



## Towson University SYLLABI

### User Guide

Last Updated 6/29/2021

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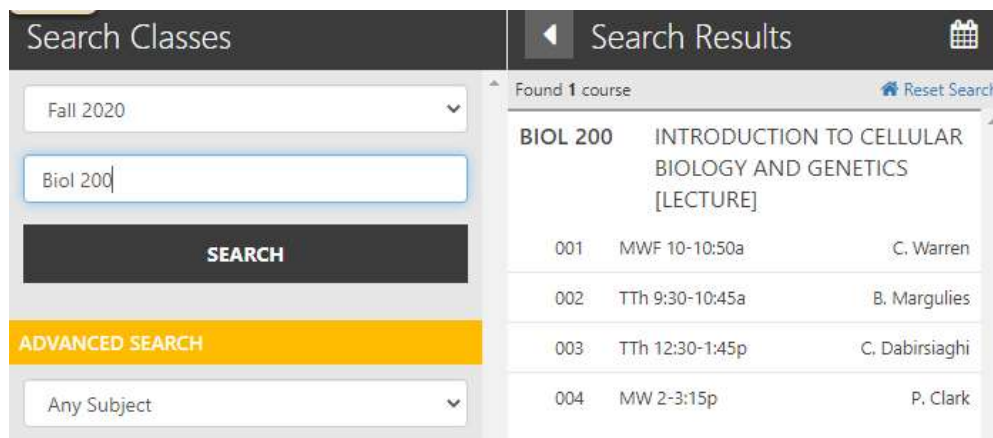
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## Creating a Syllabus

To create a syllabus from scratch, please follow the instructions below. (Please note that if you have created a syllabus in the past or a course coordinator governs your syllabus contents, please jump to Copy an Existing Syllabus.)

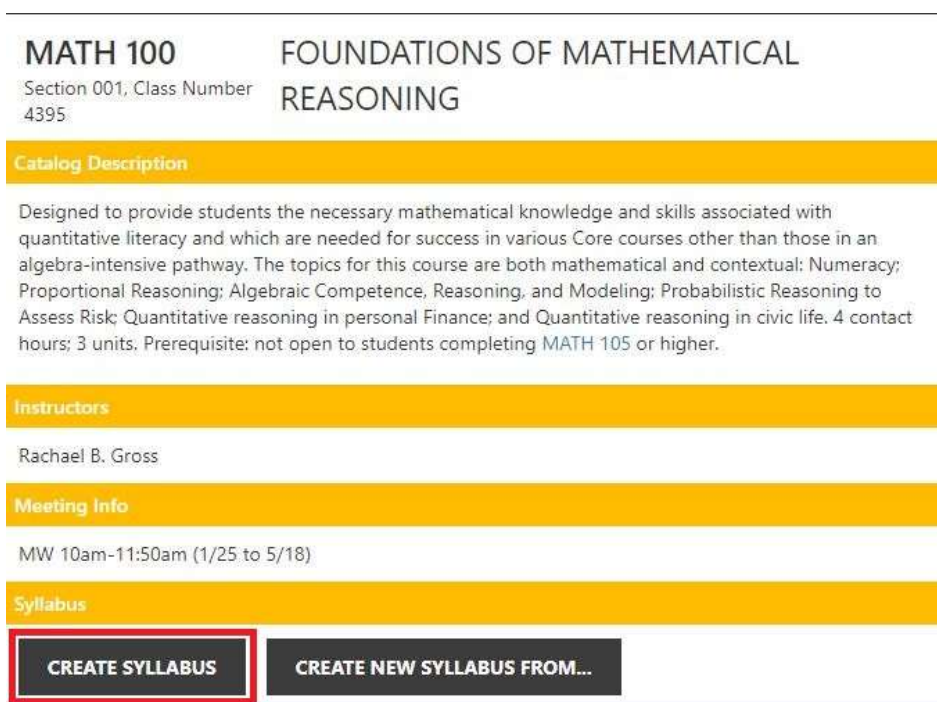
1. Visit the SYLLABI landing page at <https://nextcatalog.towson.edu/course-search>.
2. You may search for your course by either subject area or keyword. Some keywords to try are subject / course number, instructor name, or course title.



