Add New Course Syllabi

Introduction:

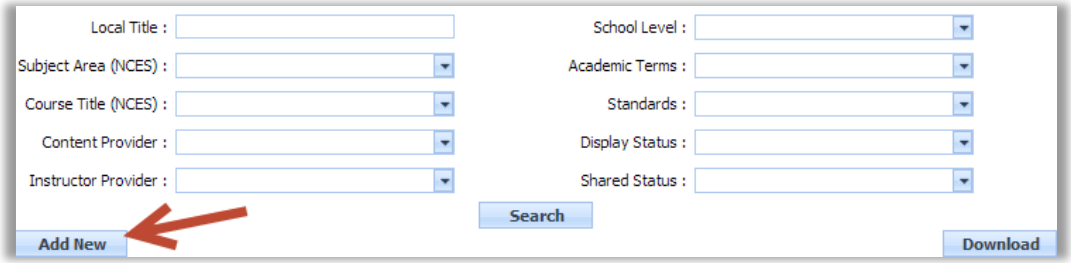
This process describes how to add course syllabi to *Michigan's Online Course Catalog*.

Note: Please use caution if you choose to paste syllabi information from your website into Michigan's Online Course Catalog. There is a potential that the copied text will appear in an unrecognizable format. This can also cause the system to identify the text as malicious content and prevent you from submitting the syllabus. While the copy-paste method is acceptable, please consider pasting it into a basic text-editing program such as Notepad, to remove the formatting. Once this is done, you may copy the information from the editor and paste it into Michigan's Online Course Catalog.

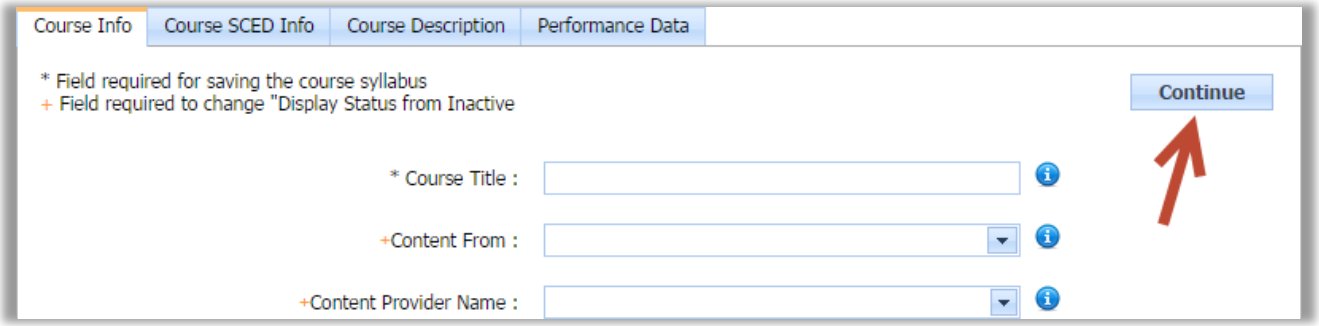
Details:

1. Click the **Course Management** tab.

2. Click the **Add New** button.



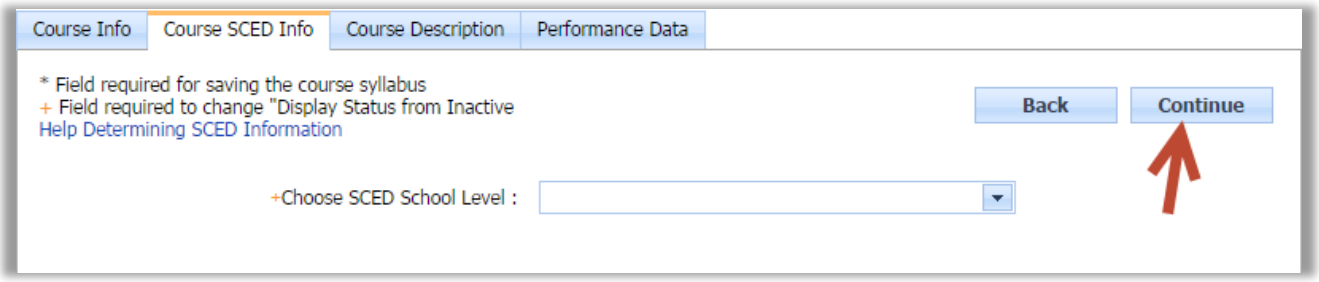
3. Complete the fields provided within the **Course Info** tab. Fields required for saving the course syllabus are marked with an asterisk (*) and those required to change the display status from Inactive are indicated by the orange plus sign (+).
4. Click **Continue** to proceed to enter additional course content.



