# Setting up the Syllabus Builder in Moodle

A blank syllabus is created for you each semester when Moodle courses are created. If you already have a syllabus built using Syllabus Builder that you would like copied over from another course, please contact the Coordinator of Distance Learning, Kathy Mayo, to copy the syllabus for you. You can also create a new syllabus by adding a new Syllabus Builder activity.

1. Turn editing on

2. Locate the syllabus in the course under the Syllabus and Course Information module.

3. Click Edit and then Edit settings.



4. Complete all of the fields. Fields with a red asterisk are required fields. You will be unable to save the information at the end if you do not complete these fields.

5. Change the name of the syllabus to match the course. (e.g. CIS-110 Introduction to Computers Syllabus Spring 2020).
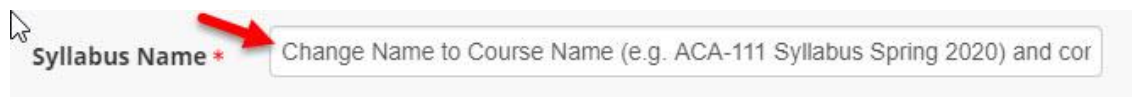


6. Save and display.
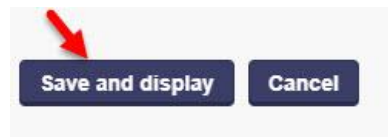


7. Click Publish syllabus. This will allow students to see the syllabus. Note the statement "This syllabus has not been published. If you feel this is an error, please notify your instructor." This is the message students will receive if you do not publish the syllabus.
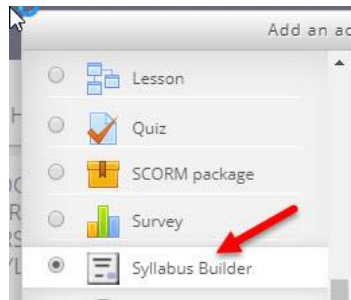
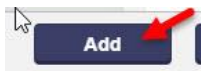# Creating a New Syllabus with the Syllabus Builder

1. Turn editing on

2. Add an activity or resource

3. Choose Syllabus Builder

4. Click Add

5. Complete the fields, click Save and display and then Publish syllabus. Be sure to name the syllabus to correspond with the name of the course.