

# THE SYLLABUS CREATOR INSTRUCTION MANUAL

Please read this manual thoroughly to try to answer any 'how to' questions you have.

If you still need assistance, email Jack Gill at [jgill@germanna.edu](mailto:jgill@germanna.edu) or call 540-891-3042.

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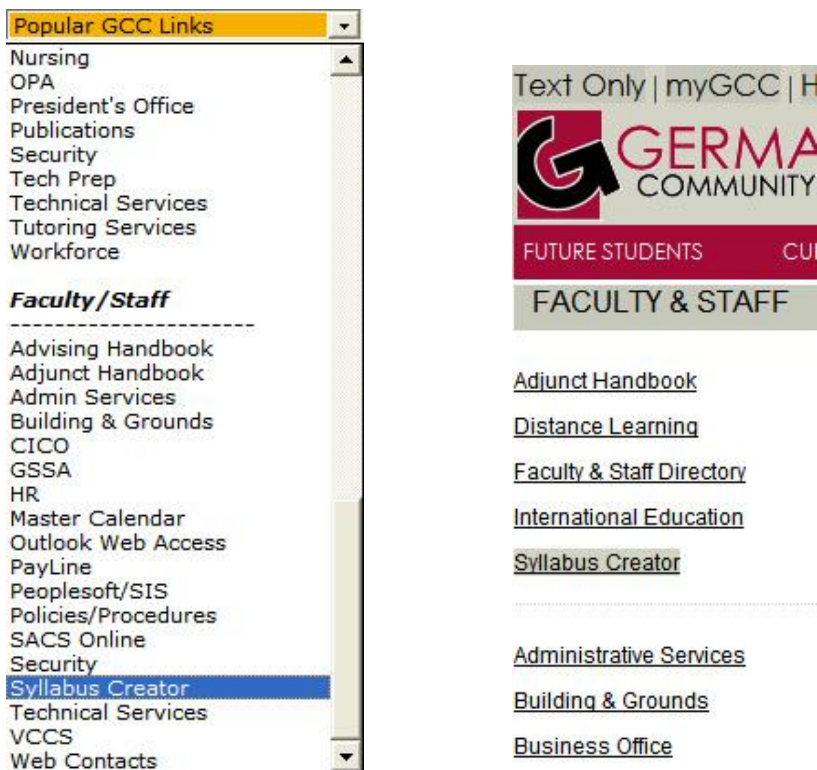
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## Pre-Creation Notes

- After you log into the OCSC system, your session will timeout in 10 hours. If you have input information in but have exceeded the 10 hour limit, all your information will be lost and you will be directed to login again. **NOTE:** The 10 hour session limit will only begin when the computer is left unattended.
- Concerning the above bullet-point, when starting your syllabus, be sure to create it before the 10 hour limit expires. After it is initially created, you will have the button option to 'Save Schedule Info'. When you click that, the syllabus will be saved so you can import it later to make your additional updates.
- If you have put information in an optional field and decide you want to delete it, you must also switch to 'HTML' view and delete any tags used. Call Jack Gill at 891-3042 for a further explanation.
- You may copy-paste information, including tables, into the additional or optional fields.
- You may use the 'Import From File:' field to retrieve information from a previous syllabus you or someone else has created. This will display the office phone number, office location, primary email address, textbook and supplies and grading policy of the person in the field 'Instructor Name' and will display tentative course schedule from the syllabus entered into the 'Import From File:' field (an example of the makeup of an import file is located on [page 8](#)).
- After you have successfully created your online syllabus, certain information such as your office phone number, office location, primary email address, textbook and supplies, and grading policy will automatically populate when you sign on again to create another syllabus (you must use exactly the same instructor name).
- Concerning the Tentative Course Schedule, you may put information in either the Tentative Course Schedule **OR** the Optional Tentative Course Schedule. You cannot use both.
- Use your mouse pointer or tab key to toggle between fields.
- This system is best viewed at a screen resolution of 1024 X 768 or higher.

## Logging into the System

1. From the Germanna home page, click 'Popular GCC Links' located in the upper right of the page and scroll down to 'Faculty/Staff' and then choose 'Syllabus Creator'.