The screenshot shows the 'Search Classes' interface. On the left, there is a search form with a dropdown menu set to 'Fall 2020', a text input field containing 'Biol 200', and a 'SEARCH' button. Below this is an 'ADVANCED SEARCH' section with a dropdown menu set to 'Any Subject'. On the right, the 'Search Results' section shows 'Found 1 course' with a 'Reset Search' link. The course listed is 'BIOL 200 INTRODUCTION TO CELLULAR BIOLOGY AND GENETICS [LECTURE]'. Below the course title, there is a table of sections:

Section Number	Days/Time	Instructor
001	MWF 10-10:50a	C. Warren
002	TTh 9:30-10:45a	B. Margulies
003	TTh 12:30-1:45p	C. Dabirsiaghi
004	MW 2-3:15p	P. Clark

3. Click on the section number of the course that you would like to create a syllabus. This will take you to an information screen for the course. (Please note, you may only create a syllabus for a course that you are an instructor for.)
4. Once you are on the appropriate section, click the **Create Syllabus** button, which will take you to your newly created syllabus.



The screenshot shows the course information page for 'MATH 100 FOUNDATIONS OF MATHEMATICAL REASONING'. The page includes the following sections:

- MATH 100** FOUNDATIONS OF MATHEMATICAL REASONING
- Section 001, Class Number 4395
- Catalog Description**: Designed to provide students the necessary mathematical knowledge and skills associated with quantitative literacy and which are needed for success in various Core courses other than those in an algebra-intensive pathway. The topics for this course are both mathematical and contextual: Numeracy; Proportional Reasoning; Algebraic Competence, Reasoning, and Modeling; Probabilistic Reasoning to Assess Risk; Quantitative reasoning in personal Finance; and Quantitative reasoning in civic life. 4 contact hours; 3 units. Prerequisite: not open to students completing MATH 105 or higher.
- Instructors**: Rachael B. Gross
- Meeting Info**: MW 10am-11:50am (1/25 to 5/18)
- Syllabus**: At the bottom, there are two buttons: 'CREATE SYLLABUS' (highlighted with a red box) and 'CREATE NEW SYLLABUS FROM...'

## Copy an Existing Syllabus

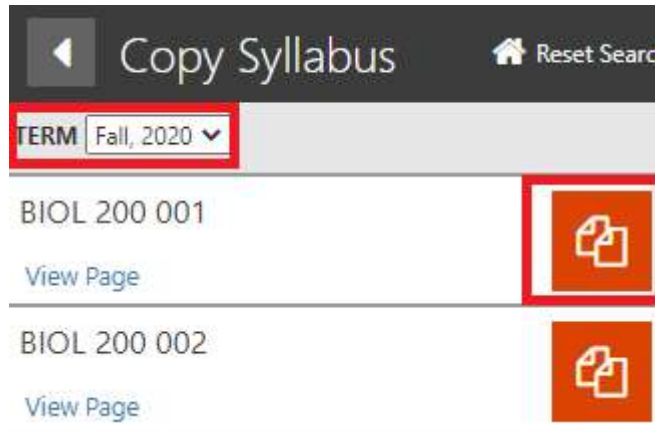
1. Visit the SYLLABI landing page at <https://nextcatalog.towson.edu/course-search>.
2. You may search for your course by either subject area or keyword. Some keywords to try are subject / course number, instructor name, or course title.

The screenshot shows a search interface with two main panels. The left panel, titled "Search Classes", includes a dropdown menu for "Fall 2020", a text input field containing "Biol 200", a "SEARCH" button, an "ADVANCED SEARCH" section, and another dropdown menu for "Any Subject". The right panel, titled "Search Results", shows "Found 1 course" and a "Reset Search" link. Below this, the course "BIOL 200 INTRODUCTION TO CELLULAR BIOLOGY AND GENETICS [LECTURE]" is listed with four sections: 001 (MWF 10-10:50a, C. Warren), 002 (TTh 9:30-10:45a, B. Margulies), 003 (TTh 12:30-1:45p, C. Dabirsiaghi), and 004 (MW 2-3:15p, P. Clark).

3. Click on the section number of the course that you would like to create a syllabus. This will take you to an information screen for the course. (Please note, you may only create a syllabus for a course that you are an instructor for.)
4. Once you are on the appropriate section, click the **Create New Syllabus From** button, which will take you to your newly created syllabus.

