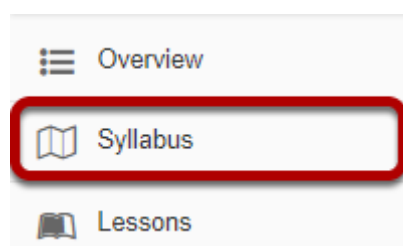


How do I create a multi-part syllabus based on number of items needed?

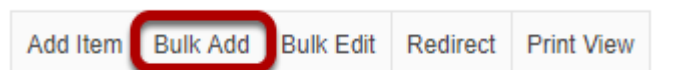
You can create a multi-part syllabus based on the number of items needed, outlined here, or using a date and calendar format in the "[How do I create a multi-part syllabus by dates?](#)" tutorial.

Go to Syllabus.



Select the **Syllabus** tool from the Tool Menu of your site.

Click Bulk Add.



Enter Syllabus information.

Bulk Create Syllabus Items

Create syllabus items in bulk by either specifying the number of items you want to create or by a date range, in which a syllabus item will be created for each selected day of the week that falls between the start and end dates.

The screenshot shows a form titled "Bulk Create Syllabus Items". It contains the following elements:

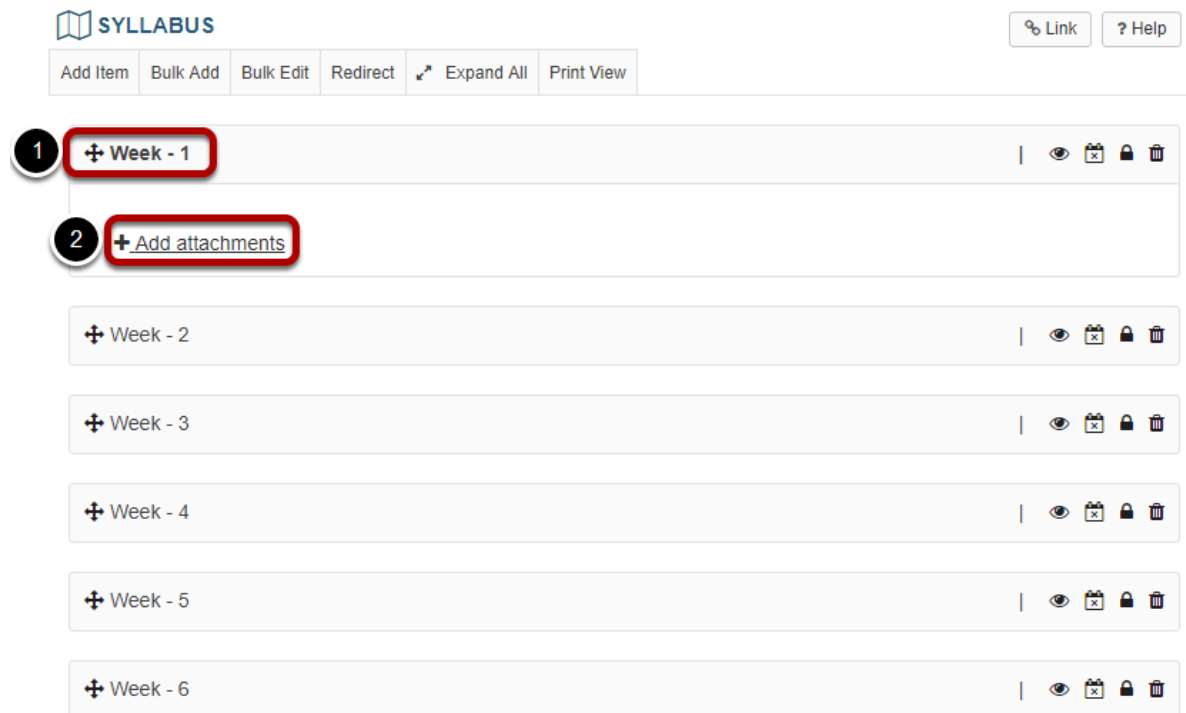
- Step 1: A text input field labeled "* Title" with the word "Week" entered. The field is highlighted with a red rectangle.
- Step 2: A radio button selected next to the label "Create syllabus items by number of items needed". The radio button is highlighted with a red circle.
- Step 3: A text input field labeled "* Number of Items" with the number "6" entered. The field is highlighted with a red rectangle.
- Below Step 3: An unselected radio button next to the label "Create syllabus items by dates".
- Step 4: Three buttons: "Add and Publish" (highlighted with a red rectangle), "Add", and "Cancel".

1. Enter a **title**. The syllabus items will each contain the title you specify with a number appended.
2. Select the radio button for **Create syllabus items by number of items needed**.
3. Enter the number of syllabus items you would like to have.
4. Click **Add and Publish**.

You will then be taken to a screen where you see the number of syllabus items requested.

Note: It is not possible to add or edit in-line text content from the item listing. You must go to [Bulk Edit](#) in order to add or edit in-line text.

Add an attachment to a Syllabus item. (Optional)



The screenshot shows the SYLLABUS interface. At the top, there is a navigation bar with the SYLLABUS logo and buttons for Link and Help. Below this is a menu bar with options: Add Item, Bulk Add, Bulk Edit, Redirect, Expand All, and Print View. The main content area displays a list of syllabus items. The first item, 'Week - 1', is expanded, and the 'Add attachments' link is highlighted with a red box and a circled '2'. A circled '1' points to the 'Week - 1' title. The other items in the list are 'Week - 2', 'Week - 3', 'Week - 4', 'Week - 5', and 'Week - 6'.

If you would like to attach a file to a syllabus item:

1. Click on the title of the item to expand that item.
2. Click the **Add attachments** link.

Browse for the file on your computer, or attach a copy from the Resources in your course, then click Continue.

