

OIRA

Good Data, Good Decisions

Office of Institutional Research and Assessment
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Instruction Manual for

Onl ine

Syllabus

Management

System

Faculty and Administrators



SECURITY

Modern data security standards

SPEED

Fast application performance

MIGRATION

Quickly and easily import previous syllabi to current term

COMPLIANCE

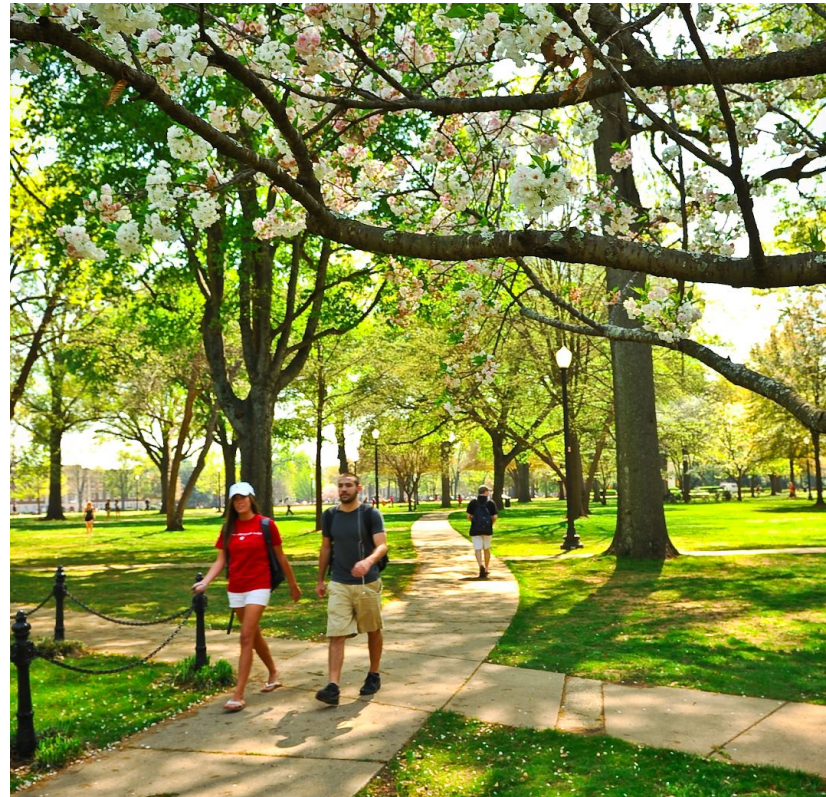
OSM is set up to comply with UA policies and legal requirements



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Welcome to The University of Alabama's Online Syllabus Management system. The **OSM system** is a web-based application intended to streamline the syllabus creation process with numerous points of interest:

1. Easier creation and archiving of syllabi (i.e., being able to automatically import information from a previous syllabus)
2. Easier distribution of syllabi to students (electronically)
3. Greater consistency among required information (i.e., automatic inclusion of UA policies and disclaimers)
4. Reducing the use of trees
5. Aiding compliance with ADA, accreditation, and other standards



First Stop Shop

OSM is the primary source for official UA syllabi. Start here for building and distributing your syllabus.

Other UA resources may refer to the official syllabus from the OSM system.

Getting Started

In this section you'll find instructions for:

1. Accessing courses
2. Creating new syllabi
3. Editing syllabi
4. Importing old syllabi
5. Cross-listing
6. Publishing syllabi
7. Printing from OSM

First, visit syllabi.ua.edu. You'll see two entry points into the system (Figure 1).

The **Search** side is intended mainly for students to search available (i.e., published) syllabi. The **Manage** side is intended for Instructors and Administrators.

Click the right side panel to login and enter the system. Your **myBama ID** is required to create syllabi.



Figure 1



Update Your Data

Make sure your Banner and Course Catalog records are up to date. OSM borrows data from multiple UA sources to build a syllabus including your banner and course data. OSM updates its automated data at midnight every night.

After logging in, instructors will see a list of courses associated with their profile for the current term. On this page, the course list is derived from the [Course Catalog](http://catalog.ua.edu). (catalog.ua.edu)

On the right side of the list you will see more details, including the “Create” link. Click this link to start a syllabus for the corresponding course (Figure 2). You can search with a different academic term via the search panel in the left side column.

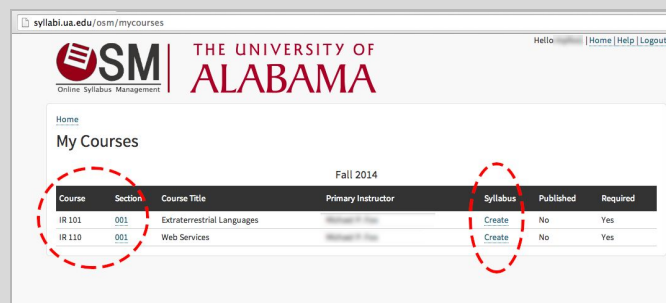


Figure 2

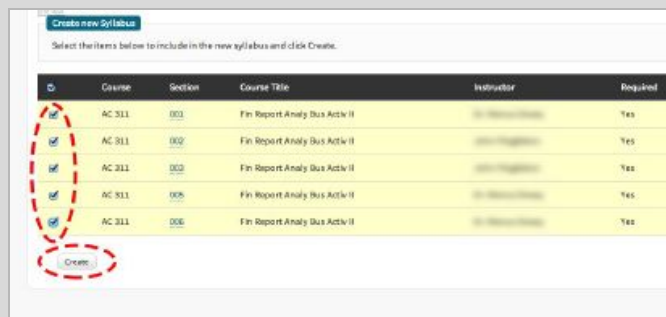


Figure 3

If there are cross-listed sections for your course you will be given the option of including them. If you do, you will create one syllabus shared among the multiple course sections. See section **V. Joining Syllabi**.

