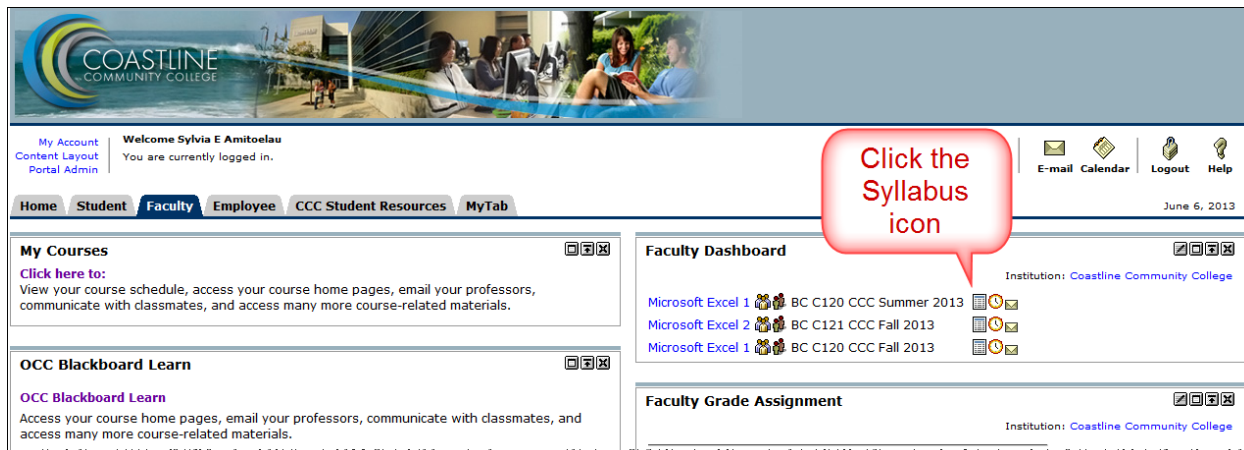


MyCCC: Syllabus (Required Materials)

You can enter information in the Syllabus portion of MyCCC so that required materials and other information is available to students via the online Class Schedule. Follow the steps below.

Enter Information in MyCCC Syllabus (Required Materials)

1. Login to MyCCC
2. Click on **Faculty** tab
3. Locate the Faculty Dashboard channel (top area of right column), locate your course, and click the **Syllabus icon** (see image below).



4. From the Syllabus Information screen, fill in the required materials (see highlighted area below).
5. Click **Submit** to save your work.
6. Click **Back to Faculty tab** (upper left corner) to return to the Faculty tab.

MyCCC: Syllabus (Required Materials)

COASTLINE
COMMUNITY COLLEGE

[Back to Faculty Tab](#)

Personal Information **Student** **Faculty Services** **Employee**

Search

Syllabus Information

If a course URL is entered here, it appears on the student's "Student Detail Schedule" once the student registers. Technical requirements appear in the searchable Class Schedule (syllabus available link).

Course Information
Microsoft Excel 1 - 73274 - BC C120 - L01

Levels: Coastline Undergraduate
Status: Active

73274 CRN
Coastline Campus
Schedule Schedule Type
Online Instructional Method

Syllabus Data
Long Section Title
Course URL:

Student Learning Outcomes

Required Materials
Microsoft Excel 2010: Complete (Shelly Cashman Series), Author: Gary B. Shelly, ISBN: 978-0-538-75005-9

Technical Requirements

Enter required materials here

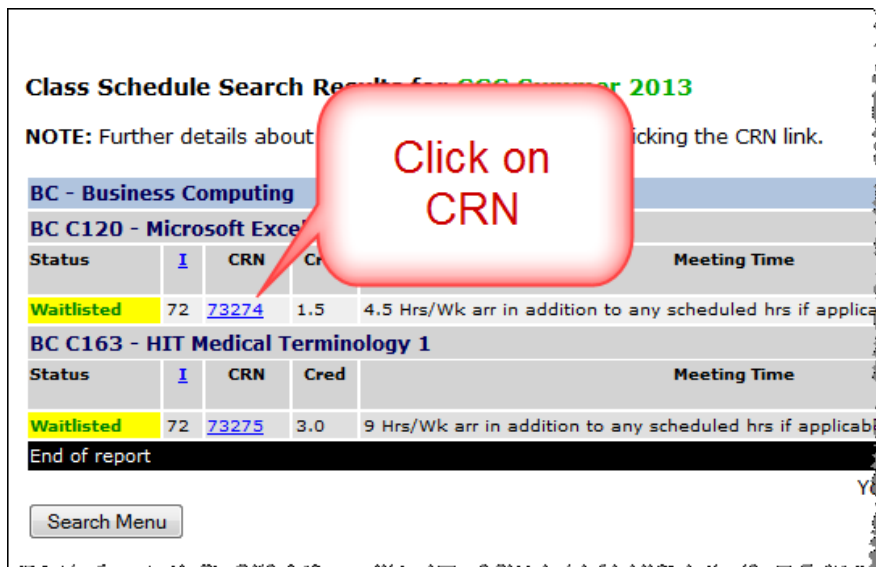
Click "Submit" to save

MyCCC: Syllabus (Required Materials)

