



WVSOM IT Department Moodle – E-Syllabus

You will add a Syllabus from a course front page. To access courses, you can click on the Course Categories or “My Courses” block on your Moodle Dashboard (Image 1.1.1). If you haven’t setup your Dashboard with a Course Categories block, see section 1.1.1 on Setting up Course Categories.

Setting up Course Categories

From your Dashboard, click on the “CUSTOMISE THIS PAGE” button (Image 1.1.1.1). This will add an “Add a block” button to the bottom of your left navigation menu (Image 1.1.1.2).

Image 1.1.1.1 – “Customize This Page” button

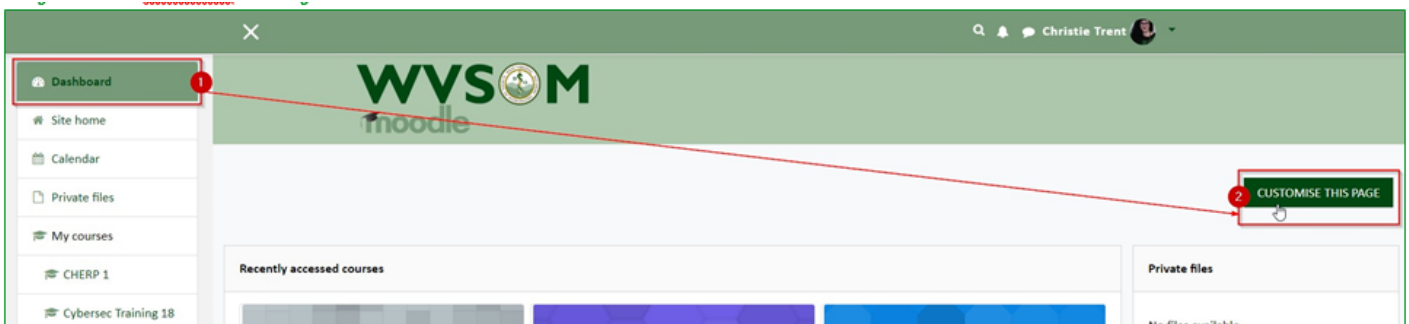
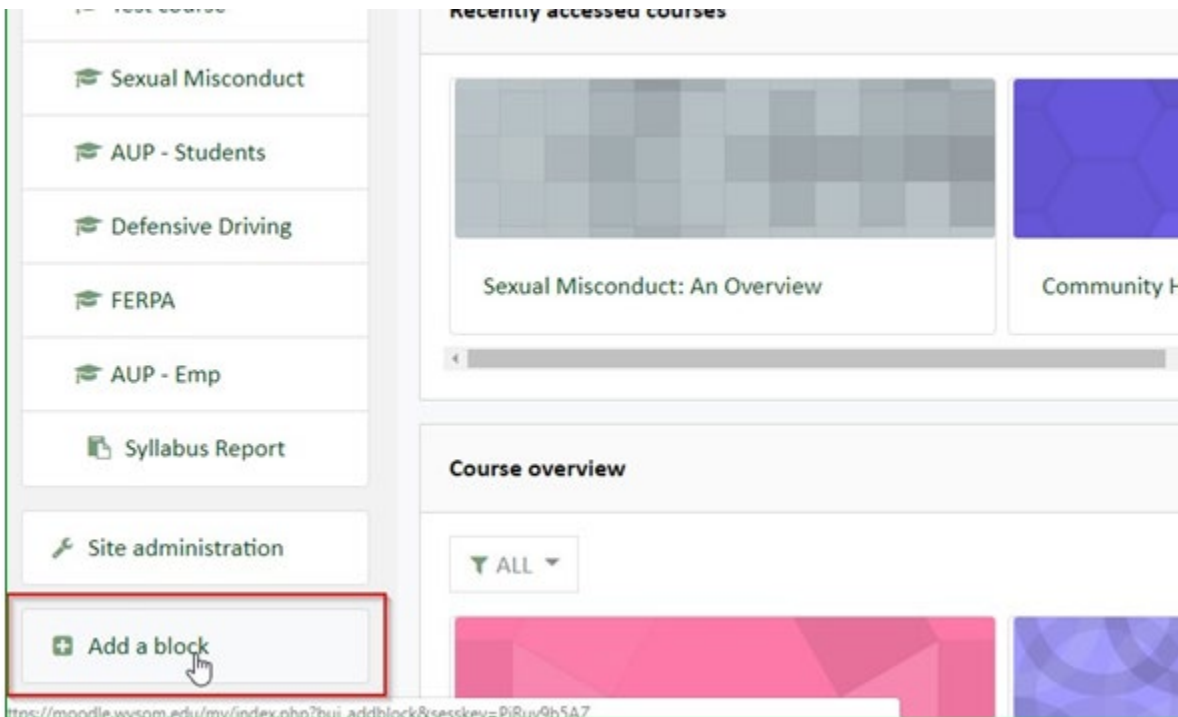