Use the checkboxes to select all course sections to include. If you choose not to include them at this time you may add them later.

Click the CREATE button when ready (Figure 3). A new template (**syllabus skeleton**) will be created for all designated course sections and you can proceed with adding content.

Completion Rates By Instructor By College						
Course	Section	Course Title	Primary Instructor	Syllabus	Published	Required
AC 361	910	Cost Analysis Planning/Control	Dr. [Name]	View	Yes	Yes
AC 361	920	Cost Analysis Planning/Control	Dr. [Name]	View	Yes	Yes
AC 361	920	Cost Analysis Planning/Control	Dr. [Name]	View	Yes	Yes
AC 361	921	Cost Analysis Planning/Control	Dr. [Name]	View	Yes	Yes

Figure 4

When a syllabus skeleton exists, the “Create” link will instead be a “View” link (Figure 4). Click “View” then click **Launch Editor**.

Summary: Creating New Syllabi

1

Find your course (login to OSM)

List taken from Course Catalog

2

Click “Create” link

Current academic term is
default

3

Check boxes

Cross-listing other courses

4

Click CREATE button

Creates a syllabus skeleton

Remember

- Your Banner and Course Catalog information must be up to date
- Your course list includes only courses to which you have access
- Cross-listed courses can be unlinked later
- This step creates only the syllabus skeleton (a template)

OSM's **Content Editor** displays content regions in the left main panel and a control panel in the right column (Figure 5). On a tablet device the control panel is accessible via the standard mobile menu icon in the upper corner of your screen.

Locked Content

In the main panel, instructors will see auto-populated information including content regions and any data the institution already has for those regions (such as course title and campus directory information for the relevant course instructors). **Content region titles** and **descriptions** are locked information (not editable). The **course title** itself, however, is editable if needed - simply click on the course label at the top of the main panel and change the text.

Content Guides

You can manually add content into appropriate locations (content regions) in the editor. Each content region indicates an active area that accepts manual content by a **small red line** to the left side of that region. Another designation is the phrase "*you may enter formatted text here*". Click onto that phrase and type or paste your manual content (Figure 6). **Only one content region can be opened at a time.**

Notes/Instructions

Clicking this phrase will open that content region for custom editing. The region may contain a blue text box with **notes or instructions to you** which do not appear in the published syllabus (Figure 7).

The screenshot shows the OSM Content Editor interface. The main panel on the left contains three sections: 'Prerequisites' with a sub-section 'UA Course Catalog Prerequisites: No prereqs found' and a text area 'You may enter formatted text here'; 'Course Description' with a sub-section 'Course Description and Credit Hours' containing text about Honors College framework and a text area 'You may enter formatted text here'; and 'Required Texts'. The control panel on the right lists various sections: 'Contact Information', 'Prerequisites', 'Course Description and Credit Hours', 'Required Texts', 'Course Objectives', 'Student Learning Outcomes', 'Other Course Materials', 'Outline Of Topics', 'Exams and Assignments', 'Grading Policy', 'Policy on Missed Exams and Coursework', and 'Attendance Policy'.

Figure 5

This screenshot is similar to Figure 5 but includes blue circles with red vertical lines pointing to the 'you may enter formatted text here' phrases in the 'Prerequisites' and 'Required Texts' sections of the main panel, indicating where manual content can be added.

Figure 6

The screenshot shows a blue text box containing a paragraph about course objectives and a bulleted list of examples. The text reads: 'Some programs require objectives as a bridge to student learning outcomes. Course objectives identify what the instructor intends to do to achieve student learning, e.g. the material the instructor plans to cover or the disciplinary questions the class will address. Examples of course objectives are:' followed by three bullet points: 'The professor (or course) will provide foundational tenets of the discipline;', 'The professor will discuss the seminal works in 20th Century American literature;', and 'The professor will review nutritional recommendations and components.'

Figure 7

When adding **custom content**, instructors will see new text formatting tools in the upper right corner of the main title bar (bold, italic, paragraph, subheading, bulleted list, numbered list). Only the unlocked area of the content region can be edited.

When finished formatting custom content for a region, click the SAVE button to keep any changes. This content can be changed again later in the same manner. Changes can be discarded by clicking the CANCEL button without saving.

New custom regions can also be added to a syllabus. This can be done by clicking the **circular + icon** near the end of the syllabus (Figure 8), above the automated, required policy disclaimers.

Control Panel

The gray Control Panel contains two subpanels: CONTENTS and MANAGE.

The CONTENTS tab tracks content regions of the syllabus. Uncompleted, required regions are designated by an asterisk (*). Optional regions are listed with Gray text. These items also **serve as navigation**; click on a region name in the control panel to easily locate that region in the main panel.

Also within the CONTENTS tab is a notification showing whether the syllabus has unpublished content. Before publishing the initial syllabus OSM will show the “**Not published**” reminder (the dark gray box, see Figure 9). This reminder disappears once the syllabus is published. It will reappear if changes are introduced later; those changes will need to be finalized by once again publishing. Publishing a syllabus occurs on the MANAGE tab. See section **VI. Publish Syllabus**.

