

Seaport 3: Upload Course Syllabus as a File

This guide will show you how to upload a syllabus file in the Course Syllabus template. Students will then be able to download, open, and print the syllabus.

Save as Syllabus Files as a PDF

If your syllabus is already in PDF format, skip this section and go to the “Upload Course Syllabus as a File” section.

It is recommended that you first have the syllabus file saved to your computer as a PDF file for two reasons:

- PDF files are opened using Adobe Acrobat Reader (a free download from the Adobe website). If the course syllabus is in Word or similar format, students must purchase and install Microsoft Office in order to open the file.
- Students can't change any of the text in a PDF file. If the file was a Word document or similar format, students would be able to change the text. Having different versions of a course syllabus could potentially cause confusion.

The following instructions will explain how to save a Word document as a PDF file. These instructions apply to Microsoft Office version 2007 and version 2010. If you have Office 2003 or earlier, use a Coastline computer or ask a Coastline staff member to convert the file for you.

1. Open the syllabus file in Microsoft Office Word.
2. If you are using Word 2007, click the **Microsoft Office Button**.
If you are using Word 2010, click the **File** tab.
3. Click **Save As**.
4. Navigate to where you want the file saved (for example on your Desktop or in a specific folder). It is recommended that you save the PDF version of your syllabus in the same location as the Word version.
5. In the **Save As Type** list, click the down arrow and select **PDF** (Figure 1).
6. In the **File Name** box, type the name of the file (Figure 1). Avoid using spaces in the file name (use the underscore _ symbol instead). For example: BC120_Syllabus
7. If you want to open the file in Adobe Acrobat Reader immediately after you save the file then check **Open file after publishing** (Figure 1).
8. In the **Optimize for** section, check **Standard (publishing online and printing)** (Figure 1).
9. Click **Save** (Figure 1). The file will be saved in PDF format.