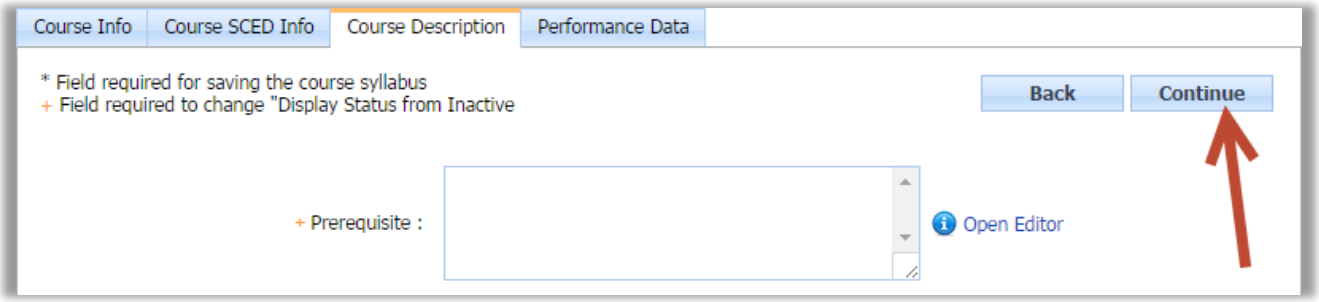
Revision History

Version	Date	Description	Author	File
2.0	18-Sep-2014	Added Performance Data Feature	Jennifer Derry	AddCourseSyllabi.docx
1.0	16-Dec-13	Document Created	Jennifer Derry	AddCourseSyllabi.docx

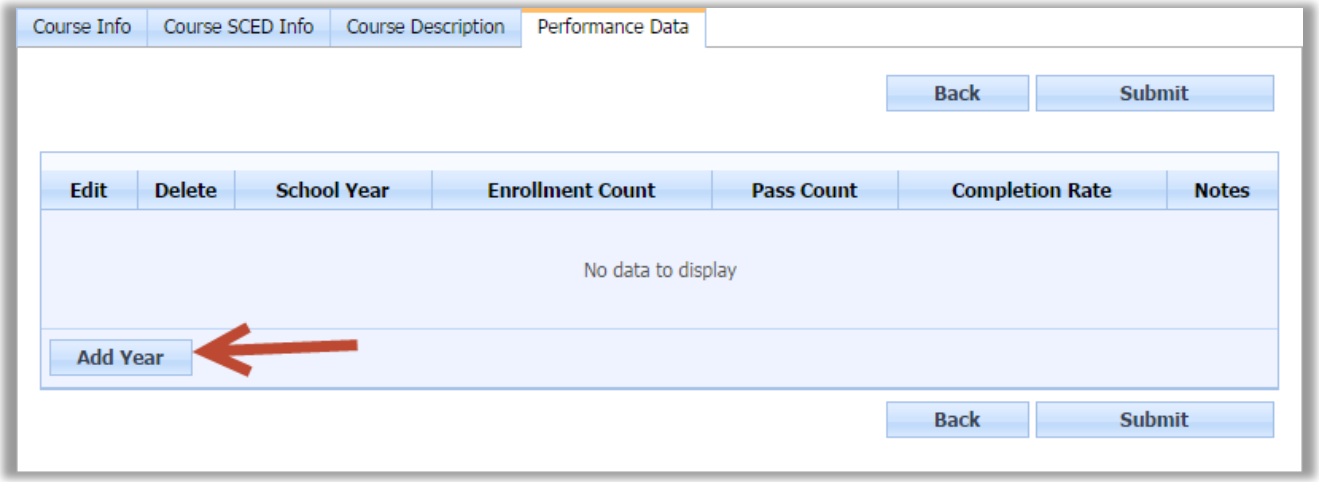
5. Choose the appropriate item in each drop-down within the **Course SCED Info** tab. For assistance, select the "Help Determining SCED Information" link at the top of the page. Fields required for saving the course syllabus are marked with an asterisk (*) and those required to change the display status from Inactive are indicated by the orange plus sign (+).
6. Click **Continue** to proceed to enter additional course content.