You may enter formatted text here

[Add Custom Section](#)

Statement on Academic Misconduct
Students are expected to be familiar with and adhere to the official [Code of Academic Conduct](#) provided in the Online Catalog.

Statement On Disability Accommodations
Contact the [Office of Disability Services \(ODS\)](#) as detailed in the Online Catalog.

Severe Weather Protocol
Please see the latest [Severe Weather Guidelines](#) in the Online Catalog.

UAct Statement

Figure 8

APR 423-320

CONTENTS MANAGE

Not published

Contact Information

Prerequisites

Course Description and Credit Hours

Required Texts

Course Objectives

Student Learning Outcomes *

Other Course Materials *

Outline Of Topics *

Exams and Assignments *

Grading Policy *

Policy on Missed Exams and Coursework *

Not Published: [PUBLISH](#)

Please complete the remaining required* sections before publishing.

Import: [IMPORT CONTENT](#)

Show Data ☐

Figure 9

The MANAGE tab includes controls for the entire syllabus. The “**show data**” toggle (in Figure 9) highlights the auto-populated content in the main panel for those who wish to see a more conspicuous distinction between custom and automated data (automated data changes to red text by this toggle). Automated data is imported from its source (i.e., Banner, the Directory, etc.). Any notifications for the syllabus are also listed here.

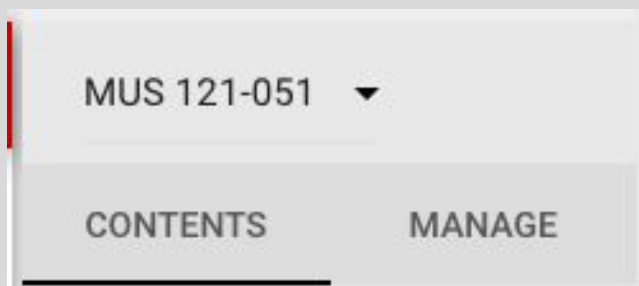
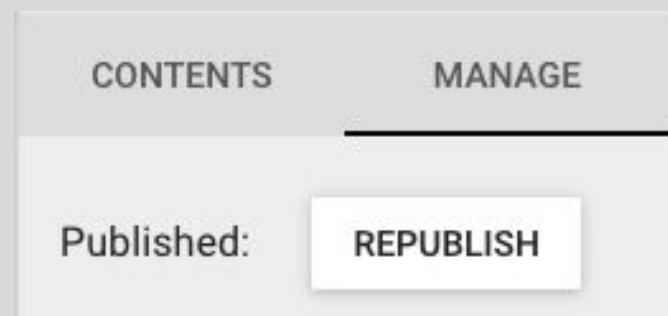


Figure 10



Cross-Listing

Lastly, other course sections cross-listed with the current syllabus can be accessed at the top of the control panel (Figure 10). The course code is displayed next to a drop down arrow. Click the arrow to show all cross-listed courses. Clicking one of these course codes will open the syllabus for the alternate course. **Any changes to the syllabus apply to all its cross-listed courses.**

Proper Syllabus Writing

The University of Alabama requires official documents to comply with Accessibility standards. Your OSM class syllabus is an official UA document. See the **Style Guide** for best practices on writing your syllabus.

Automated Data

Use the “Show Data” slider on the MANAGE tab to see which information is inserted into your syllabus from sources outside OSM.

Also, OSM automatically includes mandatory policies for the institution and your college.

OSM may also have locked content regions, depending on your college’s syllabus specifications. See your department administrator to change locked regions.

Summary: Editing a Syllabus

1

Active Areas

Unlocked areas of the editor allow changes

2

One Content Region

Only one region can be open at a time (save your changes)

3

Custom Regions

Add custom regions as needed

4

Control Panel (Content)

Easy navigation and reminder of uncompleted content

5

Control Panel (Manage)

Import, Print, Publish

6

Joined Syllabi

Joined syllabi are updated if you make changes

Remember

- Necessary policies are automatically included in the syllabus
- Automated data taken from sources outside OSM
- See the **Style Guide** for best practices
- Locked regions must be edited elsewhere

The quickest way to build a new syllabus is to import content from an existing one. To do this, first **visit the existing (most recent) syllabus** containing the pertinent data. **Copy the web address** (URL) of the old syllabus. This will be pasted into OSM later.

Importing data from an existing syllabus requires first creating an empty skeleton for the new syllabus (see section II. **Creating New Syllabi**). Once the new template is created, click the **MANAGE** tab of the control panel to find the **IMPORT CONTENT** button (Figure 11). **Clicking this button** opens a popup prompt.

Next, **paste the URL of the existing syllabus** (the link you already copied) in this pop up screen where designated (Figure 12). Then **click the VERIFY button**. OSM will search through its database to verify the old syllabus.

The last step in importing a syllabus involves telling OSM which regions of the old syllabus are to be copied. **Click the red FIND IMPORTABLE CONTENT button** (Figure 13). This opens a new window.

Simply check the checkbox next to each content region desired (Figure 14). **Be sure scroll down the window** to see all available options. Then click the **IMPORT** button in the lower right corner of the prompt window.