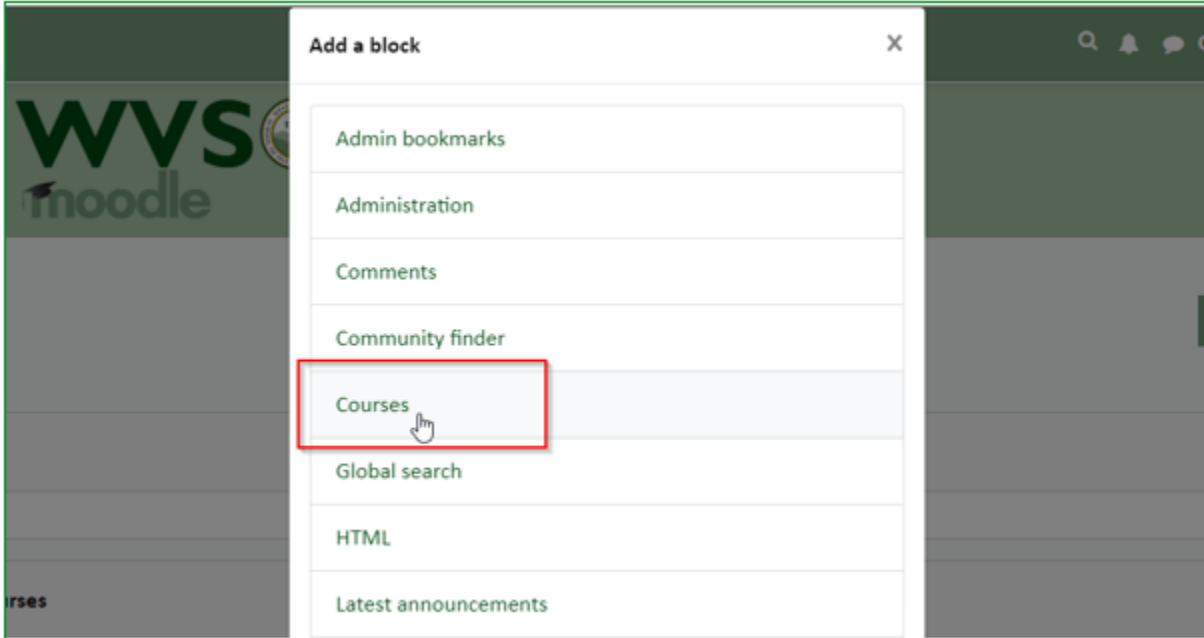
Image 1.1.1.2 – “Add a block” button



When you click on “Add a block”, you will see the available blocks (Image 1.1.1.3) and you can click on Last Modified 2/19/2021

“Courses” to add the block to your Dashboard.

Image 1.1.1.3 – Adding a Courses block to your Dashboard



This typically opens the Course categories block and snaps it into the right-side navigation items (Image 1.1.1.4), but you can use the “move” icon (Image 1.1.1.4) to rearrange your Dashboard blocks. Your courses block may be named “Course Categories” or “My Courses”.

