



Posting a Course Syllabus

As of Fall 2016, faculty are required to post a current syllabus to their D2L course shell. This applies to all online, hybrid, and face-to-face courses. It is important to keep this syllabus up-to-date and easily found in the course for students to access throughout the semester. This guide gives instructions on how to create a syllabus using the **Course Syllabus template** in D2L, as well as tips for using the **Course Template**.

Notes:

- As of Summer 2024, the course template includes an HTML template for CMU courses and a Word template for CMU Tech courses.
- **Online courses:** Be sure to document [Regular and Substantive Interaction](#).)
- **Generative AI:** Add appropriate use guidelines for your course.

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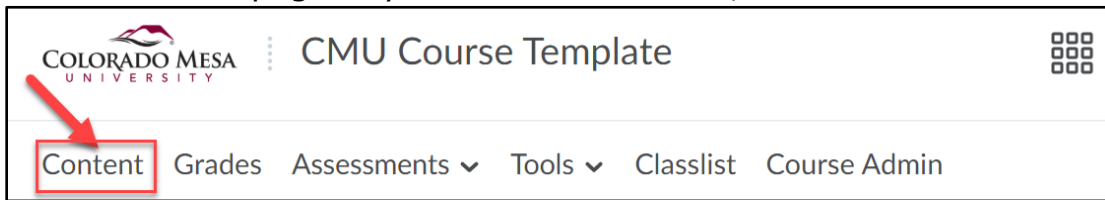
Video Tutorial

[Course Syllabus](#)

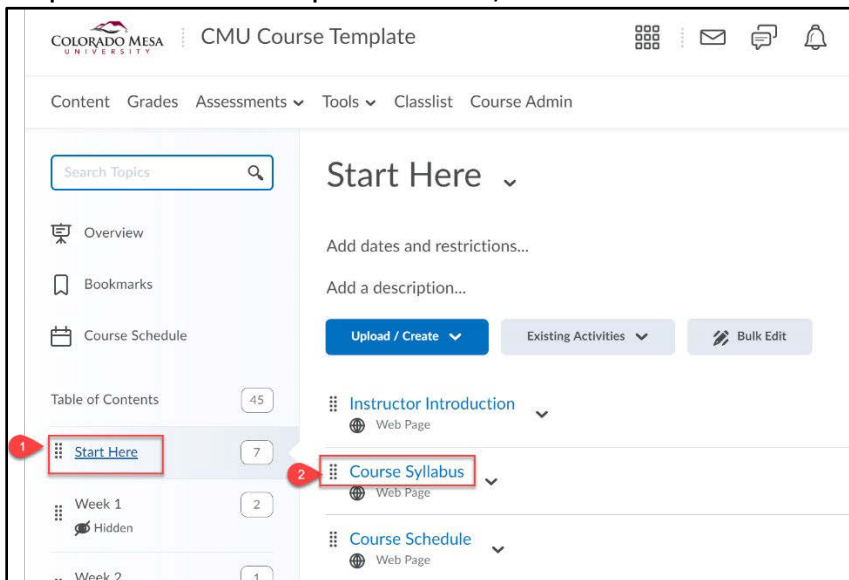
Note: This video was recorded before a few updates were made to D2L's user interface, but the steps remain the same.

Creating a Syllabus Using the Template

1. From the homepage of your D2L course shell, click on **Content**.

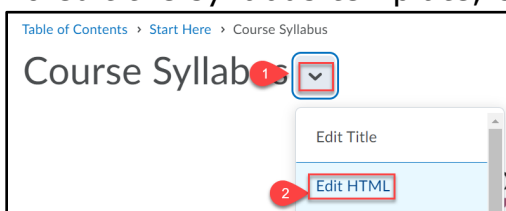


2. On the **Content** page, you will see the content of the course organized in modules. If this is a new course shell, you will see the course structure template. This template contains a **Start Here** module that houses the **Course Syllabus**. This is a HTML file that you can edit and customize to meet your course syllabus requirements. To open the file, click on the file name (**Course Syllabus**).

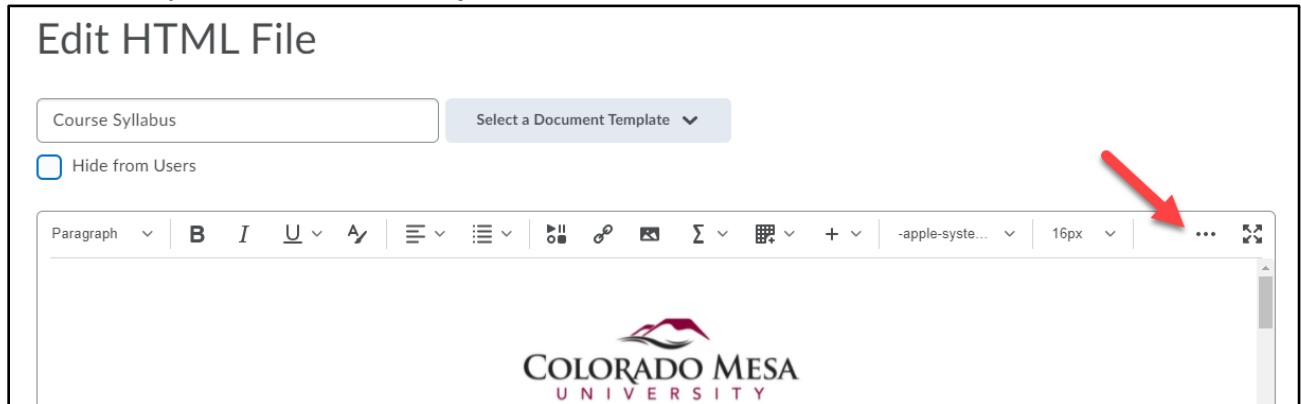


Note: if you do not have a course structure template in your course, please contact the Office of Distance Education for assistance.