The image shows a screenshot of the Germanna Community College website. On the left, a dropdown menu titled 'Popular GCC Links' is open, showing a list of links. The 'Faculty/Staff' section is highlighted, and 'Syllabus Creator' is selected. On the right, the website header features the Germanna Community College logo and a navigation bar with the following links: [Adjunct Handbook](#), [Distance Learning](#), [Faculty & Staff Directory](#), [International Education](#), [Syllabus Creator](#), [Administrative Services](#), [Building & Grounds](#), and [Business Office](#).

2. If this is the first time you've logged in to the Syllabus Creator, put in your EmplId (employee id or assigned number) and the initial password '**default**', otherwise, use your previously created password then click 'Login' button.

### OCSC Login

EmplID:

Password:

## Changing Your Password

1. From the Check In/Out Login, type your userid (employee id or assigned number) and password then click 'Change Password'.

### OCSC Login

**EmplID:**

**Password:**

2. On the next screen, type your original password again then your new password twice and click 'Update Password'.

### OCSC - Change Password

Your password must be changed from the initial password

**UserID:**

**Password:**

**New Password:**

**Verify New Password:**

3. If your password change was complete, you will be taken directly to the next page. You will need to use your new password to sign into the OCSC in the future.

4. If you've forgotten your password, contact Jack Gill at 891-3042 or [jgill@germanna.edu](mailto:jgill@germanna.edu) and he will reset it back to 'default'.

## OCSC - Class Information:

Select the semester, year, subject, catalog number and section

Semester:

Course ID:

Section:

Instructor Name:

Import From File:

(Ex. fa09mth04202gill)

Reset

Note: The name associated with the userid you logged in with will display under 'Instructor Name'.

## Class Information

From the Class Information Page:

1. Click the first drop-down under the column 'Semester:' and choose the semester you'd like to create a syllabus for.

Semester:	Course ID:	Section:	Instructor Name:
Fall			John W Gill

**Note:** If information for the semester you choose doesn't exist, you will receive a message to that effect.

2. Click the second drop-down under the column 'Semester:' and choose the year you'd like to create a syllabus for.

Semester:	Course ID:	Section:	Instructor Name:
Fall 2009			John W Gill

**Note:** If the chosen year doesn't exist for the semester you choose, you will receive a message to that effect.

3. Click the first drop-down under the column 'Course ID:' and choose the course prefix you'd like to create a syllabus for.

Semester:	Course ID:	Section:	Instructor Name:
Fall 2009	MTH		John W Gill

4. Click the second drop-down under the column 'Course ID:' and choose the course number you'd like to create a syllabus for.

Semester:	Course ID:	Section:	Instructor Name:
Fall 2009	MTH 04		John W Gill

5. Click the drop-down under the column 'Section:' and enter a section number for the course id and number you choose.

6. Type the name of the instructor you would like to create the syllabus for.

**Note:** The name of the instructor associated with the userid you logged in with will automatically populate this field. You may make changes to the name but this information is pulled from PeopleSoft so it will need to be changed each time. The best possible solution would be to make the change to the name in PeopleSoft itself and notify the [webmaster](#) of the change.

<b>Semester:</b>	<b>Course ID:</b>	<b>Section:</b>	<b>Instructor Name:</b>
Fall ▼ 2009 ▼	MTH ▼ 04 ▼	202 ▼	John W Gill

7. Type the file identification from a previously created syllabus under the field 'Import From File:' if applicable or keep 'Optional' if you aren't using previous syllabus's schedule information.

**Note:** The following makes up the above field using the example 'SP06BIO10125gill'. It is not case sensitive:

- FA – This stands for spring. (SU = summer, FA = fall)
- 09 – This is the year (07 = 2007, 08 = 2008, etc....)
- MTH – This is the course prefix. (BIO = Biology, BUS = Business, etc....)
- 04 – This is the course number
- 202 – This is the section number
- Gill – This is the last name of the person signed on. \* NEW / not shown in above picture

8. Click 'Next' to advance to the next screen or 'Reset' to reset your information.

<b>Semester:</b>	<b>Course ID:</b>	<b>Section:</b>	<b>Instructor Name:</b>
Fall ▼ 2009 ▼	MTH ▼ 04 ▼	202 ▼	John W Gill