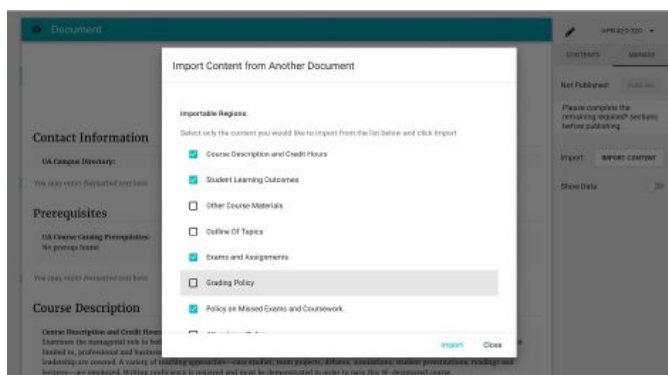


Figure 14

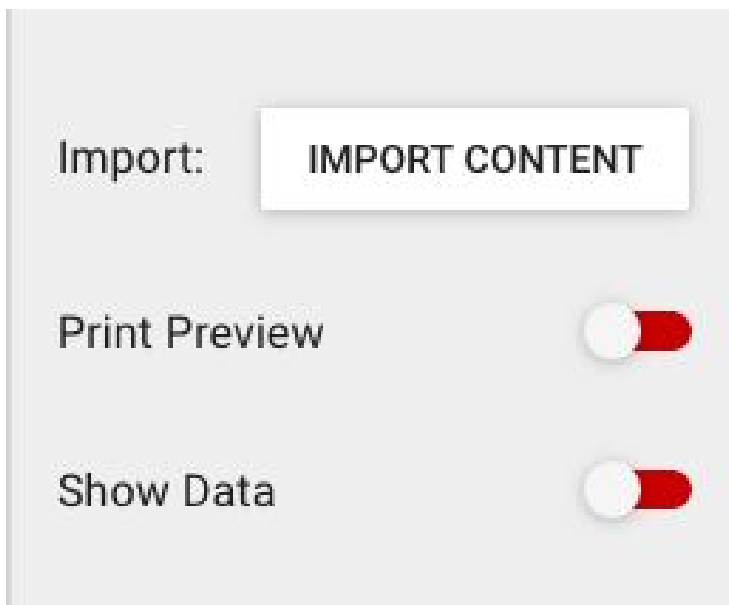


Figure 11

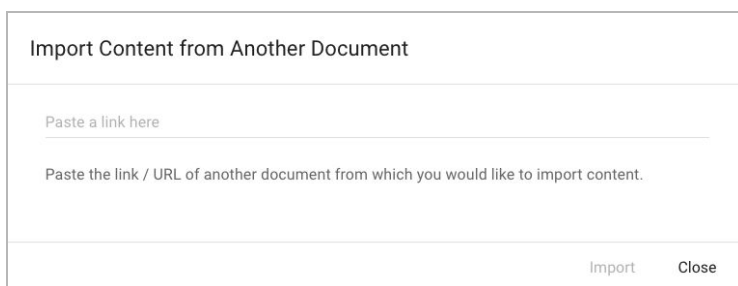


Figure 12

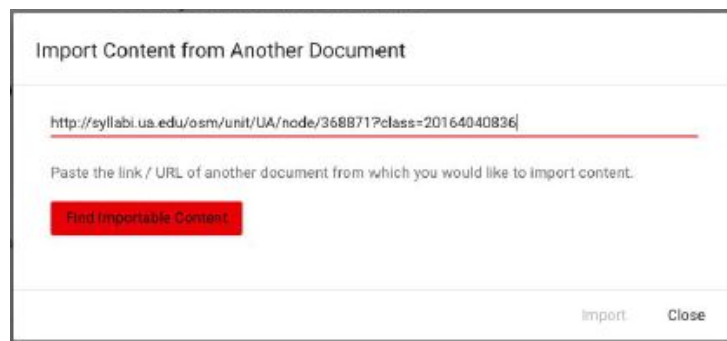


Figure 13

Summary: Importing a Syllabus

1

Find existing syllabus

Copy the address (URL) of
the old syllabus

2

Paste URL

Click IMPORT CONTENT
button on Mange tab, paste

3

Verify syllabus

Click VERIFY button

4

Find Importable Content

Click red button

5

Select content

Click check boxes

6

Import

Click IMPORT button

Remember

- Necessary policies are automatically included in the syllabus
- Imported content is reproduced in new syllabus
- Empty content regions cannot be imported
- Edit any content that needs to be changed
- Syllabus must still be published

Linking Multiple Syllabi

Links between syllabi can be added at two locations. The first opportunity can be found when initially creating a syllabus (see the early steps in section II. **Creating New Syllabi**).

To join a syllabus that already exists and courses that don't have a syllabus, start with an existing syllabus by clicking the "view" link to see the Manage Classes tab. Under the "Add Class" section you'll see a link to "**Add Classes**". (Figure 15) Click this link to see courses you can access.

Your **Banner data** determines which courses appear in this list. With 0% or higher participation in Banner, a course will appear in your course list. This is particularly helpful for administrators or others building syllabi for other instructors.

Click the checkbox next to each course you wish to include in the cross-list. Click the "Add" button to finish.



Figure 15

Remove items from Syllabus

Select the items below to remove from this syllabus a

<input type="checkbox"/>	Course	Section
<input type="checkbox"/>	MUS 121	003

Remove Selected Classes

Figure 16

Separating Syllabi

To unjoin one or more courses find the Manage Classes tab (as shown in Figure 15). In the "Remove items from Syllabus" area you'll see a list of courses currently using the existing syllabus. Click the check box next to each cross-listing and click the "**Remove Selected Classes**" button to remove those courses (Fig 16).

