

Syllabus Instructions

Follow these instructions to modify the CTLD Syllabus Word document. For additional assistance, please contact the Center for Teaching & Learning Design (CTLD) by email at ctld@stockton.edu or phone at (609) 626-3828.

Please note that Tables were utilized to format the content and images in this document.

Title Page

- Click on each course and contact item (e.g. Enter Course Name, First & Last, etc.) to fill in course info.

Table of Contents	
Course Description	2
Course Objectives.....	3
Student Learning Outcomes.....	3
Accreditation Standards.....	3
Essential Learning Outcomes	3

- The Table of Contents must be updated as you make changes to the syllabus. Follow the instructions provided below.

- Click on the **Table of Contents**.
- Click on **Update Table** (above the table)
- Select **Update entire table** and click on **OK**.

- To add your picture to the syllabus.

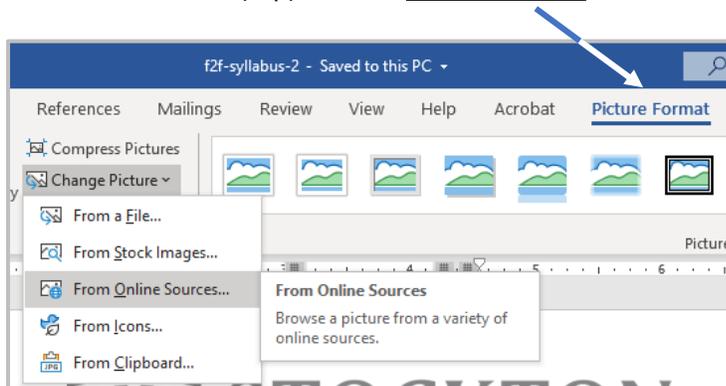
- Click the picture icon on the blue frame and select **From a File**.

- Locate your picture on your computer and click **Insert**.

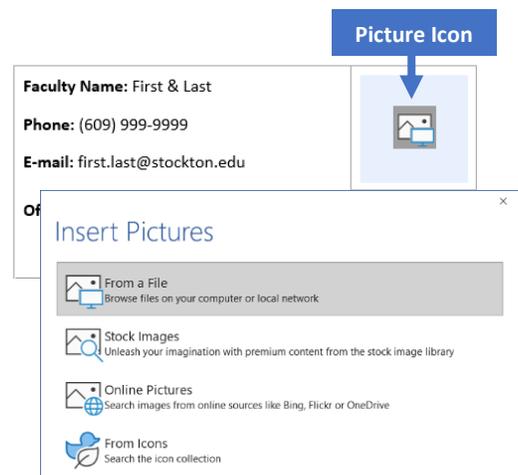
- Replace the main picture with one that fits the theme of your course.

- Click on the picture to select it.

- On the Ribbon (top), click on **Picture Format**.



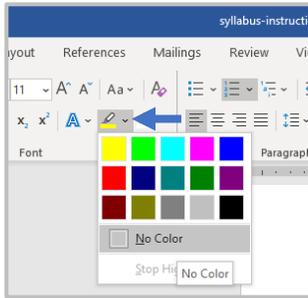
- Click on **Change Picture** and **From Online Sources**.



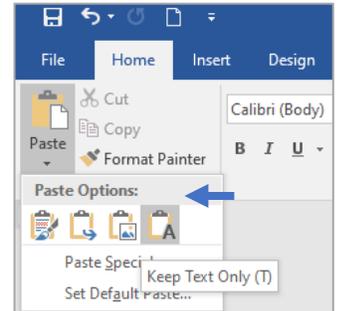
4. Search for an image, select it and click on **Insert**.

General Instructions

- **Text highlighted in yellow** indicates course specific content that must be added to the syllabus.



1. You may type information by selecting the yellow highlighted area. If any highlighting remains, remove it by selecting the highlighted words, clicking the **Text Highlight Color** tool on the Ribbon and **No Color**.
2. You may use the Copy & Paste feature to bring information into the syllabus document. When pasting, click on the down arrow under **Paste** in the **Home** tab, and select **Keep text only (T)**. This ensures that you are only copying the text, not the formatting from the source document.



- **Text highlighted in blue** offers important instructions. You should delete these instructions once you complete the section by highlighting the instructions and using the **Delete** or **Backspace** key.
- Wording provided for policies and resources should be carefully reviewed and modified to meet your pedagogical needs even if the wording is not highlighted.
- You may delete any sections or add sections to the document. Section titles must use the **CTLD Heading 1 Style** to work with the **Table of Contents**. Section content usually uses **Normal** or **List Paragraph Styles**.

Kindly provide feedback on your experience using the syllabus document at

https://stockton.co1.qualtrics.com/jfe/form/SV_b7yTjQuRQBDSmR7