**Import From File:**  
(Ex. fa09mth04202gill)

fa09mth04202gill

---

Next

Reset

## Creation Form

1. Type or change the name in the 'Name:' field.

# OCSC Creation Form

General Biology I  
Spring 2006  
BIO 101-25  
W, 12:00PM- 2:45PM  
Location: FAC 1 ,Room: 325  
Credits: 4

### Instructor Information:

Name:  Office phone #: ()  -

2. Type your office phone number (the area code is pre-filled but can be changed).

### Instructor Information:

Name:  Office phone #: ()  -

3. If you'd like to add one or two additional phone numbers, check the box to the left of the field 'Add phone #' and continue to step 4. Otherwise, skip to step 6.

4. Click the drop-down under the field 'Add phone #' and select either 'Home, Cell, Other'.

5. Type in the phone numbers.

<input checked="" type="checkbox"/> Add phone # <input type="text" value="Home"/> ( <input type="text" value="540"/> ) <input type="text" value="999"/> - <input type="text" value="9999"/>	<input checked="" type="checkbox"/> Add phone # <input type="text" value="Cell"/> ( <input type="text" value="540"/> ) <input type="text" value="999"/> - <input type="text" value="9999"/>
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6. Type the office location beside the field 'Office location 1:' and type the days at that location beside the field 'Days at this location:'

**Note:** Location 2 and its days are optional. Please use the format provided when entering the days.

Office location 1: <input type="text" value="FAC1"/>	Days at this location: <input type="text" value="M"/> Use MTuWThFS
Office location 2: <input type="text" value="LGC"/>	Days at this location: <input type="text" value="T"/>

7. Click to the left of the days reflected in the field 'Days at this location' to check it and then type in the times. Be sure to click the drop-down if needed to change from AM to PM and vice versa. **Do not use colons when typing time in increments. (Ex. Type 1230 instead of 12:30)**

**Office hours:** Select days and times you are available

<input checked="" type="checkbox"/> Monday from:	7:00AM	till	8:15AM	<input checked="" type="checkbox"/> and from	8:30AM	till	10:00AM
<input checked="" type="checkbox"/> Tuesday from:	9:00AM	till	10:30AM	<input type="checkbox"/> and from	7:00AM	till	7:00AM
<input type="checkbox"/> Wednesday from:	7:00AM	till	7:00AM	<input type="checkbox"/> and from	7:00AM	till	7:00AM
<input type="checkbox"/> Thursday from:	7:00AM	till	7:00AM	<input type="checkbox"/> and from	7:00AM	till	7:00AM
<input type="checkbox"/> Friday from:	7:00AM	till	7:00AM	<input type="checkbox"/> and from	7:00AM	till	7:00AM
<input type="checkbox"/> Saturday from:	7:00AM	till	7:00AM	<input type="checkbox"/> and from	7:00AM	till	7:00AM

8. Use the text area to enter any notes you may have about the office hours you entered in the above step. This is an optional field.

**Additional Office Notes:**

Select Font Size Header **B** *I* U ~~S~~ T

HTML

9. Type the first part of your Germanna email address beside the field named 'Email address:' You may also enter an alternate email address by checking the box beside the field 'Add email:' and then typing in the whole email address.

E-mail address:  @germanna.edu  Add email

10. Type your course description. You may also use the Additional Course description field.

<b>Course description:</b>	Covers the topics of Algebra I including, real numbers, equations and inequalities, exponents, polynomials, Cartesian coordinate system, rational expressions, and applications. Develops the mathematical proficiency necessary for selected curriculum
<b>Additional Course Description:</b>	<div style="border: 1px solid black; padding: 5px;"> <p>Select Font Size Header <b>B</b> <i>I</i> <u>U</u> <del>S</del> T      HTML</p> <p> </p> </div>

11. Type in the textbooks and supplies students will need for this class.

<b>Textbook and Supplies:</b>	<div style="border: 1px solid gray; padding: 2px;"> <span>Select Font</span> <span>Size</span> <b>B</b> <i>I</i> <u>U</u> <del>S</del> <span>T</span> <span>Table</span> <span>Align</span> <span>HTML</span> </div> <div style="border: 1px solid gray; padding: 2px;"> <span>Math</span> <span>Undo</span> <span>Redo</span> <span>Table</span> <span>Image</span> <span>Link</span> <span>Print</span> <span>List</span> <span>Table</span> <span>Table</span> </div> <p>Aufmann, Barker, and Lockwood. Algebra: Introductory and Intermediate (4th edition), Copyright: Houghton Mifflin Company, 2007.</p>
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12. Type in the learning outcomes. You may also use the Additional Learning Outcomes field.