These courses will no longer have a syllabus associated with them. **Leave at least one course in this list to keep the syllabus active.**

The MANAGE tab of the control panel contains the final **PUBLISH** button which transfers all saved content to the publicly viewable side of OSM. The PUBLISH button is disabled until all required regions of the syllabus are completed. Review the CONTENTS tab to make sure all required regions are populated with content. See section III. **Edit a Syllabus**.

After publishing a syllabus, if further changes are made the syllabus will need to be published again to transfer all new data to the publicly viewable side of OSM. In this case the PUBLISH button is changed to REPUBLISH.



Published: **REPUBLISH**

Public link: [AC 310-050](#)
Private link: [AC 310-050](#)

Import: **IMPORT CONTENT**

Figure 17

Sharing Your Syllabus

OSM provides digital access to your syllabus. You can copy the **Public link** and share this elsewhere for anyone to see. Or you can copy and share the **Private link** (recommended, including the instructor's contact information) in which case only those with access to the course will have permission to view the syllabus via your link (see Figure 17).

For the Students

Remember that your syllabus is a guide for your students. The syllabus information will be easier for students to find (and follow) if put in the appropriate place. Make sure to put proper content in required regions.



Clean printing of the syllabus is a built-in OSM feature. In the right side control panel on the MANAGE tab, you should find a “**Print Preview**” toggle (Figure 18). Clicking this toggle removes visible controls from the main content, leaving a print-friendly view of the document to be printed from your web browser.

It is recommended to first print the syllabus to PDF format from your web browser’s **print-to-PDF** feature. From there you can share the PDF document as you wish and/or print for physical distribution.

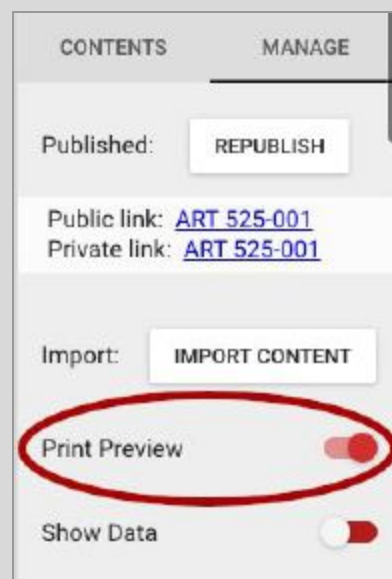


Figure 18

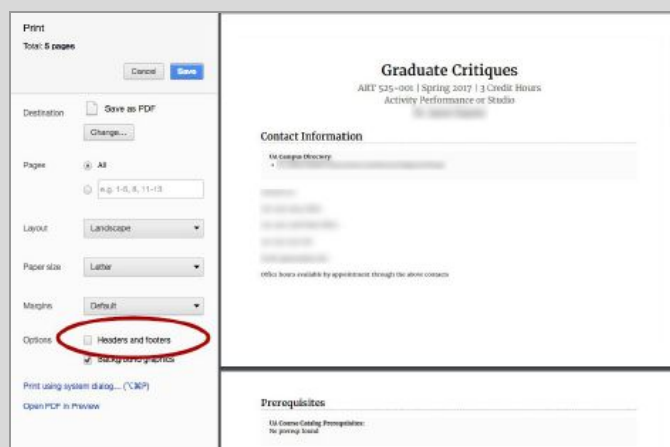


Figure 19

Cleaner Print

If you want a more refined print of your syllabus, you can remove **Headers and Footers** in your browser’s Print settings (Figure 19). Each browser has its own method of removing headers and footers.

University administrators (Deans, Associate and Assistant Deans, and Department Chairs) have different access rights. Deans, Associate Deans, and Assistant Deans have access rights to all syllabi within their college or school. Department Chairs can access syllabi for their department. Administrators may monitor the completion rates of syllabi in OSM.

To view completion rates, first enter the “Manage” section of OSM and login. Next, select a semester to view where you will see a syllabi list tailored for your profile. In the upper right side of this screen there are three links which provide completion rate information (Figure 20).



Figure 20

View completion rates by college or instructor:

- Completion Rates
- By Instructor
- By College

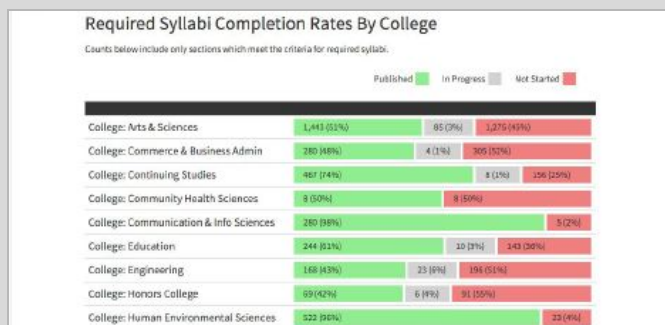


Figure 21

Search results are displayed in three categories: Published (completed), In Progress, and Not Started.

Clicking the “By College” link will return a graph showing the syllabi completion rates by college and school (Figure 21).

Clicking the “By Instructor” link displays the syllabi completion rates for each faculty member the administrator has the authority to observe.

Clicking the “Completion Rates” link will provide the syllabi completion rates by department for all the departments an administrator has rights to see.

