

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



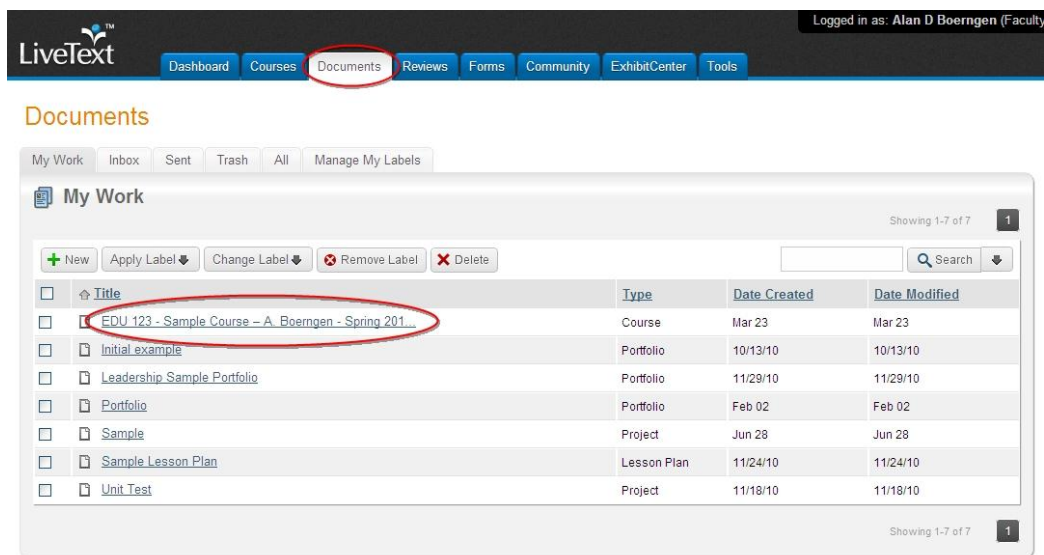
Each term, it is important to create a syllabus in LiveText for each course so that students can access the necessary course information. **Please make sure to create a new copy** of your course syllabus for each term rather than re-using the same document and editing the information. This document explains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

# 1

## 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

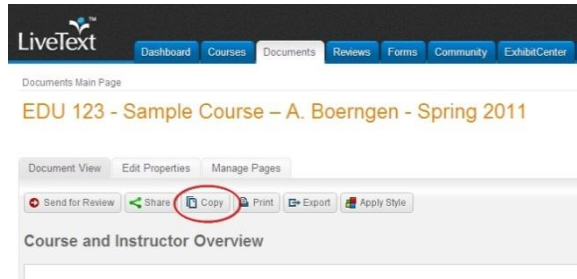


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**2** Open the syllabus to be copied by clicking on the document title.

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



**3** 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



Figure 4



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

**4** 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.