Image 1.1.1.4 – Course Categories blocks

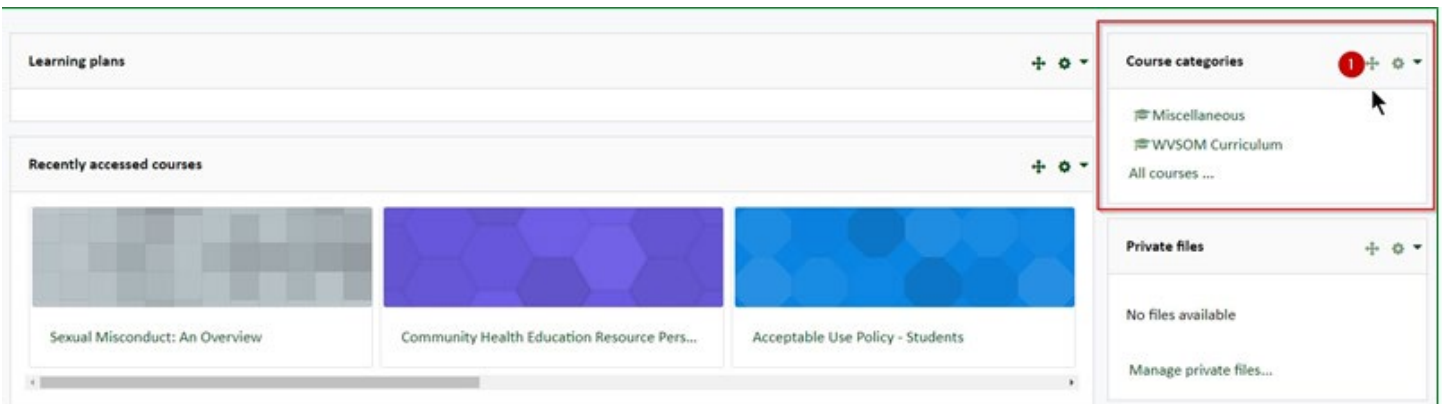
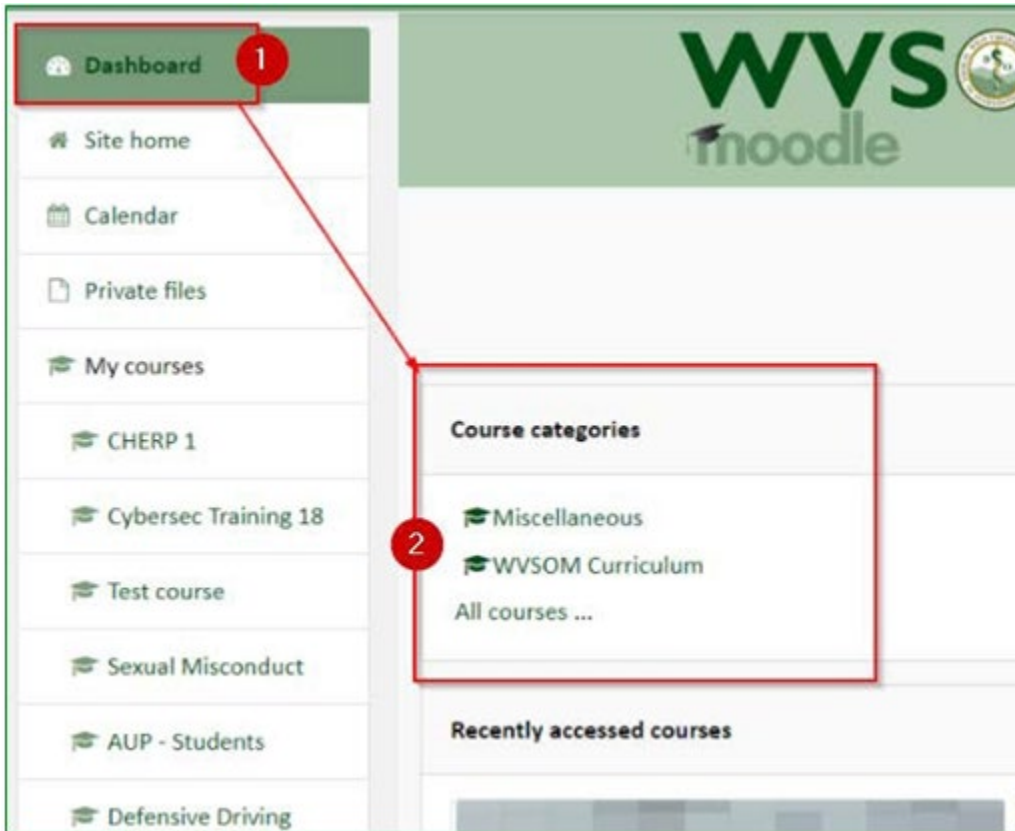
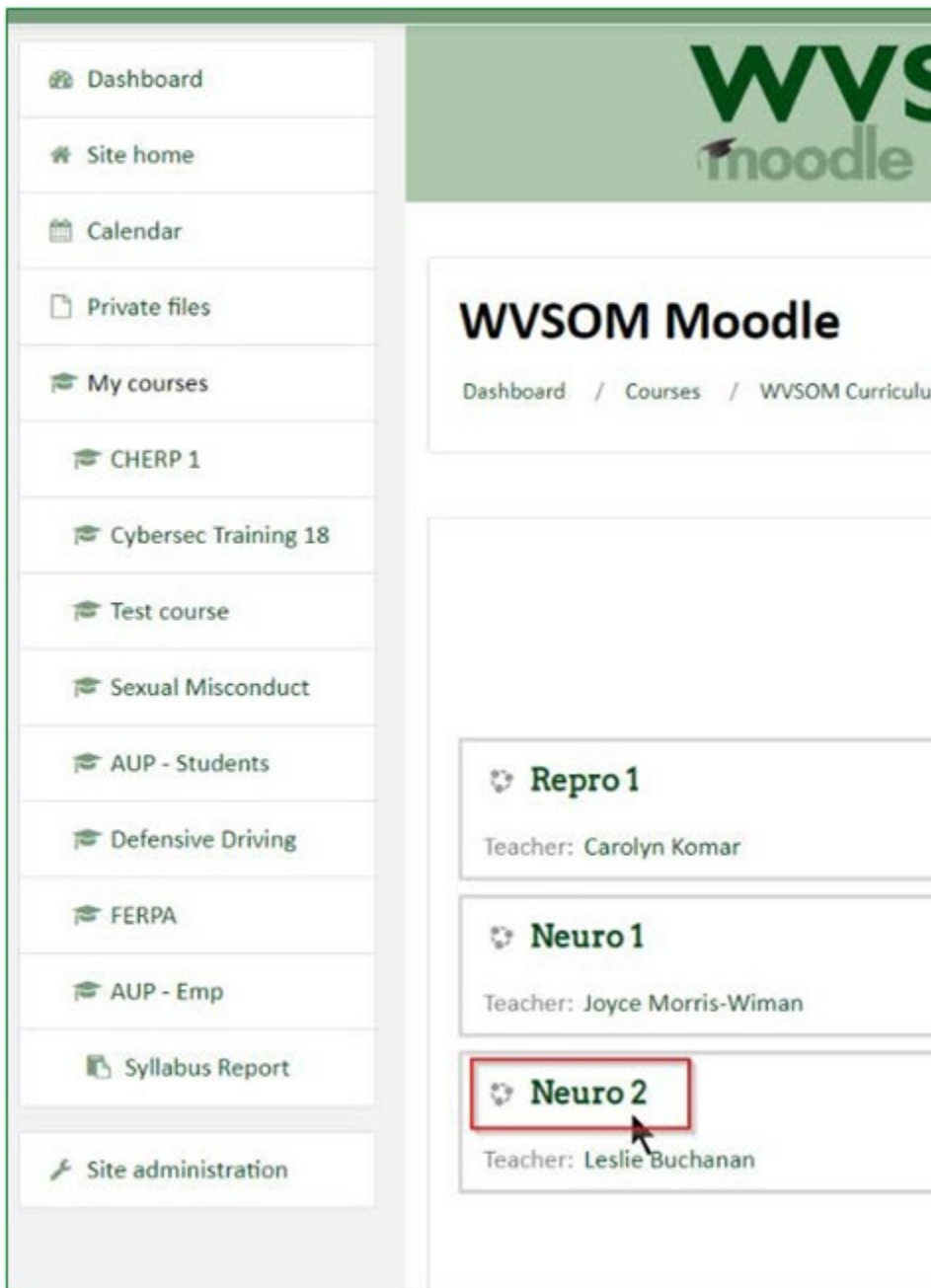


Image 1.1.1 – Dashboard’s Course Categories



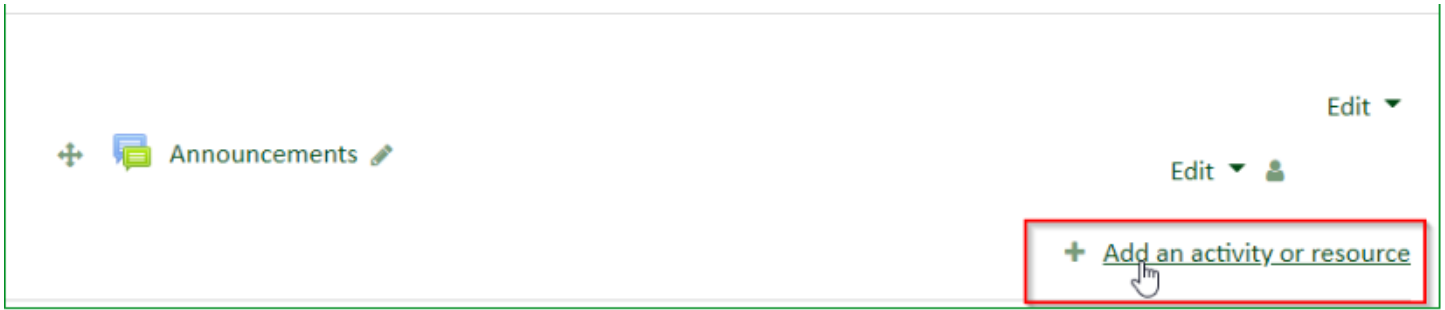
To access a list of courses, you click on the “All Courses...” link in the Courses block on your Dashboard. From the Course Categories page, you can click on the course for which you are building a syllabus (Image 1.1.2).