7. Complete the fields provided within the **Course Description** tab. Please keep in mind, section 21f(12)(B) requires an online course syllabus to include specific components. Fields required for saving the course syllabus are marked with an asterisk (*) and those required to change the display status from Inactive are indicated by the orange plus sign (+).
8. Click the **Continue** button when the information on this tab has been entered.



9. Display student performance for the year. Click the **Add Year** button.



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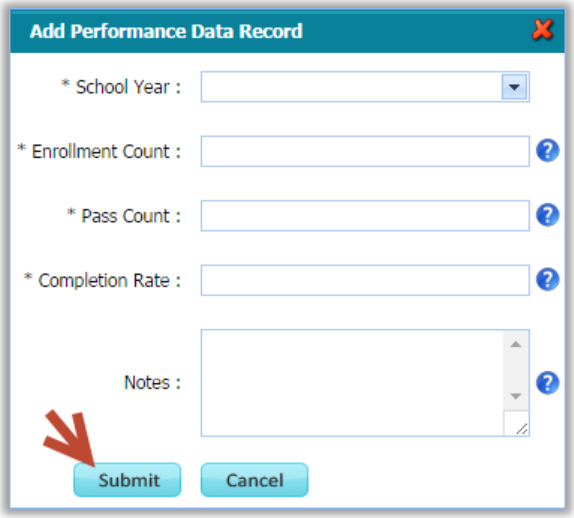
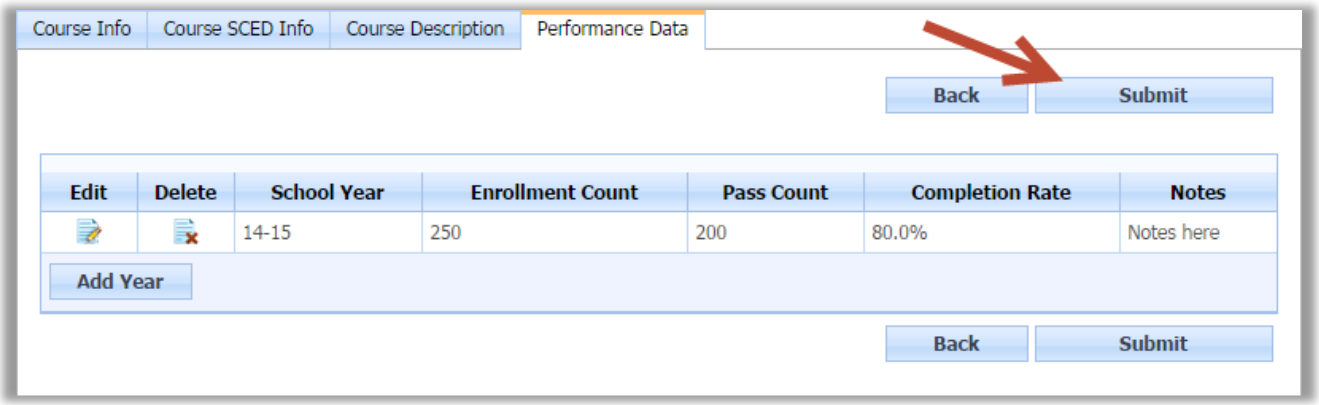
10. Section 21f(7)(c) requires districts or ISDs who offered online courses through Section 21f to provide MVU with a) the number of enrollments in each online course the district or ISD offered to pupils in the immediately preceding school year, and b) the number of enrollments in which the pupil earned 60% or more of the total course points for each online course. Enter the number of enrollments in the course for which you kept the 60-80% enrollment payment. If the course was offered during the preceding year, but there were no enrollments, please enter the number 0. Click the **Submit** button when finished.



11. Click the **Submit** button to then display the performance data within the course syllabus.



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