Seaport 3: Upload Course Syllabus as a File

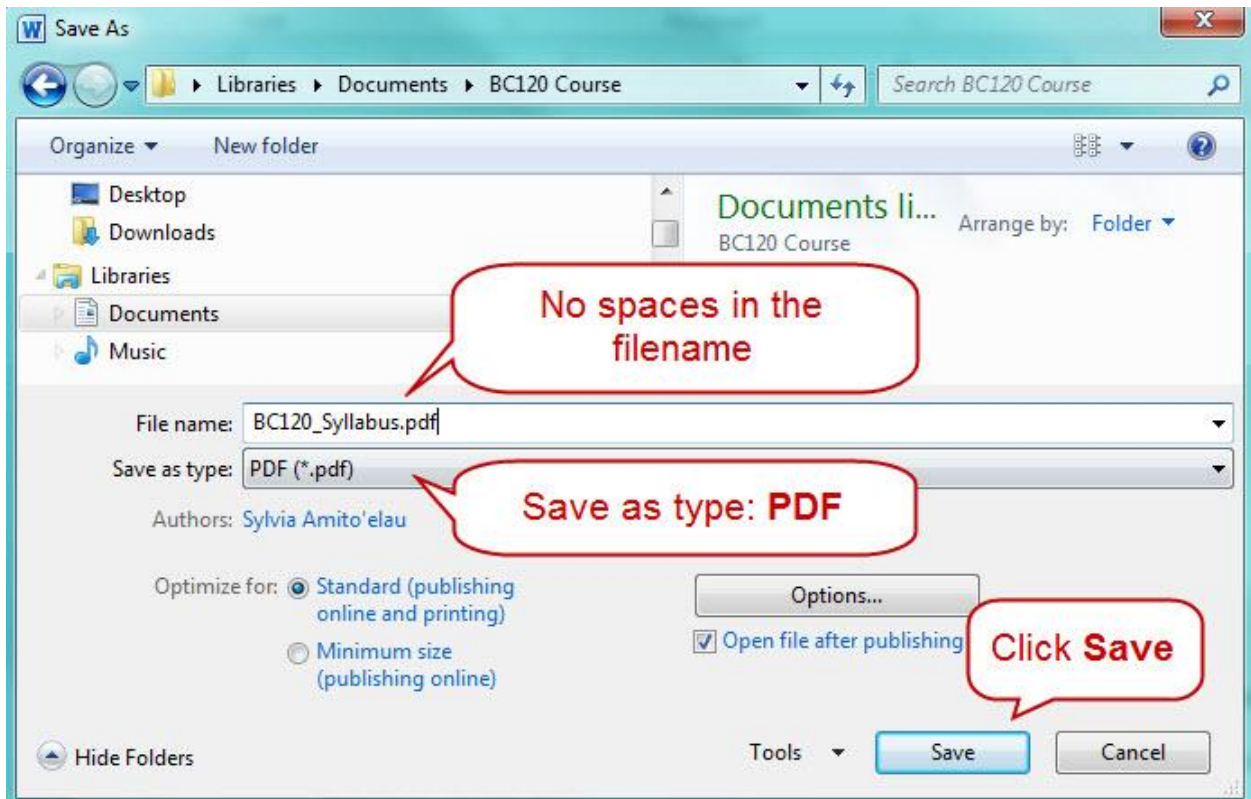


Figure 1

10. Close Word. If Adobe Acrobat Reader is open, close that as well.

Upload Course Syllabus as a File

1. Login to Seaport and enter your course.
2. Click **Course Information Templates** (Figure 2).
3. Click **Course Syllabus** (Figure 2).

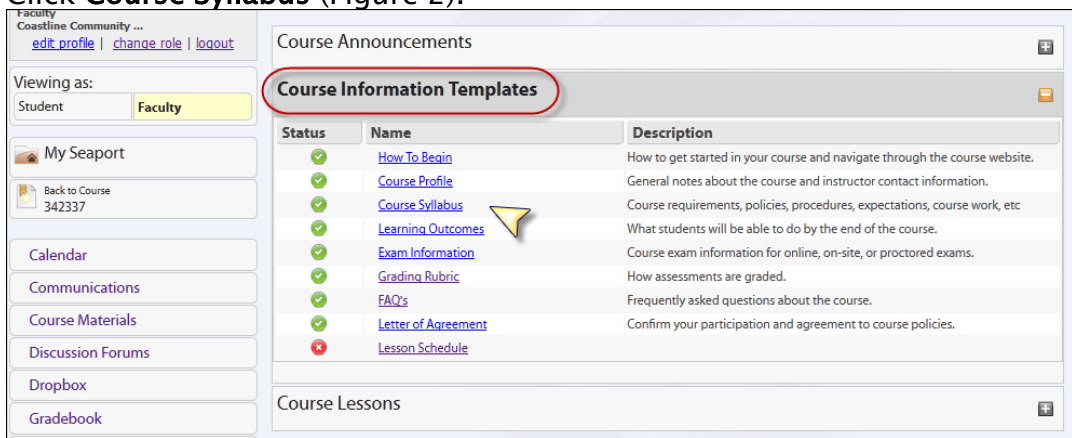


Figure 2

Seaport 3: Upload Course Syllabus as a File

4. If any text appears in the syllabus text box, select all the text and delete it.
5. Type in instructions to the students and the text that will be used for the link (Figure 3). Be sure to indicate that the file is a PDF file. Students need to know the file type so they know what program they need in order to open the file. For example type: **Click on the link below to download the course syllabus. You may save the file to your computer and print it out for reference. BC120 Syllabus (PDF)**
6. Select the text that will be the link to the file (Figure 3).
7. On the Seaport editor toolbar, click **Link** (Figure 3).