Image 1.1.2 – Courses



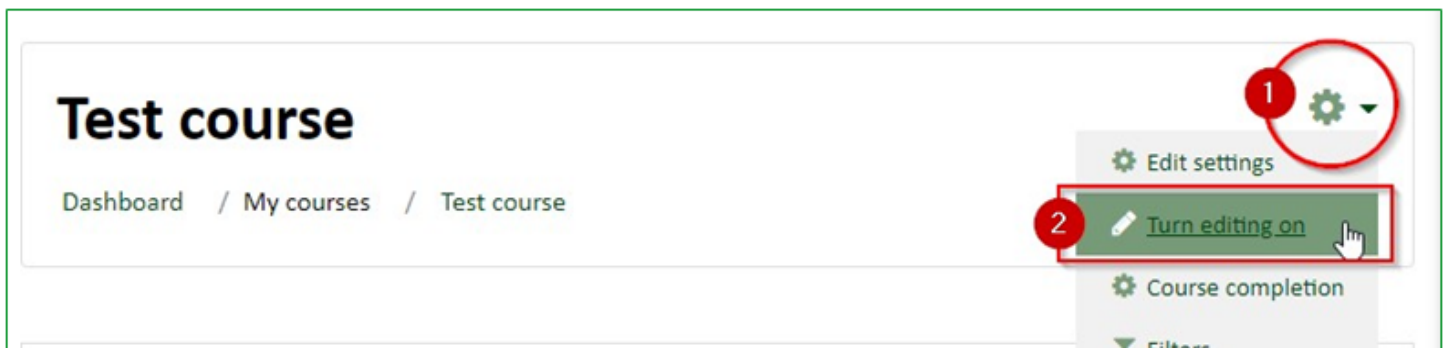
If you do not see a link to "Add an activity or resource" (Image 1.1.3), you will need to make sure Editing is turned on for the course.

Image 1.1.3 – Add an activity or resource link



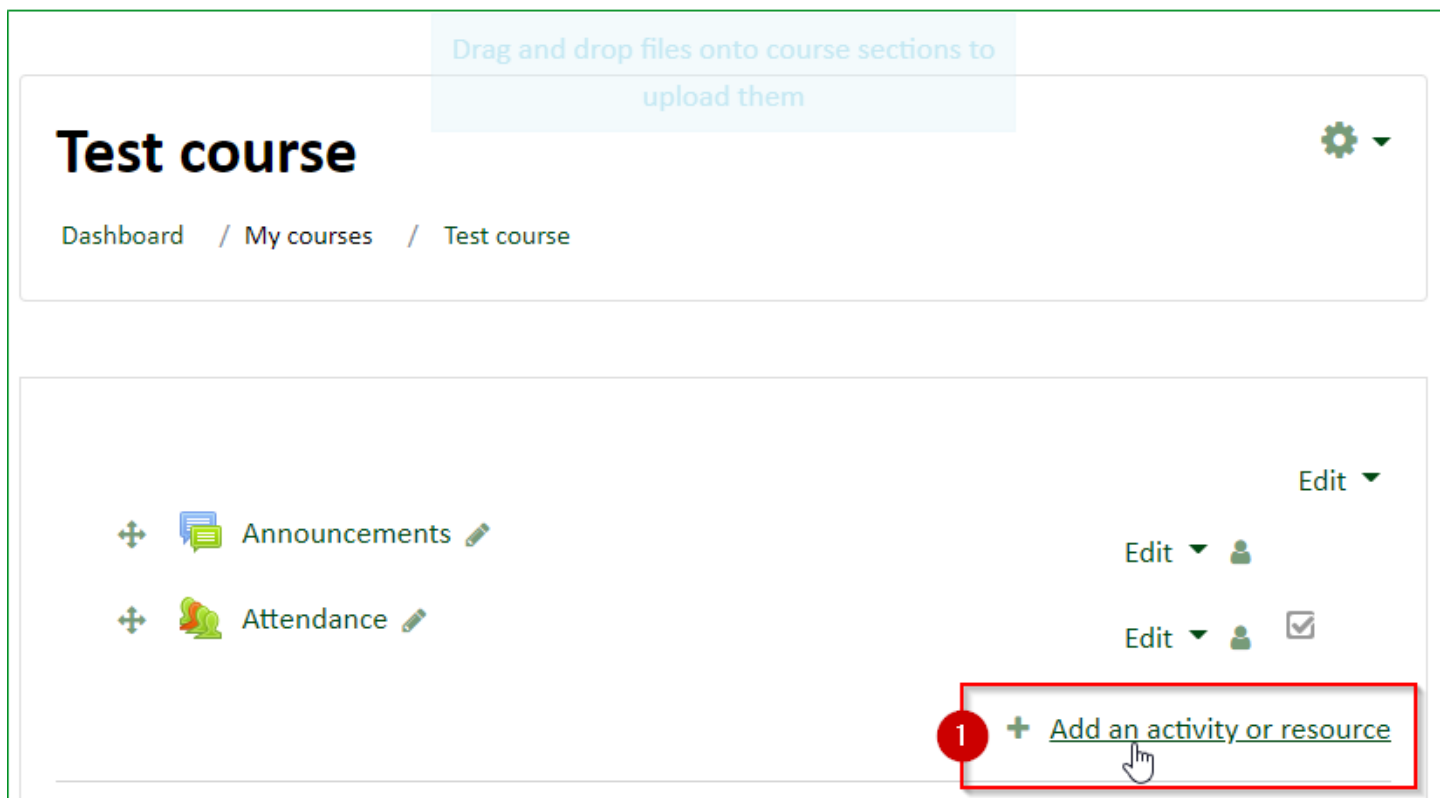
To turn editing on in the course, click on the gear icon to the right side of the course name header and make sure that editing is turned on (see Image 1.1.4).