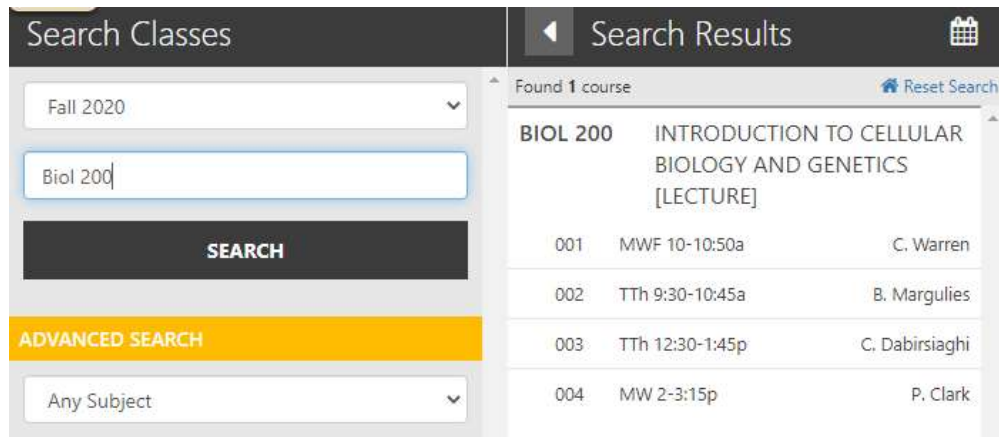
The screenshot displays the course information page for "MATH 100 FOUNDATIONS OF MATHEMATICAL REASONING". It shows "Section 001, Class Number 4395". The page is divided into sections: "Catalog Description" (designed for quantitative literacy), "Instructors" (Rachael B. Gross), "Meeting Info" (MW 10am-11:50am), and "Syllabus". At the bottom, there are two buttons: "CREATE SYLLABUS" and "CREATE NEW SYLLABUS FROM...", with the latter button highlighted by a red border.

5. A list of available syllabi you may copy from will be displayed. You may choose the semester first, then hit the red button next to the desired course and section to copy the syllabus to your section.



### Edit a Syllabus

1. You will be taken to your syllabus's page immediately after creating the document. If you exit and need to complete the syllabus later, you can access your syllabus by first visiting <https://nextcatalog.towson.edu/course-search>.
2. You may search for your course by either subject area or keyword. Some keywords to try are subject / course number, instructor name, or course title.



3. Click on the section number of the course that you would like to edit a syllabus. This will take you to an information screen for the course. (Please note, you may only create a syllabus for a course that you are an instructor for.)
4. In the middle of the course information window, you will see a link to access your course syllabus.

**Instructors**

Sandrine N. Tchatie-Leudeu

**Meeting Info**

MW 8am-9:50am (1/25 to 5/18)

**Syllabus**

Course Syllabus

**All Sections**

Class NBR	Section #	Type	Meets	Instructor
4208	001	LLB	MW 8-9:50a	S. Tchatie-Leudeu

- Once inside the syllabus, there will be an “Edit” and “Publish” button on the left hand side. Select “Edit” to bring up the edit options for your syllabus.

**Publishing**  
Status: Draft

**EDIT PAGE**

**PUBLISH PAGE**

- Once you hit the edit button, any section that is not locked will have an icon that will allow you to make changes or enter content. **If this is your first time you are editing after creating the syllabus, make sure you select the appropriate template for your course. Information on the available templates can be found at the end of this document.**

**Calculator**

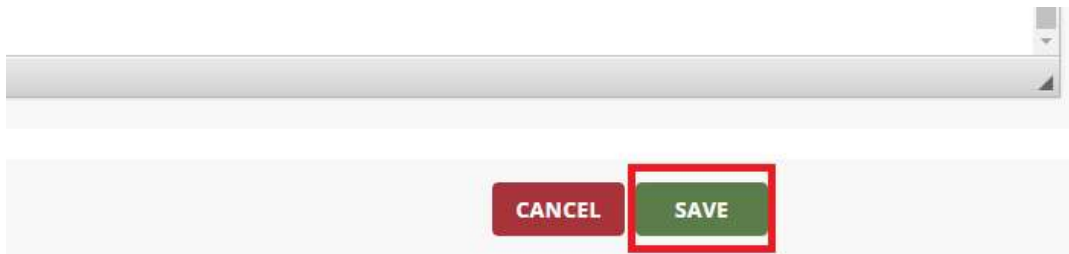
No content for this section

A graphing calculator is required for this course, and I recommend that students use some model of TI-83 or TI-84. You may use another make or model of graphing calculator (with some limitations), but I will teach using the TI-83/84. On Blackboard, I have posted separate instructions as to the make and model of graphing calculator that I recommend and that I permit.

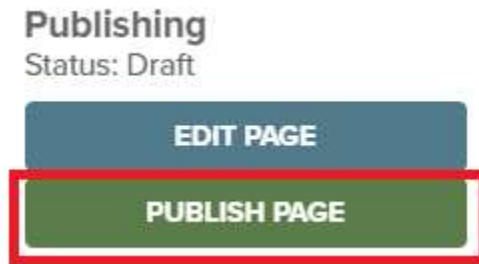
**TEMPLATE:** MATH 231 Template

- BIOL Template
- FORL Template
- ITAL Template
- ITSC Template
- MATH 115 Template
- MATH 211 Template
- MATH 231 Template**

- Clicking the edit button will bring up a standard text editor in a new window. Be sure to click “Save” before exiting to keep any changes you have made.