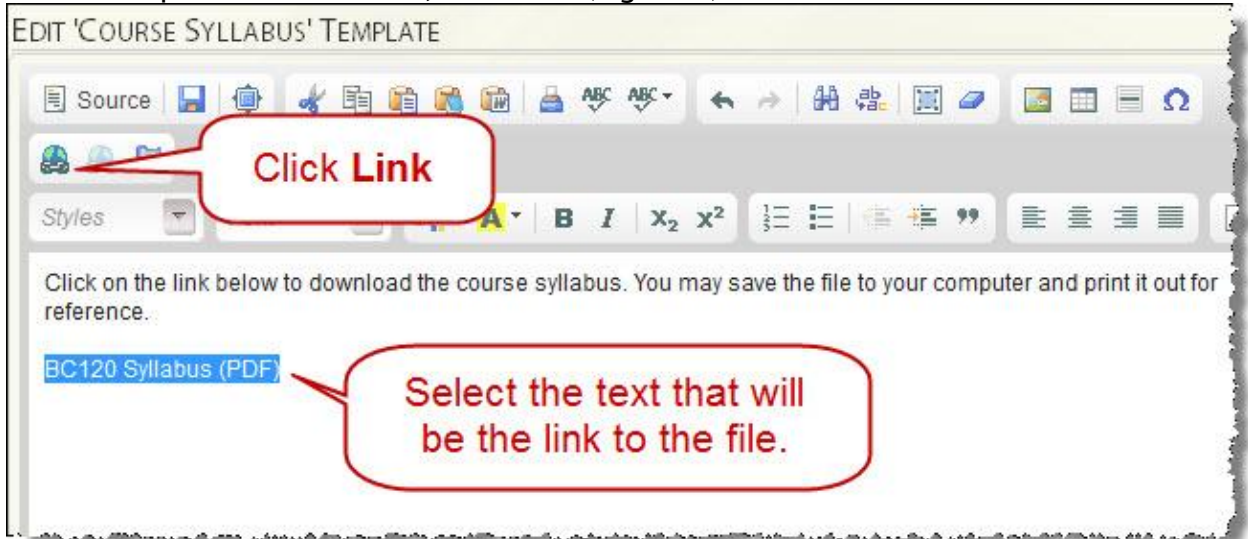


Figure 3

8. Click **Browse Server** (Figure 4).



Figure 4

9. In the Folders pane (left side), navigate to the Learning Object Library folder where you want the file to be stored (Figure 5).

Seaport 3: Upload Course Syllabus as a File

10. Click **Upload** (Figure 5).

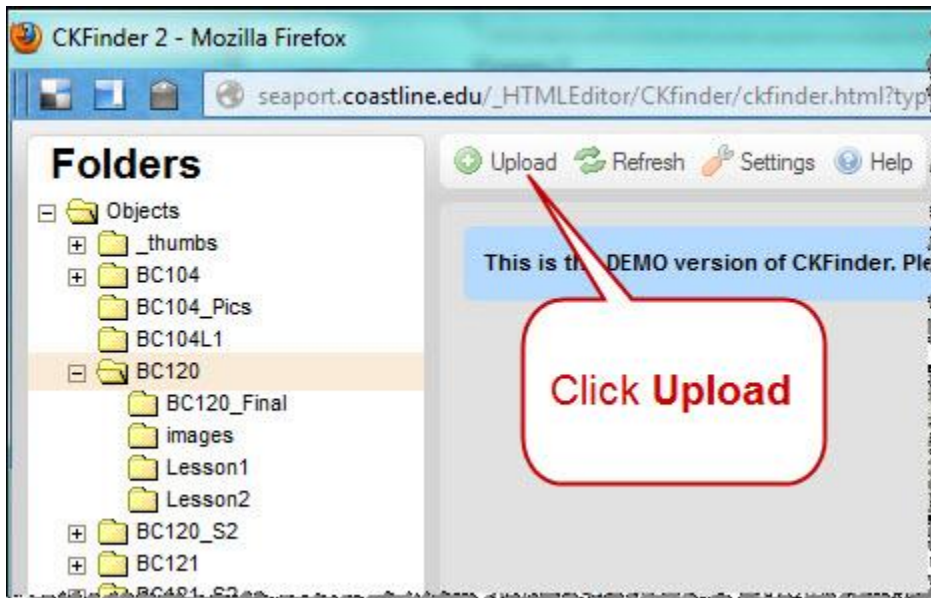


Figure 5

11. Click **Browse** (Figure 6) and navigate to the location on your computer where the file is located.
12. Either double-click on the file or click the file to select it and then click **Open**.
13. Click **Upload Selected File** (Figure 6).



