Welcome to the Instruction Guide for Faculty and Administrators

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brought to you by the Office of Institutional Research and Assessment

oiracontact@ua-net.ua.edu | oira.ua.edu
Latest Features

- Updated online security
- Faster application performance
- Import text from any previous OSM syllabus, using the Import feature
- Add and remove classes from your syllabus using the Manage Classes Tab
- Share your syllabus with a direct full access Private Link, or the filtered Published Link
- Auto-population of course description, textbook, prerequisite information, and policies
- Easily produce print-friendly copies (PDF files)

Why Create an Online Syllabus?

- Use university or program specific templates to create a simple, complete syllabus from scratch
- Update and republish the syllabus at any time, your existing Published and Private links will show the latest content
- Easily import content between terms and related courses or create a syllabus for many courses that contain the same content, without needing to adjust the automatic course information and keep track of several documents
- Standardized templates and disclaimers allow for consistency and streamlined data collection
- ADA Compliant
- Syllabi are automatically archived and accessible to students prior to next semester
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Overview

Welcome to The University of Alabama’s Online Syllabus Management system. The OSM system is intended to streamline the syllabus creation process with numerous points of interest:

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

Getting started with OSM

I. Access My Courses

First, visit syllabi.ua.edu. You’ll see two entry points into the system. The Search side is intended mainly for students to search available syllabi. The Manage side is intended for Faculty and Administrators. Click the right side panel to login and enter the system.
II. Create a New Syllabus

After logging in, managers will see a list of courses associated with their profile. 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.

Find the desired syllabus in your list of courses and click the Create link (Figure 2).

If there are additional 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.
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 syllabus skeleton will be created for all included course sections and you can proceed with adding content.

If a syllabus skeleton already exists, the “create” link will instead be a “view” link (Figure 4).

![Figure 4](image)

When the syllabus is ready for content you will see a notice reminding you that the OSM system has been updated, and the new editor is different from the previous one. You will need to click the “Launch Editor” link to proceed with adding content (Figure 5).

![Figure 5](image)

**Syllabus in New OSM**

In the fall of 2016, UA’s Online Syllabus Management is currently transitioning to a newly developed application as part of our ongoing efforts to improve and better integrate the building of syllabi on campus. The new editor brings significant improvements in speed and accessibility.

Please check the updated instructions, and be aware of the following changes:

- The primary sections of a syllabus cannot be marked private; however, you may add private sections to the end of the syllabus.
- To import from your prior syllabus, visit the Manage tab in the toolbar and paste the link to the syllabus from which you wish to import, then follow the prompts.

Use the link below to launch the external editor in a new tab.

[Launch Editor](link)
III. Edit a Syllabus

OSM's Content Editor displays content regions in the left main panel and a control panel in the right column (Figure 6). On a tablet device the control panel is accessible via the standard mobile menu icon.

Locked Content

In the main panel, managers 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 - simply click on the course label at the top of the main panel and change the text.

Editing Content

Content regions can contain locked information and custom information. Editable regions will have an area labeled as “You may enter formatted text here”. Clicking this phrase will open that content region for custom editing (Figure 7).
When adding custom content, managers 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, click the SAVE button to save any changes for that region. This content can be changed again later in the same manner. Alternatively, instead of saving them, changes can be discarded by clicking the CANCEL button.

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.

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
**Control Panel**

The 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 rather than Black 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 a Syllabus.

The MANAGE tab contains controls for the entire syllabus. The “show data” slider 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). Automated data is imported from its source (i.e., Banner, the Directory, etc.). Any notifications for the syllabus are also listed here.
Figure 9

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:

Please complete the remaining required* sections before publishing.

Import: IMPORT CONTENT

Show Data
Cross-listings

Lastly, other course sections cross-listed with the current syllabus can be accessed at the top of the control panel (Figure 9). 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.

IV. Import from Another Syllabus

Importing data from an existing syllabus first requires creating an empty skeleton for the new syllabus (Section II. above). Once the new template is created, click the MANAGE tab of the control panel to find the IMPORT CONTENT button (Figure 7). Clicking this button opens a popup prompt (Figure 10).

When prompted to import extant content you can do so from one of two different OSM systems: the current or previous OSM application. To do this, first visit the existing syllabus containing the pertinent data. Copy the web address / URL of the old syllabus and paste that link into the designated field of the import box (shown in Figure 8). The next screen is determined by which OSM system is providing the data.
Option 1: importing from an existing syllabus in the new OSM

Figure 11

When importing data from the new OSM system the prompt will show a button labeled “Find Importable Content” (Figure 11). Pressing this button will start a streamlined import process.

Importing this data requires a quick selection of past content regions. Simply check the checkbox next to each content region desired, then click the “Import” button in the lower right corner of the prompt window (Figure 12).
Option 2: importing from an existing syllabus in the previous OSM
When importing data from the previous OSM system the prompt will show a button labeled “Find Importable Content” (Figure 13). Pressing this button will start a manual import process where each content region of the existing syllabus is manually selected to correlate with the new OSM system (Figure 14). Selecting the appropriate regions is done by clicking each dropdown menu (labeled as “Import into”) and clicking the desired option.

To finish the import process (after assigning all content regions) click the “Import” link in the lower right corner of the prompt window (Figure 14).

V. Manage Cross-listing for a Syllabus

-- Adding Cross-lists
Adding cross-lists to a syllabus can be done when initially creating a syllabus (Section II above). To add cross-lists to an existing syllabus, please contact OIRA at oiracontact@ua-net.ua.edu.

-- Removing Cross-lists
To remove cross-lists from one or more courses, please contact OIRA at oiracontact@ua-net.ua.edu.
VI. Publish a Syllabus

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 published.

After publishing a syllabus, if further changes are made the syllabus will need to be published again to transfer all new data (Figure 15).