8. Once all changes have been made, select the “Publish” button near the top left of the page.



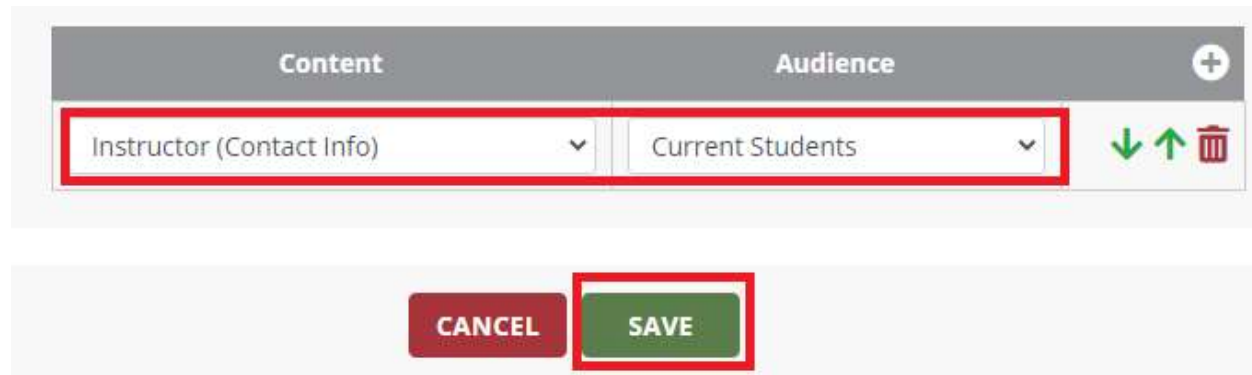
### Setting Visibility

1. SYLLABI allows you to set visibility for select sections of the syllabus. For example, you may wish to block contact information from former students, and only leave it visible to current students. To view the visibility options, click the “Eye” icon near the top of the syllabus while in edit mode.



SIS **BIOL 200 - INTRODUCTION TO  
CELLULAR BIOLOGY AND  
GENETICS [LECTURE]**

2. Use the pull down menus to set the Content (Section you are looking to change the visibility for) and Audience (Which group should be able to see this section).



3. Click save to ensure any changes you made are captured.

### View Syllabus as a PDF

1. On the right hand side, there are two buttons to generate a PDF.
  - a. The Everyone PDF button will show a view that takes any Visibility restrictions put into place by the instructor.
  - b. The Current Student PDF will show a view that shows all syllabus content.



**Note:** If there are no active visibility settings you will only have a “View PDF” button.

### Publish a Syllabus

Starting in Spring 2021 students will be unable to view a draft syllabus. Once you have finished creating a syllabus or entering changes, the syllabus must be published or republished.

1. To publish your syllabus, click the Publish button at the top left hand side of the page.

**Publishing**  
Status: Draft



2. After clicking the Publish button, will take you to the published version of your syllabus. This is the version that students will use and access. The URL generated will follow a standard format of `cousrecatalog.towson.edu/syllabi/(year-semester)/(subject code-course number-section number)`

### **SYLLABI Template Information**

SYLLABI has three standard templates we recommend instructors use when creating their syllabus. Each has different standard information so you may choose the one that best fits your needs.

- Towson Syllabus Template 1 – Includes standard course information, textbooks, learning outcomes, assignments, schedule, standard policies, and six sections to that can be manually edited.
- Towson Syllabus Template 2 – Includes all information in Towson Syllabus Template 1 but also includes sections for additional course resources, course topics, and a section for a late work policy.
- Towson Syllabus Template 3 – Includes all information from Towson Syllabus Template 2 but includes an additional four sections that can be manually edited by the instructor.

### **SYLLABI to Blackboard Integration**

As of Mini 2025, there is an integration between Blackboard and SYLLABI. Users can access this integration through Blackboard using the steps below:

1. Select “Books and Tools.”



2. Select Courseleaf SYL Tool





### CourseLeaf SYL - Course Tool

Course Tool Link

3. Click the link that says “Welcome, instructor! Edit your syllabus here.”
4. Select “Create Syllabus” for the section you would like to build.

## Create Syllabi

### TSEM 102 003: TOWSON SEMINAR

MW 2pm-3:15pm in LA3201 (8/26 to 12/16)

[+ CREATE SYLLABUS](#)