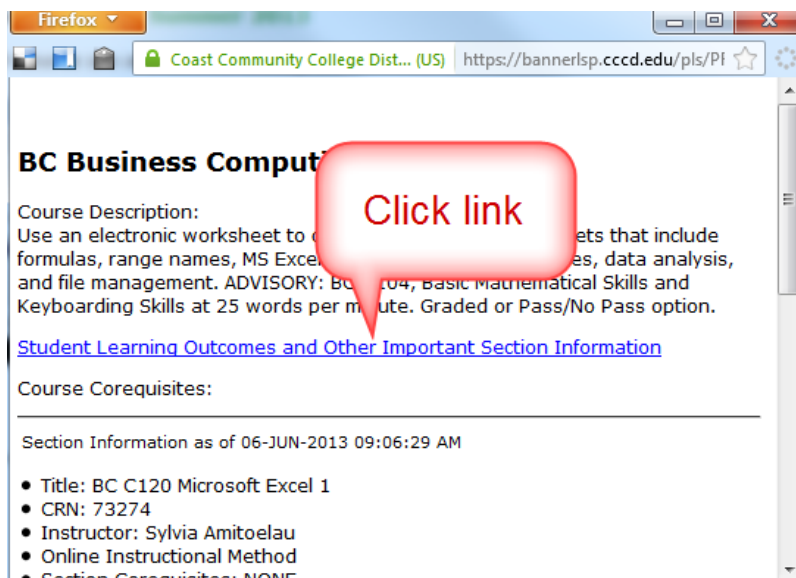
View Required Materials in Class Schedule

Follow the steps below to see how it looks in the Class Schedule. It's a good idea to take a look at how this information will be displayed to the student. Text may have been cut off, not display as you intended, etc.

1. Locate your course in the online Class Schedule.
2. Click on the CRN for your course (see below). A pop-up window will appear.

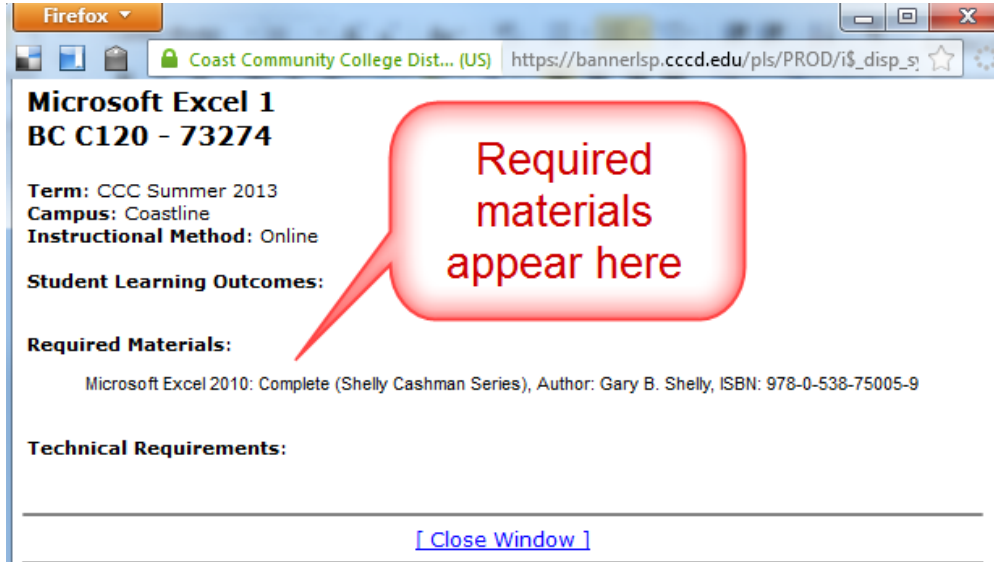


3. Click the **Student Learning Outcomes and Other Important Section Information** link (see below).



MyCCC: Syllabus (Required Materials)

4. A pop-up window will appear displaying the text you entered for Required Materials (see below).



The screenshot shows a Firefox browser window displaying a syllabus page for "Microsoft Excel 1 BC C120 - 73274". The page includes the following information:

- Term:** CCC Summer 2013
- Campus:** Coastline
- Instructional Method:** Online
- Student Learning Outcomes:**
- Required Materials:** Microsoft Excel 2010: Complete (Shelly Cashman Series), Author: Gary B. Shelly, ISBN: 978-0-538-75005-9
- Technical Requirements:**

A red callout bubble with the text "Required materials appear here" is positioned over the "Required Materials" section. At the bottom of the page, there is a link that says "[Close Window]".