Course Syllabus: How to Create a Syllabus from an Existing Syllabus



Each term, it is important to create a syllabus in LiveText for each course so that students can access the necessary course information. **Please make sure to create a new copy** of your course syllabus for each term rather than re-using the same document and editing the information. This document explains how to easily create new course syllabi from an existing document in LiveText



Find a syllabus you would like to copy.

A syllabus will likely be in *Documents* under the *My Work* tab (i.e. documents that you have created), but could also be under *Inbox* (i.e. a document shared with you). In Figure 1 below, "EDU 123 –Sample Course – A. Boerngen – Fall 2010" is a syllabus for the Fall 2010 term that requires minimal changes for the same course in the Spring 2011 term.

Figure 1

ve	Text	Dashboard	Courses	Documents	Reviews	Forms	Community	ExhibitCenter	Tools				
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	EDU 123	- Sample Cour	se – A. Boer	ngen - Spring 3	201			Course	Mar 23		Mar 2	3	
	🗋 Initial exa	ample						Portfolio	10/13/1	0	10/13	/10	
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	Portfolio							Portfolio	Feb 02		Feb 0	2	
	Sample							Project	Jun 28		Jun 2	8	
	Sample I	esson Plan						Lesson Plan	11/24/1	0	11/24	/10	
-	D Unit Test							Project	11/18/1	0	11/18	/10	

(continued on next page)



Open the syllabus to be copied by clicking on the document title.

With the document open, click "Copy" (Figure 2. The "Copy" button is found near the top of the document between "Share" and "Print" buttons).

Figure 2

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Name the new document.

A dialog box (Figure 3) will appear with a proposed title for the new document. Alter this as needed. In this case, the "Copy of" text was removed and the term was changed to "Spring 2011" instead of "Fall 2010" (See Figure 4).

Figure 3

Co	py of EDU	123 - Sample Course – A. Boerngen	- Spring 2011
V	ок	× Cancel	
re 4			

Click the "OK" button and a new, separate copy of the syllabus will be created.



Edit the content of the newly-created syllabus as appropriate. In many cases, this will be a matter of changing the term, assignment dates, etc.

PLEASE NOTE: It is incredibly important for a new syllabus to be created for each course every semester rather than re-using a previous syllabus with edited term information. Historical copies need to be available in LiveText for accreditation reports.