Image 1.1.4 – Turn course editing on



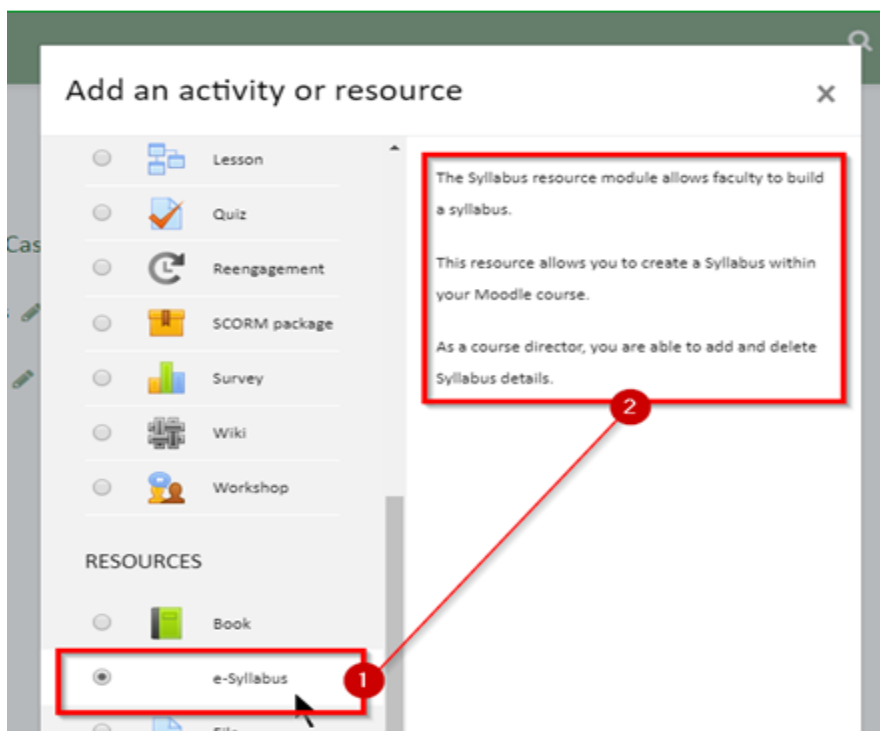
Once editing has been turned on, you will see a link to “Add an activity or resource” (see Image 1.1.5).

Image 1.1.5 – Add an activity or resource



This will open a new menu (sometimes called a “pop up” or “pop over” menu). Scroll to the bottom of this menu and you will see “E-Syllabus” in the “RESOURCES” section (see Image 1.1.6). Select “E-Syllabus” and click on the “ADD” button.

Image 1.1.6 – E-Syllabus plugin



You will now see the form to create a new Syllabus using E-Syllabus (Image 1.1.7).

Image 1.1.7 – E-Syllabus form



Test course

Dashboard / My courses / Test course / General / Adding a new e-Syllabus

Adding a new e-Syllabus

Some portions of this form are instructions to Course Directors and will not be pre

▼ Course Overview: TEST COURSE

Fall/Spring 20__




Credit Hours








Once you have completed all required form fields and submitted the form, the Syllabus link will appear in the section where you added the resource (Image 1.1.8). To view or edit the Syllabus, click on the link to open (Image 1.1.9).






Image 1.1.8 – Syllabus link on course page






The image shows a course page interface. At the top, the title "Test course" is displayed in a large, bold font. Below the title, a breadcrumb trail reads "Dashboard / My courses / Test course". On the right side of the title area, there is a gear icon with a dropdown arrow. The main content area features a list of course activities. Each activity is represented by a plus sign icon, a small icon, the activity name, and an edit icon. The activities listed are "Announcements", "Attendance", and "Syllabus". The "Syllabus" activity is highlighted with a light gray background. A red rectangular box is drawn around the "Syllabus" activity name and its edit icon. A red circle with the number "1" is placed to the right of the "Syllabus" activity. To the right of each activity, there is an "Edit" dropdown menu with a person icon and a checkmark icon. At the bottom right of the activity list, there is a plus sign icon followed by the text "Add an activity or resource".


Test course 

Dashboard / My courses / Test course

  Announcements  Edit  

  Attendance  Edit  

  **Syllabus**   Edit 

 Add an activity or resource

Test course

[Dashboard](#) / [My courses](#) / [Test course](#) / [General](#) / [Syllabus](#)