Figure 15
VII. Printing a Syllabus

Clean printing of the syllabus is a built-in OSM feature. In the right hand control panel on the Manage tab, you should find a “Print Preview” toggle (figure 16). Clicking this toggle removes visible controls from the main content, leaving a print-friendly view of the document.

Figure 16

To further clean up syllabus printing, by using your web browser's print-to-PDF feature you should be able to remove page headers and footers within the browser's controls. For example, in Google Chrome's print panel (figure 17), you can select “Save as PDF” as the print destination and under “options” you should be able to uncheck a “Headers and footers” checkbox.
How do administrators find Completion Rates?

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 18).

- Completion Rates
- By Instructor
- By College

Figure 18

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 19).
Figure 19

**Required Syllabi Completion Rates By College**

Counts below include only sections which meet the criteria for required syllabi.

<table>
<thead>
<tr>
<th>College</th>
<th>Published</th>
<th>In Progress</th>
<th>Not Started</th>
</tr>
</thead>
<tbody>
<tr>
<td>College: Arts &amp; Sciences</td>
<td>1,443 (51%)</td>
<td>85 (3%)</td>
<td>1,275 (45%)</td>
</tr>
<tr>
<td>College: Commerce &amp; Business Admin</td>
<td>280 (48%)</td>
<td>4 (1%)</td>
<td>205 (32%)</td>
</tr>
<tr>
<td>College: Continuing Studies</td>
<td>467 (74%)</td>
<td>8 (1%)</td>
<td>196 (26%)</td>
</tr>
<tr>
<td>College: Community Health Sciences</td>
<td>8 (50%)</td>
<td>8 (50%)</td>
<td></td>
</tr>
<tr>
<td>College: Communication &amp; Info Sciences</td>
<td>282 (98%)</td>
<td></td>
<td>5 (2%)</td>
</tr>
<tr>
<td>College: Education</td>
<td>244 (63%)</td>
<td>10 (3%)</td>
<td>143 (36%)</td>
</tr>
<tr>
<td>College: Engineering</td>
<td>168 (43%)</td>
<td>23 (6%)</td>
<td>196 (52%)</td>
</tr>
<tr>
<td>College: Honors College</td>
<td>69 (42%)</td>
<td>6 (4%)</td>
<td>91 (55%)</td>
</tr>
<tr>
<td>College: Human Environmental Sciences</td>
<td>522 (96%)</td>
<td></td>
<td>23 (4%)</td>
</tr>
</tbody>
</table>

Clicking the “By Instructor” link displays the syllabi completion rates for each faculty member the administrator has the authority to observe (Figure 20).

Figure 20

**Dept:AC**

Instructor completion for Spring 2016

Counts below include only sections which meet the criteria for required syllabi.

<table>
<thead>
<tr>
<th>Primary Instructor</th>
<th>Email</th>
<th>Completion</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>7 (100%)</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6 (100%)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6 (100%)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>37 (100%)</td>
<td>37</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5 (100%)</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5 (100%)</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8 (100%)</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4 (100%)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7 (100%)</td>
<td>7</td>
</tr>
</tbody>
</table>

Clicking the “Completion Rates” link will provide the syllabi completion rates by department for
all the departments an administrator has rights to see (Figure 21).

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).
Definitions

**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 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 professor (or course) will provide foundational tenets of the discipline;
- The professor will discuss the seminal works in 20th Century American literature;
- The professor 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:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction</td>
</tr>
<tr>
<td>2</td>
<td>Origin of the Earth</td>
</tr>
<tr>
<td>3</td>
<td>Plate Tectonics</td>
</tr>
<tr>
<td>4</td>
<td>Minerals</td>
</tr>
</tbody>
</table>

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 for undergraduate courses
- UA grading policy for graduate courses

An example of a class grading policy for an undergraduate course is:

Course grades are assigned based on the following scale:

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-97</td>
<td>A+</td>
</tr>
<tr>
<td>96-93</td>
<td>A</td>
</tr>
<tr>
<td>92-90</td>
<td>A-</td>
</tr>
<tr>
<td>89-87</td>
<td>B+</td>
</tr>
<tr>
<td>Grade Range</td>
<td>Grade</td>
</tr>
<tr>
<td>-------------</td>
<td>-------</td>
</tr>
<tr>
<td>86-83</td>
<td>B</td>
</tr>
<tr>
<td>82-80</td>
<td>B-</td>
</tr>
<tr>
<td>79-77</td>
<td>C+</td>
</tr>
<tr>
<td>76-73</td>
<td>C</td>
</tr>
<tr>
<td>72-70</td>
<td>C-</td>
</tr>
<tr>
<td>69-67</td>
<td>D+</td>
</tr>
<tr>
<td>66-63</td>
<td>D</td>
</tr>
<tr>
<td>62-60</td>
<td>D-</td>
</tr>
<tr>
<td>&lt;60</td>
<td>F</td>
</tr>
</tbody>
</table>

**Grades are awarded for the following:**

<table>
<thead>
<tr>
<th>Assignment/Quiz</th>
<th>Percent of Final Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Quizzes</td>
<td>20</td>
</tr>
<tr>
<td>Final Exam</td>
<td>10</td>
</tr>
<tr>
<td>Interview</td>
<td>20</td>
</tr>
<tr>
<td>Reflections</td>
<td>20</td>
</tr>
<tr>
<td>Final Project</td>
<td>20</td>
</tr>
<tr>
<td>Group Presentation</td>
<td>10</td>
</tr>
</tbody>
</table>

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

**Examples**

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.

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. Although 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 at rolltide.com/ot/cass.html and read the *Student-Athlete Handbook.* (2016-17 Undergraduate Catalog)
Examples

--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.

--Others

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?