Figure 6

14. The file will be uploaded to your Learning Object Library. Double-click on the file (Figure 7).

Seaport 3: Upload Course Syllabus as a File

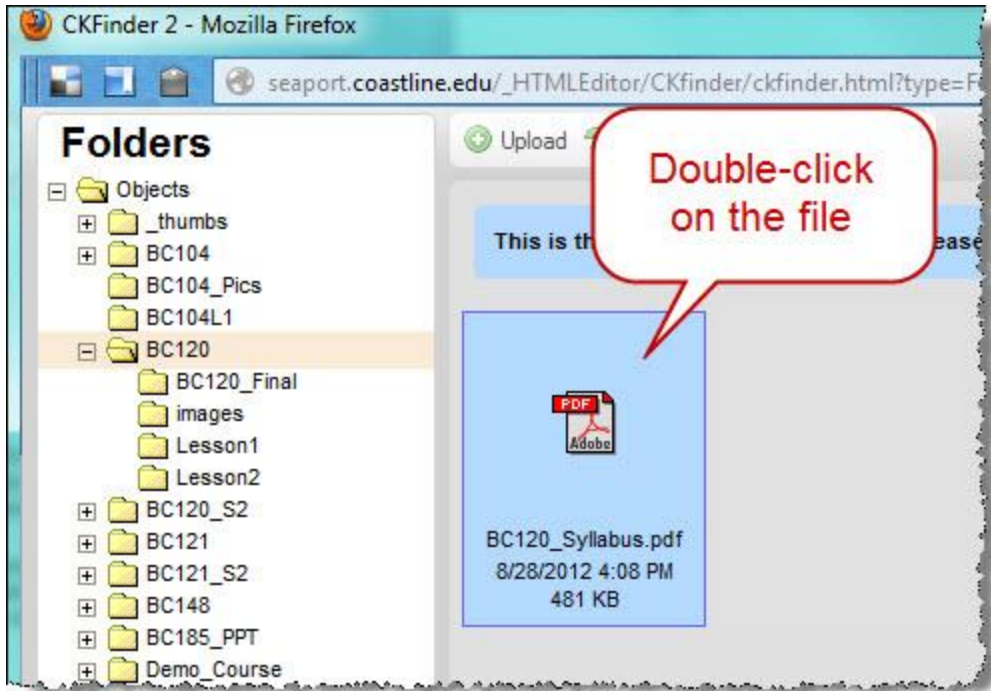


Figure 7

15. The URL (web address) to the uploaded file on the Seaport server will appear in the URL box (Figure 8).

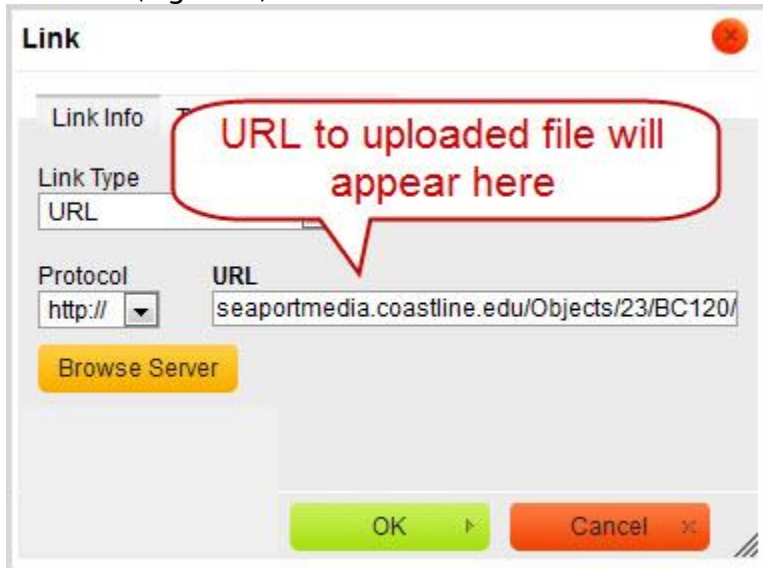


Figure 8

16. Click the **Target** tab (Figure 9).
17. In the Target list, click on the drop down arrow and select **New Window (_blank)** (Figure 9). When students click on the link to the syllabus file, the link will open in