Administrators with broader access rights may use the filtering selections on the left side of the screen under “Narrow to:” to limit the review of syllabi completions (Figure 22).



Figure 22

Course Title or Name: Approved course title, e.g. English Composition. This is automatically populated in the OSM Template.

Course & Section Number: Approved course prefix, number, and section, e.g. EN 101 – 001. This is automatically populated in the OSM Template.

Term: Semester and Year, e.g. Fall 2015, Spring 2016, Interim. This is automatically populated in the OSM Template.

Instruction (Schedule Type): Type of instruction, e.g. lecture, lab, seminar, online, thesis or dissertation. This is automatically populated in the OSM Template. **It must be corrected in Banner if it is not correct in OSM.**

Instructor(s) Name(s): Name of person teaching the course. This is automatically populated in the OSM Template.

Office Hours: Hours during which the instructor is available for meeting with students during the regular semester. For online courses, provide virtual office hours when students can expect more immediate feedback via email, text, phone call or other electronic means. These must be posted in the syllabus on the first day of class, online or face-to-face.

Contact Information: Provide office number and building with office hours, phone, and email. Inform students if you are willing to be contacted in other ways (e.g. video conferencing, online chat) and by appointment. Provide a usual time frame for responding to student emails. Basic contact information is pre-populated from Central Directory. Additional information should be provided by first day of class. **If this information is not correct, it must be corrected in the Central Directory.**

Prerequisites: Courses or experiences required before taking this course. This is automatically populated in the OSM Template.

Course Description and Credit Hours: The description of the course as it appears in the most recent catalog. This is automatically populated in the OSM Template.

Elasticity Statement: Explanation of how the professor will provide proper notification to students of changes to the course syllabus after the initial syllabus distribution. For example: *“The instructor will make every effort to follow the guidelines of this syllabus as listed; however, the instructor reserves the right to amend this document as the need arises. In such instances, the instructor will notify students in class and/or via email and will endeavor to provide reasonable time for students to adjust to any changes.”*

Objectives/Course Objectives: These identify what the instructor intends to do to achieve student learning, e.g. the material the instructor plans to cover or the disciplinary questions the class will address. Examples of course objectives are:

- The instructor (or course) will provide foundational tenets of the discipline;
- The instructor will discuss the seminal works in 20th Century American literature;
- The instructor will review nutritional recommendations and components.

Student Learning Outcomes (SLOs): SLOs identify the observable, measurable behaviors students are expected to demonstrate by the end of an assignment, activity, class or course. SLOs explicitly and directly address expectations for student learning.

Examples of student learning outcomes are:

- Students analyze the role of art and of the artist in Italy during the Renaissance.
- Students evaluate and defend their response to a range of art historical issues.
- Students identify examples of chamber music and the form, texture, and make-up of the ensemble.
- Students write a treatment plan for a case of schizophrenia.
- Students create graphs to demonstrate how changes in expectations affect the loanable funds market.
- Students produce original creative work in various poetic forms.
- Students critically interpret numerical and graphical data to solve problems.
- Students analyze a documented nutritional problem, develop strategy to correct the problem, and draft a policy addressing the broader scope of the problem.

Required Texts: This information is automatically populated in the OSM Template.

Other Course Materials: Identify texts, readings and/or other resources that are recommended, but not required for the course.

Outline of Topics: Identify the topics to be covered in each class or each week. A simple table is best for small screens. For example:

Week	Topic
1	Introduction
2	Notation
3	Definitions
4	Notes and Scales

Exams and Assignments: A list of exams and assignments for the course. Due dates are expected to be listed in the syllabus provided to students on the first day of class.

Grading Policy: Identify how student performance in the course is to be evaluated, the scale, the procedures, posting, etc.

- [UA grading policy](#)

Example of a class grading policy for an undergraduate course:

Course grades are assigned based on the following scale:

Points	Grade
100-97	A+
96-93	A
92-90	A-
89-87	B+
86-83	B
82-80	B-
79-77	C+
76-73	C
72-70	C-
69-67	D+
66-63	D
62-60	D-
<60	F

Grades are awarded for the following:

Assignment/Quiz	% Final Points
4 Quizzes	20
Final Exam	10
Interview	20
Reflections	20
Final Project	20
Group Presentation	10

Policy on Missed Exams & Coursework: Identify how you handle late submissions or missed assignments, tests, exams, and papers.

Example:

If you have a documented absence because of illness, family/personal issues, or another emergency, consideration will be given for work turned in late. The instructor reserves the right to determine what constitutes an excused absence. If work is being turned in late due to an excused absence, the student is responsible for notifying the instructor as soon as is feasible about the reason for the delay through e-mail. The instructor reserves the right to deduct one point per late day including weekends.

Example:

All students are expected to take the exams and submit other assignments at the announced dates and times. Students who fail to do so will be penalized ½ a letter grade for the assignment per day. If you miss a scheduled exam, it is entirely your responsibility to contact your instructor and arrange to take a makeup exam as soon as possible.

Attendance Policy: Identify how student absences are to be handled. Though the University has no formal attendance policy for students, the University does encourage regular and consistent class attendance. Guidance may be provided by colleges, the Faculty Handbook, and Undergraduate Catalog.

Each faculty member must therefore inform his or her classes of the attendance policy to be followed, specifying whether final grades are affected by absences, and include this information in the course syllabus.