Add Attachment

Select an existing item from Resources to attach OR add a new item to a folder to be attached. Click "Continue" when done.

Items to attach	Remove?
101Syllabus - Copy.pdf	Remove

Upload local file

Choose File

 No file chosen

or a URL (link to website)

Add

Continue

Cancel

Select a resource


Location: Discussion 2 SMPL202 Resources

Title	Actions
Discussion 2 SMPL202 Resources	
Show other sites	

Continue

Cancel

Your file attachment will display.



Link

Help

Add Item

Bulk Add

Bulk Edit

Redirect

Expand All

Print View

+

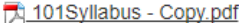
Week - 1

eye

calendar

lock

trash



+

Add attachments

+

Week - 2

eye

calendar

lock

trash

+

Week - 3

eye

calendar

lock

trash

+

Week - 4

eye

calendar

lock

trash

+

Week - 5

eye

calendar

lock

trash

+

Week - 6


eye

calendar

lock

trash

Rearranging Syllabus items.



Link

Help

Add Item

Bulk Add

Bulk Edit

Redirect

Expand All

Print View

+

Week - 1

eye

calendar

lock

trash

+

Week - 2

eye

calendar

lock

trash

+

Week - 4

eye

calendar

lock

trash

+

Week - 3

eye

calendar

lock

trash

+

Week - 5

eye

calendar

lock

trash

+

Week - 6

eye

calendar

lock

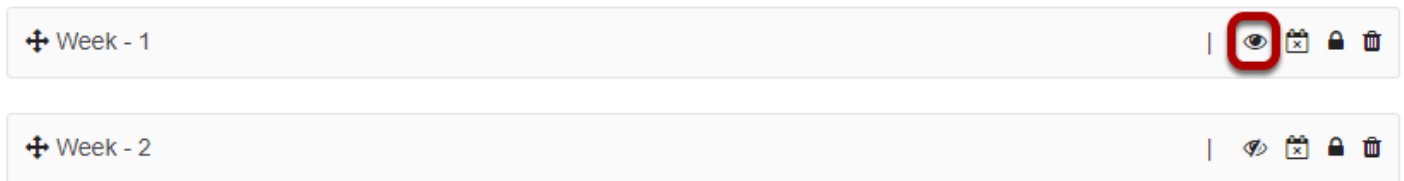
trash

How do I create a multi-part syllabus based on number of items needed?
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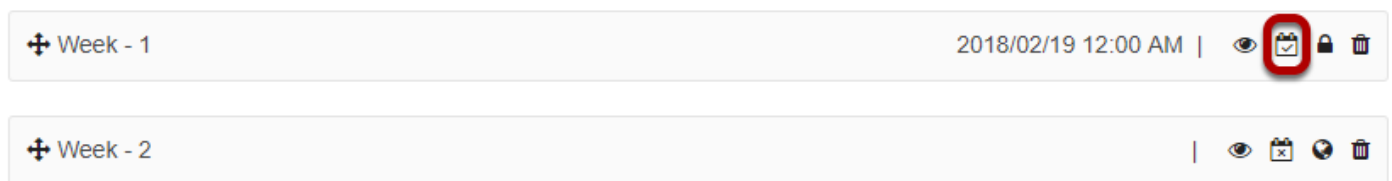
Click the crosshair icon to the left of the syllabus item heading and drag it to the desired location.

Publish/unpublish a Syllabus item.



Click the eye icon next to the syllabus item to publish or unpublish the item. If the eye icon is open, the item is visible to students. If it is crossed out, it is hidden from students. In the above example, Week 1 is available to students, and Week 2 is hidden from students.

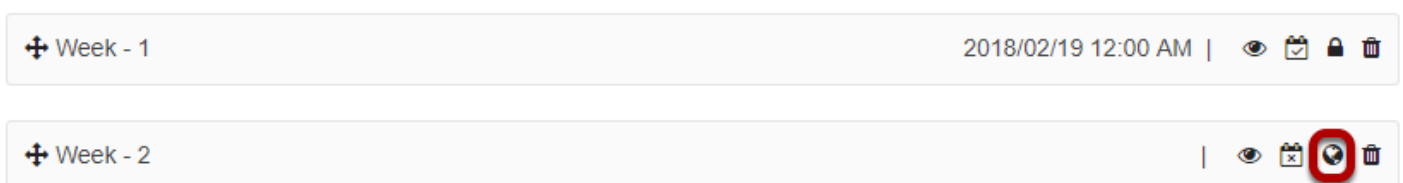
Add a Syllabus item to site Calendar.



Click the calendar icon next to the syllabus item to display the item in the site calendar. A calendar icon with a check mark indicates that the item is included in the Calendar. A calendar icon with an X indicates that the item is not included in the Calendar. In the above example, Week 1 is included in the Calendar, and Week 2 is not.

Note: You must specify a start and/or end time for the item before you can add it to the calendar. For more information on how to specify start/end times, see [How do I edit syllabus items?](#)

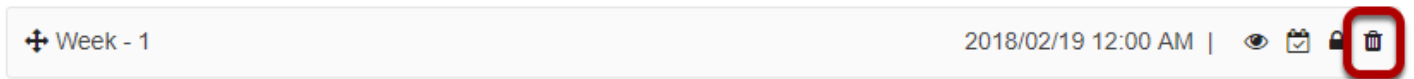
Change Syllabus item access.



Click the lock/globe icon to change the access for a syllabus item. A lock icon indicates the item is available to only this site. A globe icon indicates the item is publicly available to the whole

world. In the above example, Week 1 is available to site participants only, and Week 2 is available to the public.

Delete a Syllabus item.



Click the trash icon beside any syllabus item to delete it.

Confirm deletion.