Syllabus

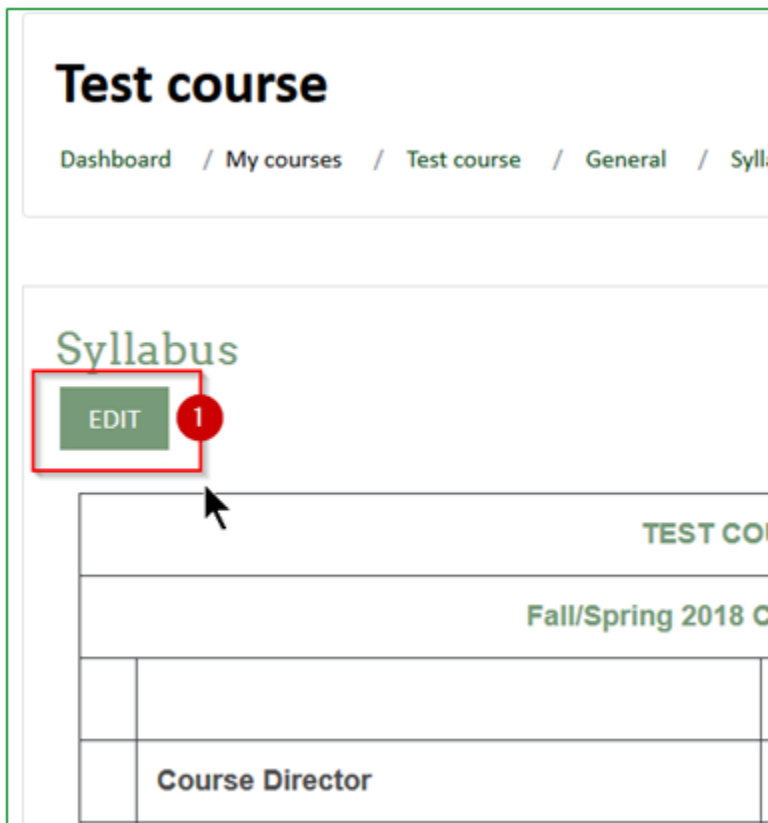
[EDIT](#)

TEST COURSE			
Fall/Spring 2018 Credit Hours: 5			
	Course Director	Course Advisor	
	Name: Kim Ransom	Name: Tabatha Pack	
	Office: W100	Office: W101	
	Email: kransom@osteo.wvsom.edu	Email: tpack@osteo.wvsom.edu	
	Phone: 304-555-1212	Phone: 304-123-4567	

Editing a Syllabus

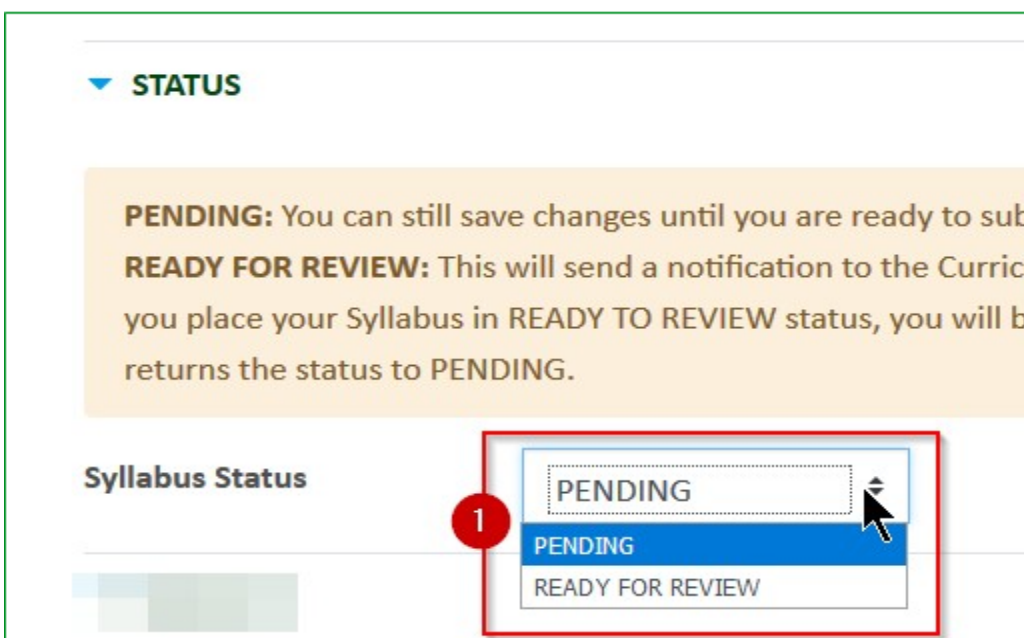
After you have created a syllabus, you can edit it by clicking on the Syllabus link in the course to open it and then clicking on the “Edit” button at the top of the page (Image 1.2.1).

Image 1.2.1 – Editing a syllabus



You can make as many changes as you would like if the Syllabus Status remains as “PENDING”. Once you are ready for a Committee Chairperson to review the Syllabus, you can change the status to “READY FOR REVIEW”. This will email the Syllabus Reviewers to let them know a Syllabus has been created and is ready to be reviewed. See Image 1.2.2.

Image 1.2.2 – Changing Syllabus Status



Syllabus Approvals / Rejection Process

Committee Chairperson(s): Ready for Review Notification

When a Syllabus Creator changes the Syllabus Status to “Ready for Review”, users in the Syllabus Reviewers email group will receive an automated email (Image 2.1.1). There are a few ways to identify an email that was generated from WVSOM Moodle and not a phishing attempt from an outside source: 1) Emails from E-Syllabus will start with the subject “WVSOM Moodle Syllabus:”, 2) It will come from the email account “WVSOM IT via Moodle”, 3) it will include the WVSOM Moodle logo, 4) it will include a link to <https://moodle.wvsom.edu>.



Committee Chairperson(s): Rejecting a Syllabus

If a Syllabus has been marked “Ready for Review” and needs corrections, the Chairperson needs to reset the Syllabus Status to “Pending”. This will send an e-mail back to the Syllabus Creator (Section 2.3) to let them know they will be hearing from you regarding the required changes. When resetting the Syllabus Status to “Pending”, confirm that the Approve option is still set to “No” and then click on the “Save Changes” button (Image 2.2.1).