(College of Arts & Sciences)

Students are expected to attend classes as scheduled. Attendance policies must be provided to each student at the beginning of the semester. These policies must allow for the possibility that students may experience difficulties beyond their control which result in failure to attend class or failure to complete an assignment on time.

(Faculty Handbook)

Students are expected to attend all classes for which they are registered. Class attendance is regarded as an academic matter, and the use of attendance records in grading (or for other purposes) is left to the discretion of the faculty member responsible for the course. This will be explained in the course attendance policy written and distributed by the faculty member. The faculty member is responsible for handling any excuses for absences from his or her class. A student-athlete should go to the [Center for Student Athletic Services](#) and read the Student-Athlete Handbook.

Example*--From the First Year Writing Program*

Regular attendance in your writing class is vital to your growth as a writer. Regular attendance equals success. You should, therefore, strive to attend every class meeting. It is in class, after all, that you will learn the habits of good writers, as you will have ample opportunities for conversation, collaboration, questioning, revising, writing, etc.

Occasionally, however, you may have to miss class. The First-year Writing Program Attendance Policy makes reasonable allowances for such absences. Please review the following information carefully:

- You should not miss more than six class meetings for classes meeting three times a week, or four class meetings for classes meeting twice a week. During Summer I and II terms, you should miss no more than three classes. You are considered absent any time you are not in class—no matter what the reason.
- If you miss more classes, you will receive a course grade of NC (“No Credit”) for excessive absences. Your instructor is required to assign this grade, except in rare cases warranting a policy waiver. However, you may appeal an attendance-related NC grade to the Director of First-year Writing after grades have been submitted.

Example

Attendance at all classes is required. Attendance and tardiness will directly affect Quiz/participation grades. Please notify the instructor of the circumstances for each absence/tardiness by email. Whenever possible, notify in advance of expected absence/tardiness.

Attendance is required & ROLL WILL BE TAKEN. Students with no more than 2 unexcused absences during the semester may replace their lowest test score with their score on the final exam. (This does not include tests missed due to an unexcused absence or a test for which there was academic misconduct.) Students who are more than 5 minutes late to class will receive one half an absence as will students who leave class before class is dismissed.

Other Policies: The University mandates the inclusion of certain institutional policies, which may be automatically populated on the OSM Template or linked to a page on the UA Website. Currently, the following policies (or link) must be included on each course syllabus.

- Statement on Academic Misconduct
- Statement on Disability Accommodations
- Severe Weather Protocol
- UAct Statement

Procedures, Practices and Process**Changes to Syllabus Policy or Requirements:**

Requests may be initiated by University academic department or division. Requests must contain the following information:

- At least one contact person;
- Whether request is a revision of a currently required syllabus component or is a request to add a new component;
- Whether the item to be added or changed is a required or optional syllabus component;
- Whether the request is for a specific category of courses (e.g. Core, service learning, undergraduate, graduate, fully-online, interim); and
- Reason for this syllabus policy change.

Submission: Requests must be submitted to the Office for Academic Affairs.

Process: Requests for changes to syllabus policy, including required components and student policies, must be submitted at least one year prior to planned implementation of changes, if approved.

- If approved, the request for policy change goes through the University's policy approval process before implementation. Notifications of the request are sent to the Office of the University Registrar and OIRA as well.
- Timeline for implementation of an approved policy change will depend on deadline for academic catalog and changes to OSM Template.

Review Criteria: OAA will consider the following in its review of policy change requests:

- Is this policy change directly related to academic and/or instructional activities?
- Does this request duplicate existing syllabus policy requirements?
- Does this request for a syllabus policy change conflict with other UA policies?
- Is this request required for legal or accreditation reasons?
- If a new component, can this be delivered through a link to another source?
- If a new component, is it more easily available to students through a different means than through course syllabi?

OIRA

Good Data, Good Decisions

Office of Institutional Research and Assessment
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Style Guide for

One

Syllabus

Management

System

Best Practices



THE UNIVERSITY OF
ALABAMA®

In this document you will find best practices for using The University of Alabama's Online Syllabus Management (OSM) system, including a style guide to help you easily enter content that is useful and understandable to your students. This guide includes visual examples.

Students typically want an easy-to-read syllabus made available to them **before the first day of class**. In our technological age, these students will more likely seek such information using a mobile device. The current OSM system is designed with this in mind, allowing you to create a syllabus that is accessible by mobile device.

It is highly recommended to build your class syllabus directly in the OSM system rather than creating it in a different source and transferring it into OSM.

Note:

When pasting content into OSM you will be given the option to keep the general formatting of the original (as typed - proper formatting is highly recommended) or paste the content as only plain text (removing all styling details). You must click one of these options to apply the content into the editor (Figure 23). There are limits as to how much formatting the OSM editor permits; simpler formatting is better. Using Microsoft Word is not recommended, due to compatibility with accessible web standards.

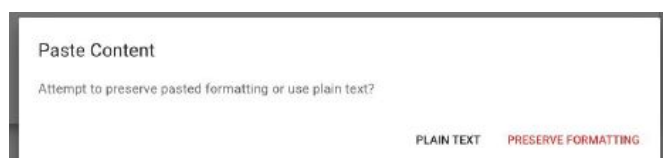


Figure 23

25

Style
Controls

26

Calendar
Format

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Table Format

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Best
Practices

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Updating
Data

Editable content regions are initially closed until clicked. When a region is opened, the red title bar at the top of the page activates a **Style Control** bar (Figure 24). This control bar enables the following editing features:

- bold
- italic
- paragraph
- header
- bullet lists
- numbered lists
- tables

Accessibility Standards

Accessibility standards call for document formatting that is screen-reader friendly. This includes using proper formatting techniques. These techniques include:

- using the **Header style tool** rather than making text large or bold to simulate headers
- using the **ordered** or **unordered list tools** rather than manually adding numbers or asterisks for lists

Accessibility standards also call for human-friendly, descriptive link labels rather than URL labels. If other regulations pertaining to your field require a URL label, it can be included as plain text to avoid conflicting with these standards (Figure 25).



