

Add Third-Party Syllabi Information

Introduction:

This process describes how to add third-party syllabi to *Michigan's Online Course Catalog*.

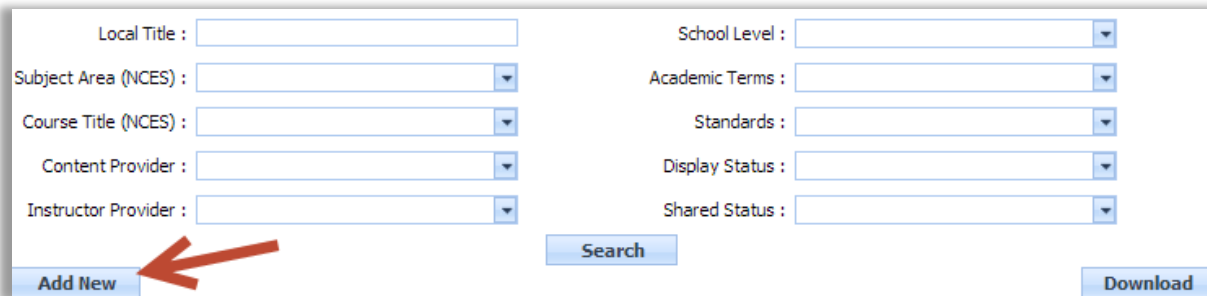
Note: Please use caution if you choose to paste syllabi information from your website into Michigan's Online Course Catalog. There is a potential that the copied text will appear in an unrecognizable format. This can also cause the system to identify the text as malicious content and prevent you from 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:

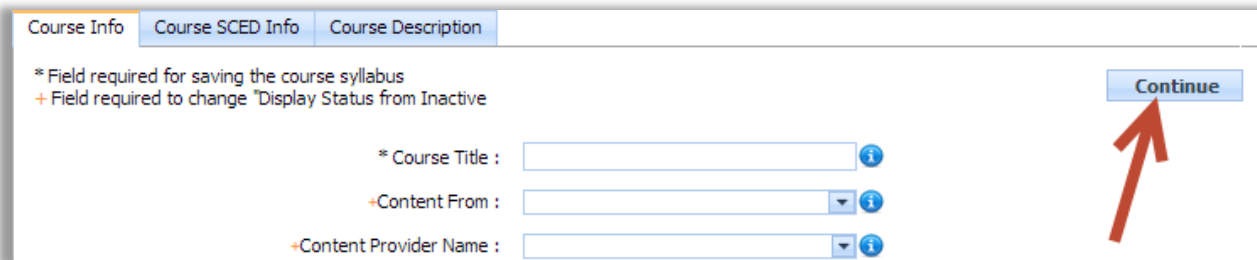
1. Click the **Course Management** tab.



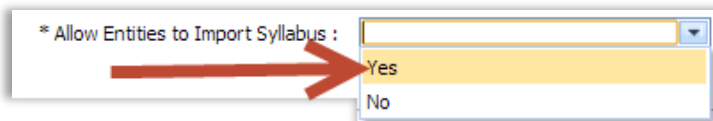
2. Click the **Add New** button.



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 information.

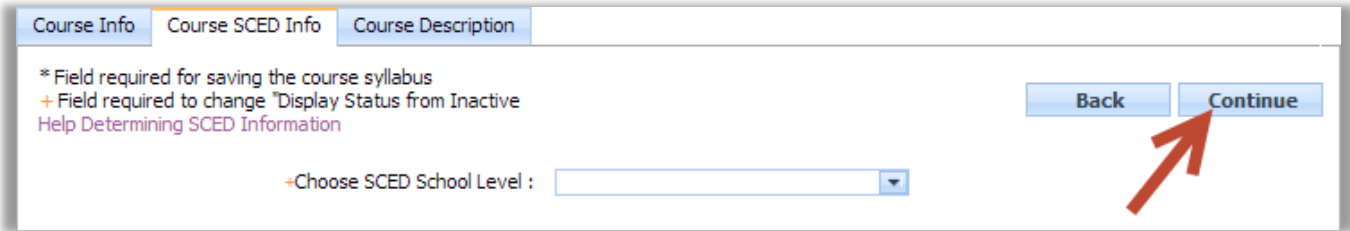


Note: Be sure to choose "Yes" from the last drop-down, titled "Allow Entities to Import Syllabus."

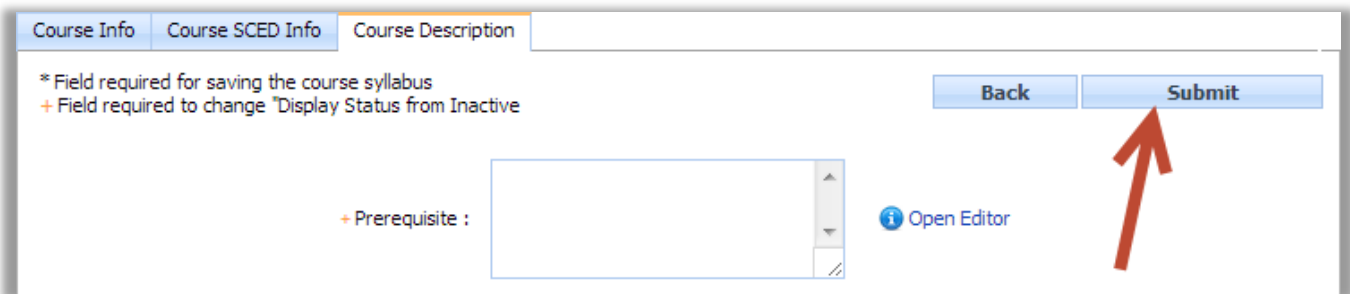


| Revision History | | | | |
|------------------|-----------|------------------|----------------|---------------------------|
| Version | Date | Description | Author | File |
| 1.0 | 16-Dec-13 | Document Created | Jennifer Derry | AddThirdPartySyllabi.docx |

- 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 (+).
- Click **Continue** to proceed to enter additional information.



- 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 (+).
- Click the **Submit** button when the information on this tab has been entered.



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