Image 2.2.1 – Resetting the Syllabus Status if it is not ready to be approved

The screenshot shows a web interface for managing syllabus status. At the top, there is a section titled "STATUS" with a dropdown arrow. Below this, a light orange box contains instructions: "PENDING: You can still save changes until you are ready to submit" and "READY FOR REVIEW: This will send a notification to the Curriculum Chairperson. Once you place your Syllabus in READY TO REVIEW status, you will Chairperson returns the status to PENDING." Below the instructions, there is a "Syllabus Status" dropdown menu. The current status is "READY FOR REVIEW", and the "PENDING" option is highlighted with a mouse cursor. A red circle with the number "1" is next to the dropdown menu. Below the status dropdown, there is an "Advanced" section with a dropdown arrow. Underneath, there is an "APPROVE" section with the text "This will allow faculty member to Export/Print the Syllabus as a PDF". To the right of this text is a "No" dropdown menu with a red circle and the number "2" next to it. At the bottom of the form, there are two buttons: "SAVE CHANGES" and "CANCEL". A red circle with the number "3" is above the "SAVE CHANGES" button.

Syllabus Creator: Rejection Notification

Once a Syllabus has been returned to a “Pending” status, an email will be sent to the Syllabus Creator (Image 2.3.1). This email subject will be “WVSOM Moodle Syllabus: RESET TO PENDING” and you will see a message below the WVSOM Moodle logo stating “Your syllabus was not approved. A Curriculum Committee Chairperson will contact you with more details.” You will also see the “PENDING” status at the end of the email message.

Image 2.3.1 – Syllabus was not accepted email

WVSOM Moodle Syllabus: **RESET TO PENDING** 1

WVSOM IT via Moodle
Today, 12:40 PM
Trent, Christie

Attachments

WVSOM
moodle

Your syllabus was not approved. A Curriculum Committee Chairperson will contact you with more details. 2

Review Syllabus:	Moodle
Course:	Test course
System:	MSK
Term:	18
Director:	Kim Ransom
Date:	2019/04/10 12:04:30
Created By:	ctrent (ctrent@osteo.wvsom.edu)
PENDING 3	

Committee Chairperson(s): Approving a Syllabus

Once you have coordinated with the Syllabus Creator and they have made the necessary changes, they will reset the status to “Ready for Review”. This will send the automated email mentioned in Section 2.1. When everyone is satisfied with the Syllabus, it can be marked as approved. To do this, you will leave the Syllabus Status as Ready for Review, but select “Yes” for the Approve option at the end of the Syllabus.

▼ STATUS

PENDING: You can still save changes until you are ready to submit to the Curriculum Committee.
READY FOR REVIEW: This will send a notification to the Curriculum Committee Chairpersons to review. Once you place your Syllabus in READY TO REVIEW status, you will be unable to make changes, unless a Chairperson returns the status to PENDING.

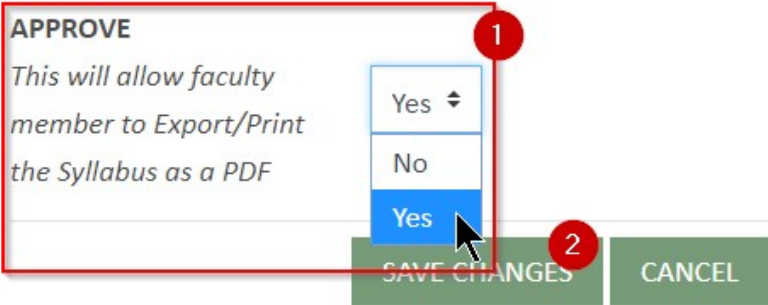
Syllabus Status: READY FOR REVIEW ▾

▼ Advanced

APPROVE
This will allow faculty member to Export/Print the Syllabus as a PDF

Yes ▾
No
Yes

SAVE CHANGES CANCEL



Syllabus Creator: Approved Notification

After the Committee Chairperson has approved a Syllabus, the Syllabus Creator will receive an Approved email notification (Image 2.5.1).

Image 2.5.1 – Syllabus Approved Email Notification

WVSOM Moodle Syllabus: **APPROVED** 1

WVSOM IT via Moodle
Today, 2:13 PM
Trent, Christie ▾

Attachments

WVSOM
moodle

A syllabus has been marked as APPROVED using the Syllabus Builder plugin in Moodle. 2

Review Syllabus:	Moodle
Course:	Test course
System:	MSK
Term:	18
Director:	Kim Ransom
Date:	2019/04/10 02:04:05
Created By:	ctrent (ctrent@osteo.wvsom.edu)
APPROVED 3	

Exporting and Printing an Approved Syllabus

Once a Syllabus is approved, the “Edit” button at the top of the Syllabus page will disappear. No further edits are allowed and the content is locked. A new button titled “EXPORT” will appear instead (Image 3.0.1). You can view the Syllabus embedded in Moodle or you can click on the “Export” button to view a printable version of the Syllabus (Image 3.0.2).

Image 3.0.1 – Export button on Syllabus page

Test course

[Dashboard](#) / [My courses](#) / [Test course](#) / [General](#) / [Syllabus](#)

Syllabus

EXPORT 1

2

TEST COURSE			
Fall/Spring 2018 Credit Hours: 5			
	Course Director	Course Advisor	
	Name: Kim Ransom	Name: Tabatha Pack	

Image 3.0.2 – Export / Printable Version of the Syllabus

The screenshot shows a web browser window with the URL <https://moodle.wvsom.edu/mod/syllabus/printToPDF.php?id=192>. The page content is as follows:

TEST COURSE			
Fall/Spring 2018 Credit Hours: 5			
	Course Director	Course Advisor	
	Name: Kim Ransom	Name: Tabatha Pack	
	Office: W100	Office: W101	
	Email: kransom@osteo.wvsom.edu	Email: tpack@osteo.wvsom.edu	
	Phone: 304-555-1212	Phone: 304-123-4567	
	Administrative Support	Anatomy Lab coordinator (if any)	
	Name: Admin Person	Name:	
	Office: W222	Office:	
	Email: noreply@osteo.wvsom.edu	Email:	
	Phone: 304-445-7878	Phone:	

Other faculty members who teach in the course are listed in the course outline. Their contact information can be found using this link: <http://my.wvsom.edu/Visitors/Applications/StaffDirectory/index.cfm>

Course Objectives

testing objectives

The printable version may be printed to a local or network printer (Image 3.0.3) or it can be saved as a PDF (Image 3.0.4). Note: Screens for print previews may appear differently in some browsers. The print prompt screenshots were taken from Chrome using the Ctrl + P keyboard shortcut.