3. To edit the syllabus template, click the dropdown arrow and select **Edit HTML**.



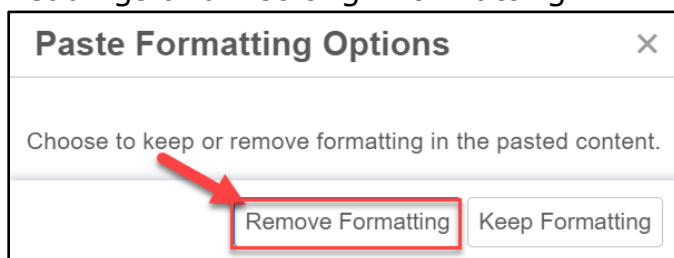
4. From the **Edit HTML File** window, you can now customize the syllabus template to meet your course needs. This HTML editor has many of the same editing tools as a common word processor. (To access more features, click the button with the three dots to expand the tool bar.)



5. As you work, be sure to save your syllabus occasionally by clicking the **Save** button. Once you're finished, you may click **Save and Close**.

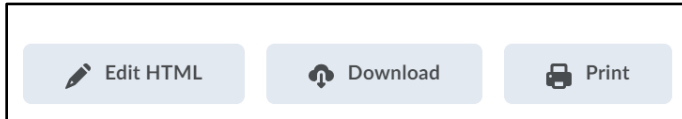
Helpful Tips for the Syllabus

- Even if you plan to copy and paste elements from an existing Word syllabus, use the existing **heading structure** in the template. This aids in the accessibility of your syllabus. Check out this quick tutorial on [using Headings in D2L](#).
- When you paste, you will be prompted to **Choose to keep or remove formatting in the pasted content**. Select the **Remove Formatting** option. This makes your text more readable. It will retain structural elements, such as headings and formatting.



- Try using the keyboard shortcuts to help you copy and paste your Word document syllabus into the HTML Syllabus Template.
 - Ctrl + C for **Copy**
 - Ctrl + V for **Paste**
 - Ctrl + Shift + V for **Paste plain text**

- Scrolling to the bottom of the Syllabus page, you will find additional options such as **Download** and **Print**.

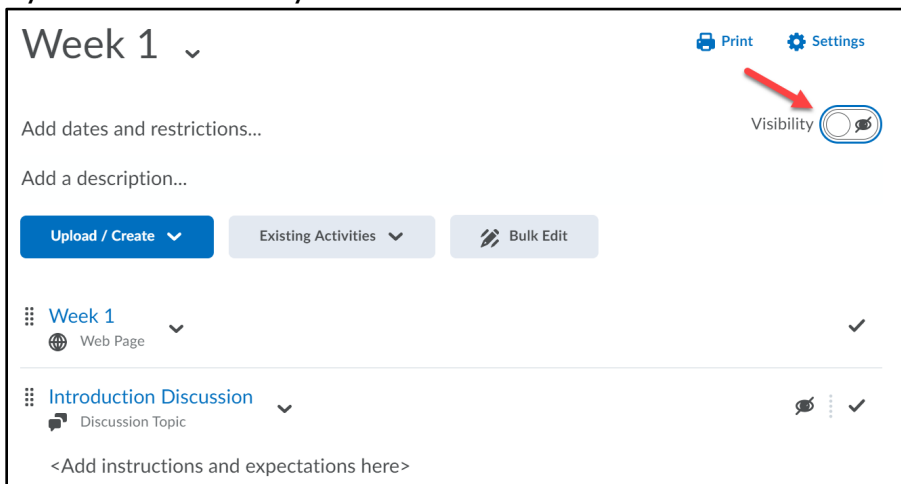


- Creating your syllabus using this HTML file means that making adjustments and corrections to your syllabus throughout the semester will be easier and quicker!
- The Course Syllabus template provides a statement on **Educational Access Services and accommodations** and links to **Student Services** and **recommended technology**. These are kept up-to-date so that your students always have current information.

Tips for Using the Course Template

The course template is designed with best practices and Quality Matters standards in mind.

- The **Start Here** folder in the Course Template includes links to **CMU policies**, **Student Services**, and **Student D2L Resources**. Like the Course Syllabus, these are kept up-to-date.
- Modify the Course Template to meet the needs of your course. **Sixteen weekly modules** are prepared with weekly overview HTML files that you may personalize with an **Introduction**, **Student Learning Outcomes**, and a **To-Do list** with **Learning Materials & Activities** and **Assessments**. These modules are hidden by default but may be made visible as needed.



- A **Welcome announcement**, which may be personalized, is provided with directions and a direct link to the **Start Here** folder. You may also personalize the sample **Introduction** and **Ask the Instructor Discussions**.
- Additional folders provided in the template include **Panopto** and **Zoom**. These include resources for faculty and make it easier for faculty to enable these tools as needed in their D2L course shell. These modules are also hidden by default but may be made visible as needed. A **Resources for Instructors** module is included at the end of Contents with resources just for you.
- For more guidance on creating or modifying Course Content, check out our [D2L Content guide](#).