Seaport 3: Upload Course Syllabus as a File

a new browser window or tab. If students close the window or tab of the PDF file, they will still have a separate browser window or tab for the course website in Seaport and still be logged into the course.

18. Click **OK** (Figure 9).



Figure 9

The text is now formatted as a link. Click outside of the selected text area and notice that the text is now blue with an underline (Figure 10). You can't click on the link while in the HTML editor; you must be in Student View to test the link.

19. Click **Save Template** (Figure 10).

Seaport 3: Upload Course Syllabus as a File

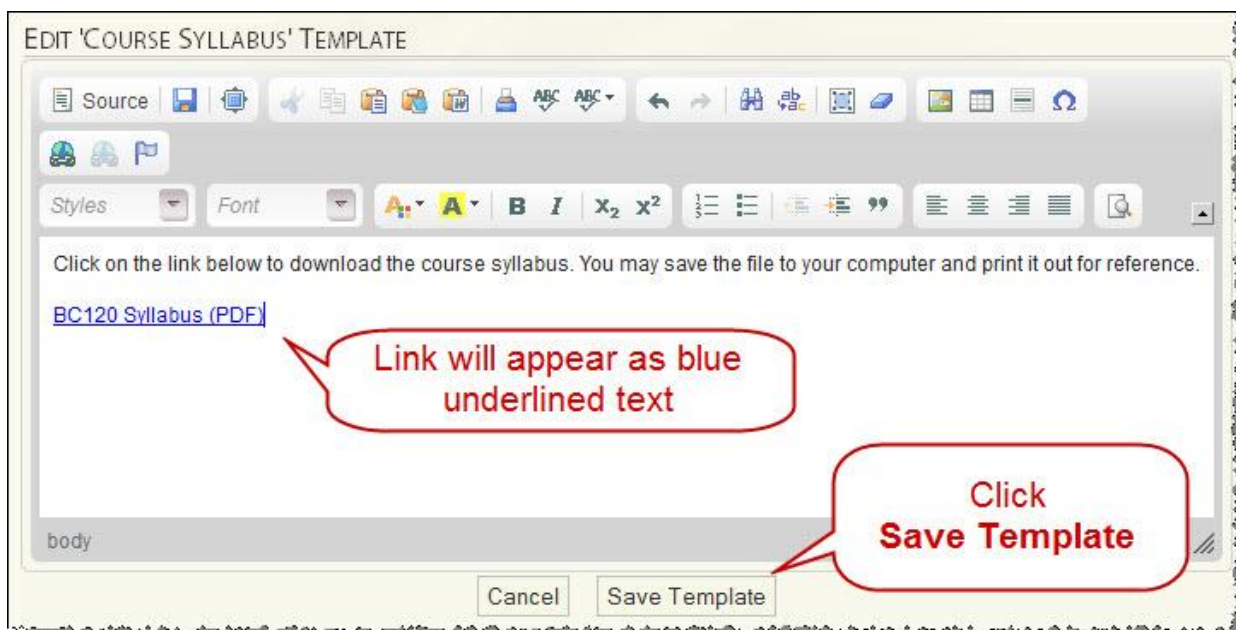


Figure 10

20. To see the text and to verify the link to the file is working correctly, go to the Student View of your course by clicking Viewing as: **Student** (Figure 11).

