PATs with a Syllabus.**](#) (TIP: If you do not have any PATs for Learning Plans for your course--skip this step or complete it later.)
- ___ 14 **NAVIGATE to the Schedule screen.** Place the page into edit. Click Add/Edit Schedule. WIDS presents different ways to create a schedule. Choose a method and create a schedule. Add columns by clicking Add/Edit Columns. This allows you to add columns that are linked to your course competencies, learning plans, PATs and also text columns which you can title yourself. Add information to your schedule by clicking in the column and selecting data or typing in the column. View this demo on how to [**Create a Schedule.**](#)
- ___ 15 CREATE a syllabus report using Quick Print. Use the Show/Hide Options menu to customize your report. Click on the green arrows to refresh your report after making your selections. If desired, EXPORT your document using one of the formats provided.
- ___ 16 If desired, SUBMIT your syllabus for approval. This feature in WIDS allows you to create a syllabus report that is submitted to your dean or manager. See the video [**Submit Your Syllabus for Approval.**](#)

Assessment Activities

- ___1 COMPLETE the [**Syllabus Performance Assessment Task.**](#)

- ___1 COMPLETE the **Syllabus Performance Assessment Task**.
- ___2 GO BACK to your thoughts about what makes a syllabus difficult to create (learning activity 2). Consider how WIDS resolves some of those difficulties. What did you like about the WIDS syllabus tool? For more information on how WIDS is used at your college, contact your Site Administrator.