<b>Learning Outcomes:</b>	<div style="border: 1px solid gray; padding: 2px;"> <p>Course Objectives Math 03  Upon completion of the course, the student will be able to:</p> <ul style="list-style-type: none"> <li>A. compute with integers and rational numbers</li> <li>B. operate with polynomials</li> <li>C. factor</li> <li>D. operate with rational expressions</li> <li>E. solve linear, quadratic and fractional equations in one variable</li> <li>F. solve linear and absolute value inequalities in one variable</li> <li>G. graph linear equations in two variables</li> </ul> </div>
<b>Additional Learning Outcomes:</b>	<div style="border: 1px solid gray; padding: 2px;"> <span>Select Font</span> <span>Size</span> <b>B</b> <i>I</i> <u>U</u> <del>S</del> <span>T</span> <span>Table</span> <span>Align</span> <span>HTML</span> </div> <div style="border: 1px solid gray; padding: 2px;"> <span>Math</span> <span>Undo</span> <span>Redo</span> <span>Table</span> <span>Image</span> <span>Link</span> <span>Print</span> <span>List</span> <span>Table</span> <span>Table</span> </div>

13. Type additional instructor information if needed.

<b>Additional Instructor Information:</b>	<div style="border: 1px solid gray; padding: 2px;"> <p>Additional info goes here.</p> </div>
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14. Type the class grading policy.

<b>Grading policy:</b>	<div style="border: 1px solid gray; padding: 2px;"> <span>Select Font</span> <span>Size</span> <b>B</b> <i>I</i> <u>U</u> <del>S</del> <span>T</span> <span>Table</span> <span>Align</span> <span>HTML</span> </div> <div style="border: 1px solid gray; padding: 2px;"> <span>Math</span> <span>Undo</span> <span>Redo</span> <span>Table</span> <span>Image</span> <span>Link</span> <span>Print</span> <span>List</span> <span>Table</span> <span>Table</span> </div> <p>A To pass MTH 03 a student must demonstrate a 70% competency on his</p>
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15. Type in your tentative course schedule using the fields 'Week', 'Chapter', and 'Assignment' (you may change the field names if you choose). You are given up to 64 weeks to use.

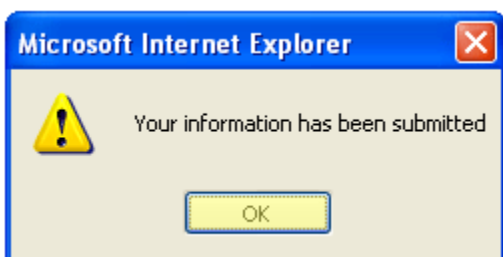
**Note:** The field 'Week' is automatically number from 1 to 64 but this and the other fields can be changed to suit your needs as shown below. You may navigate to the top or bottom of the tentative course schedule by using the 'Top' and 'Bot' buttons located at the right.

Tentative Course Schedule:			Top
Week	Chapter	Assignment	Bot
01/09/06	1, 2	The assignments for this week are.....	
01/16/06	3, 4	The assignments for this week are.....	
3			

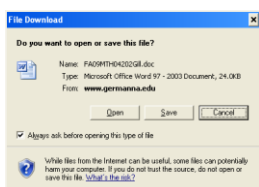
16. Scroll or use the 'Bot' button to get to the bottom of the form and click 'Create outline' to advance to your syllabus or 'Reset' to reset all the information you entered.

64		
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17. If you chose to create the outline, you may receive the following message. Click 'OK'.



18. After you click ok to the above message, you may see the following screen.



Click Open to open the syllabus in Word or Save to put a copy on your desktop.