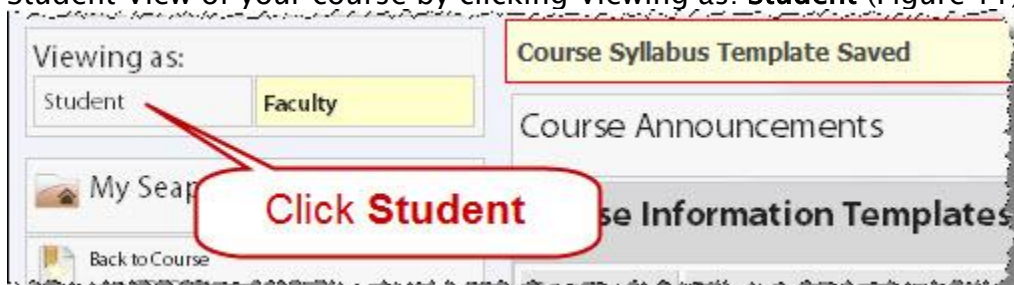


Figure 11

21. Click **Course Information** (Figure 12).
22. Click **Course Syllabus** (Figure 12).

Seaport 3: Upload Course Syllabus as a File

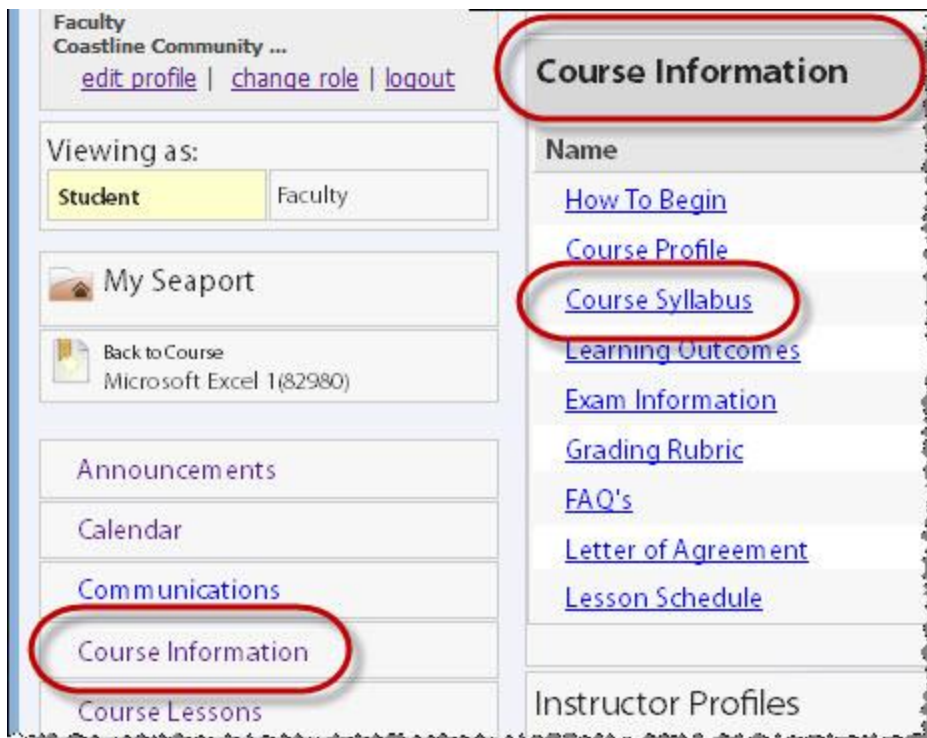


Figure 12

23. Click the link (Figure 13) to either open or save the file.

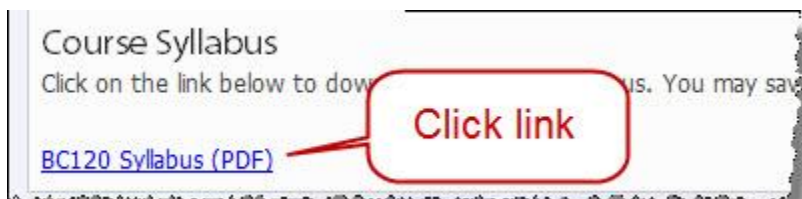


Figure 13