Figure 24

URL LINK LABEL

Payments to students from grants and contracts must also comply with the policies located on the Office for Sponsored Programs Policy and Procedures web page, <http://ovpred.ua.edu/sponsored-programs/policies-andprocedures/>.

DESCRIPTIVE LINK LABEL

Payments to students from grants and contracts must also comply with the policies located on the [Office for Sponsored Programs Policy and Procedures web page](http://ovpred.ua.edu/sponsored-programs/policies-andprocedures/).

ALTERNATIVE, URL NON-LINK

Payments to students from grants and contracts must also comply with the policies located on the [Office for Sponsored Programs Policy and Procedures web page](http://ovpred.ua.edu/sponsored-programs/policies-andprocedures/). (<http://ovpred.ua.edu/sponsored-programs/policies-andprocedures/>)

Figure 25

Calendar information displayed on a mobile screen appears best in a **vertical format**. You can copy and paste the formatting examples into the OSM editor and change them according to your needs. Keyboard shortcuts are valid in OSM.

(ctrl + C for copy and ctrl + V for paste - Windows
CMD + C for copy and CMD + V for paste - Mac)

Calendar Example 1

Date

Assignments, content, etc.

Date

Assignments, content, etc.

Calendar Example 2

May 2: Friday

Last paper due

- Cover history of early etruscan art
- Discussion project requirements

May 5: Monday

Last project introduction

- Cover history of middle etruscan art
- Discussion project requirements

Calendar Example 3

Unit 1 Topic 1

Tuesday

- Cover history of early etruscan art
- Discussion project requirements

Unit 1 Topic 2

Tuesday

- Cover history of middle etruscan art
- Discussion project requirements

Table information displayed on a mobile screen appears best in a two-column format. The two-column format appears on a desktop as one might expect.

Desktop Examples

Header	Description
Item 1	Description of item goes here, short descriptions preferred
Item 2	Description of item goes here, short descriptions preferred
Item 3	Description of item goes here, short descriptions preferred

Description	Header
Description of item goes here, short descriptions preferred	Item 1
Description of item goes here, short descriptions preferred	Item 2
Description of item goes here, short descriptions preferred	Item 3

The mobile view of a table may automatically condense the content to fit the smaller screen. Given the great diversity of mobile devices on the market with numerous screen sizes, it can be difficult for tables to display content in a user-friendly way. The two column format makes it much easier for students to read.

Mobile Examples

Header	Description
Item 1	Description of item goes here, short descriptions preferred
Item 2	Description of item goes here, short descriptions preferred
Item 3	Description of item goes here, short descriptions preferred

Description	Header
Description of item goes here, short descriptions preferred	Item 1
Description of item goes here, short descriptions preferred	Item 2
Description of item goes here, short descriptions preferred	Item 3

With the diversity of devices available, the best practice for designing tables for your syllabus is to keep it simple.

To insert a table, click the table icon on the right end of the **style control bar** (Figure 26) which appears while editing an open content region.

Using the official OSM toolset will make it easy to edit tables. By clicking the tables icon, a simple menu will appear allowing the addition or deletion of rows and columns (Figure 27).



Figure 26

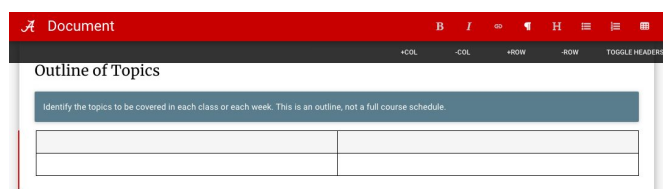


Figure 27

Work with OSM

Pasting tables from any other source may prove difficult to work with in OSM. OSM works best with content created within its own system.

Course Packets

The OSM system is for class syllabi only. Information better suited for a course packet should be provided separately on your own.

1

Content Regions

Content should be added to each appropriate content region separately.

2

Close Regions

SAVE or CANCEL changes before opening another content region.

3

Mobile Friendly

Format your content simply to fit within a mobile screen

4

Excluded Content

Do not include in your online syllabus any information that is proprietary or content better suited for a course packet.

5

ADA Compliance

Following the OSM Style Guide keeps your syllabi ADA compliant

6

Maintain your Data

Update your Banner, Course Catalog, Directory, and other official UA information

Remember

- Necessary policies are automatically included in the syllabus
- Your syllabus is an official UA document
- Students are more likely to comply with a well written syllabus that is helpful and informative

Since OSM relies on automated data to build syllabi it's essential that instructors keep their UA data up to date. The following are the data sources you need to maintain to keep your syllabi accurate.

Banner

See your department administrator to update your Banner data.

Course Catalog

See your department administrator to update your Course Catalog information.

UA Directory

You can update your directory listing at ua.edu/directory.

UA Supply Store

Contact the Supe Store to correct information on required books. universitysupplystore.com