Image 3.0.3 – Print to local or network printer

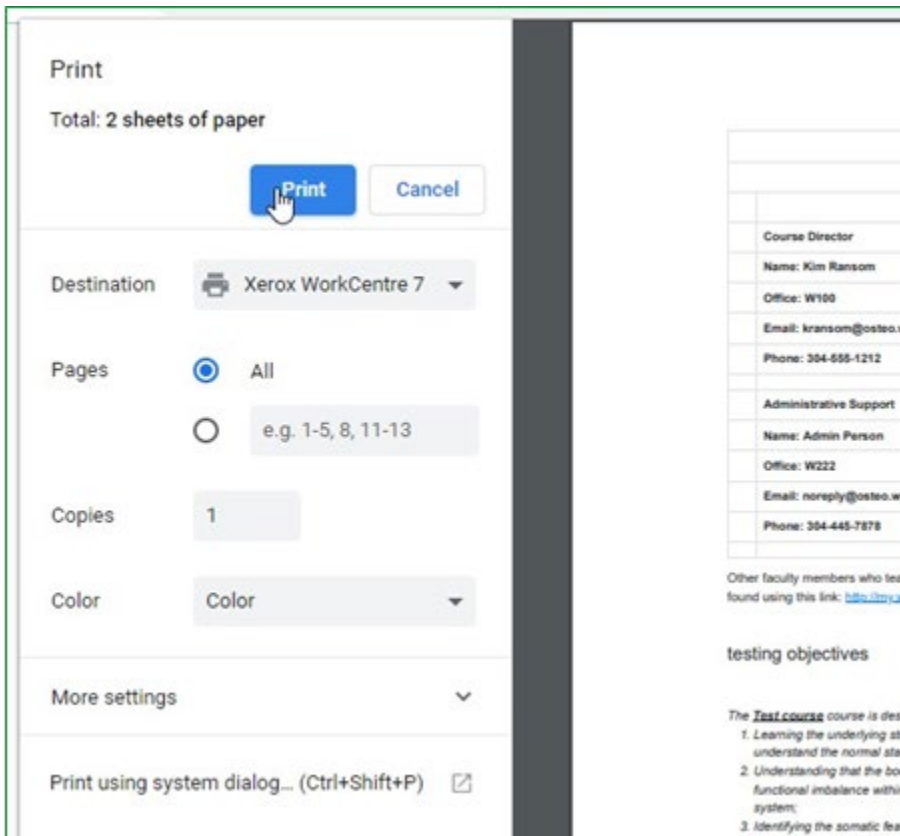
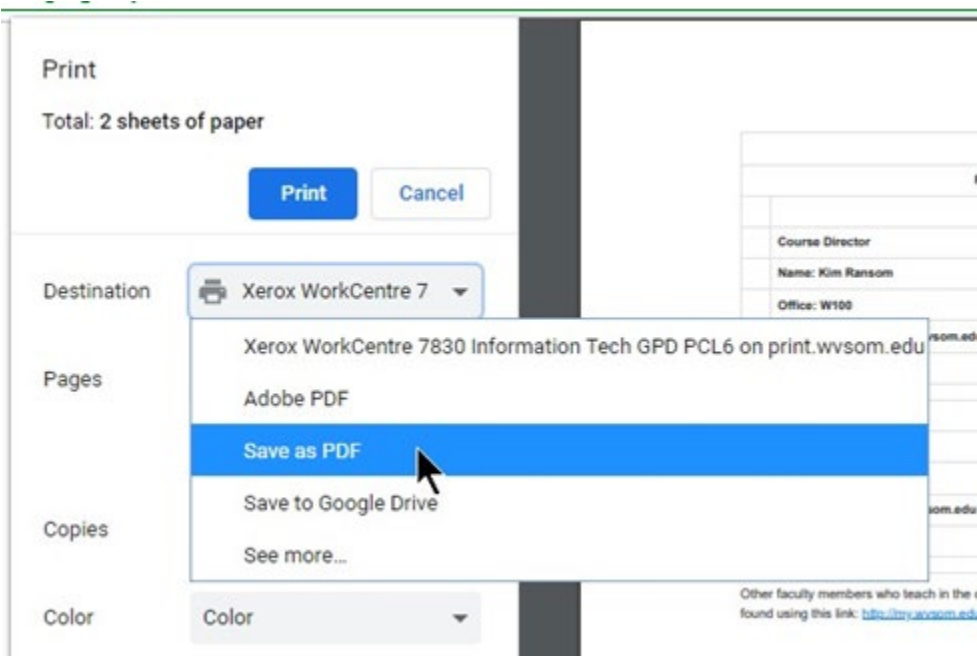


Image 3.0.4 – Save as PDF



Syllabus Report

Users may click on the Syllabus Report tab in the left menu options in Moodle to view the E-Syllabus Report. Only users with appropriate permissions can view this report. Should a user need access and not have permission, they can submit a request to IT and ask for the "Syllabus Review" role on their Moodle User Account.



WVSOM Moodle

[Dashboard](#) / [Syllabus Report](#) / [Reports](#) / [Ad-hoc database queries](#) / [e-Syllabus Report](#)

e-Syllabus Report

Click on the syllabus name in the first column to view the Syllabus.

syllabus	Date	Course Name	System Name	Term	user	Approved	Status
Syllabus	2019-09-24	Test course	asfasf	1920	ctrent	Approved	Ready for Review
Syllabus	2019-09-26	Test course	asfdadsfsaf	1920	ctrent	Approved	Ready for Review
Syllabus	2019-09-26	Test course	organ system	1920	ctrent		Ready for Review

This report has 3 rows.

This query was last run on Thursday, 26 September 2019, 4:33 PM. It took 0.002s to run.