

Welcome to the **New**



brought to you by UA's Office of Institutional Research and Assessment

Latest Features

- A streamlined and modern look
- Pasting content from a word processor is easier than ever
- Import text from any previous OSM syllabus, using the new *Import Tab*
- Add and remove classes from your syllabus using the new *Manage Classes Tab*
- Share your syllabus with a direct full access Private Link, or the filtered Published Link
- Course description, textbook, and prerequisite information is pulled directly from the official university course record

Why Create an Online Syllabus?

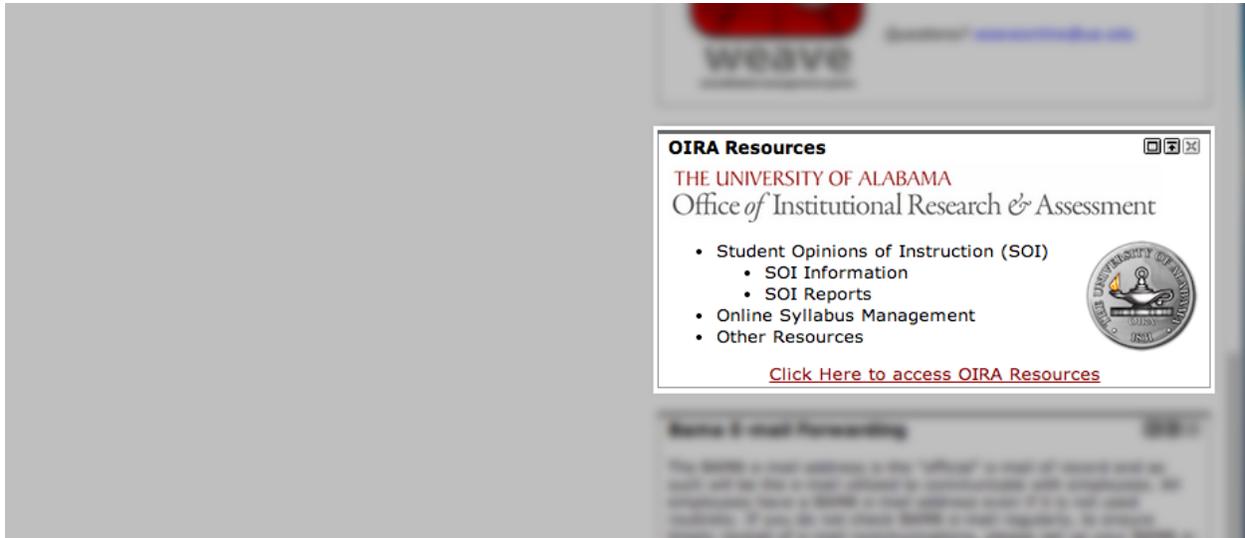
- Use university or program specific templates to create a simple, complete syllabus from scratch
- Update and republish the syllabus at any time, your existing Published and Private links will show the latest content
- Easily import content between terms and related courses or create a syllabus for 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

How to Get Started with OSM?

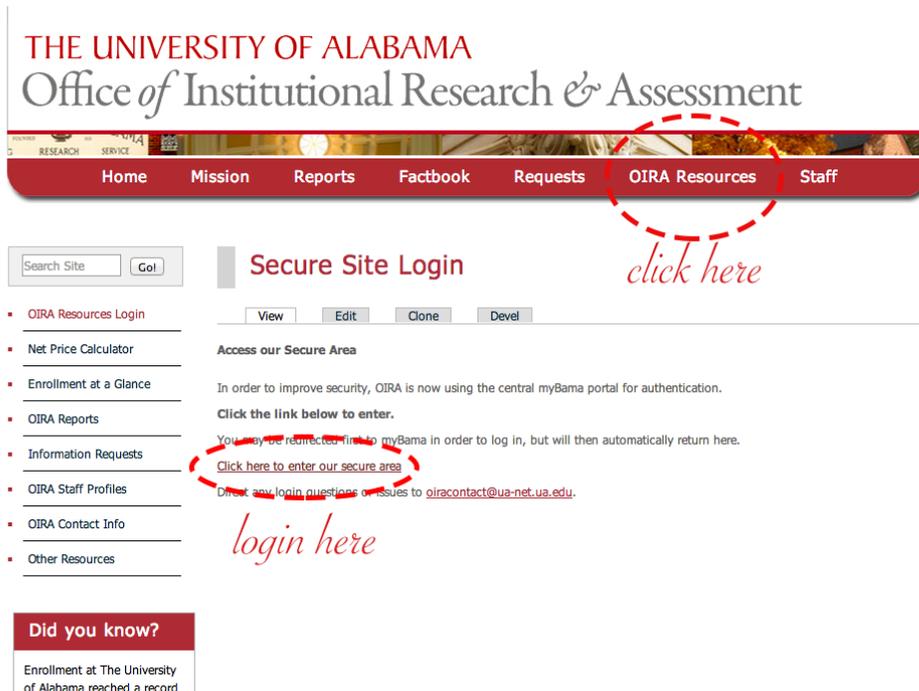
I. Access My Courses

First, log into the password protected **OIRA Resources** area. This can easily be done in two ways:

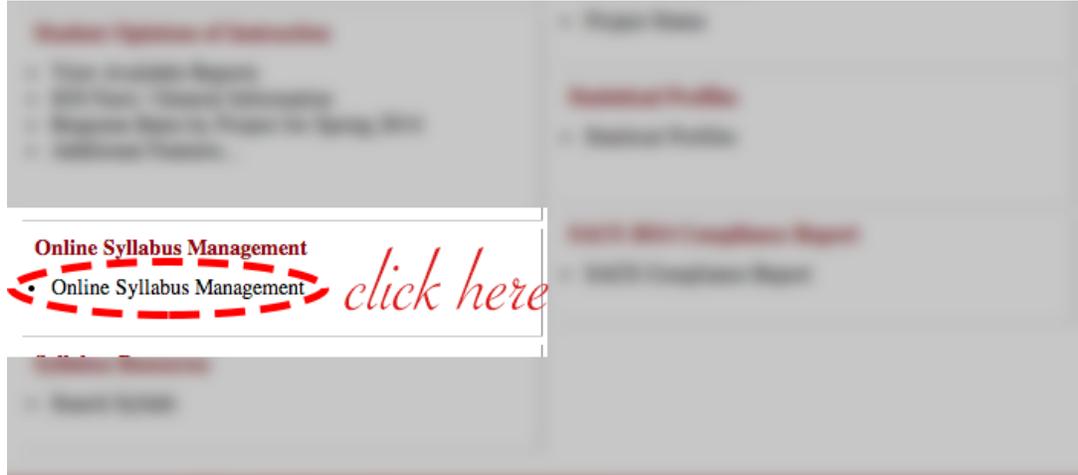
* by clicking the OIRA Resources channel on the Faculty tab in [MyBama](#)



* or by visiting <http://oira.ua.edu> and using the **OIRA Resources** link at the top



Once there, you will see an **Online Syllabus Management** link, linking to the *My Courses* dashboard.



In the *My Courses* dashboard your courses are divided by term. (Managers will have to choose the **My Courses** link at the bottom of the Manager's Dashboard.)

II. Create a New Syllabus

- Find the desired syllabus in your list of courses and click the **Create** link.

A screenshot of the 'My Courses' dashboard for Fall 2014. The page header includes the 'SM Online Syllabus Management' logo and 'THE UNIVERSITY OF ALABAMA'. The main content area is titled 'My Courses' and shows a table of courses. Two red dashed circles highlight the 'Create' links in the 'Syllabus' column for the first two rows. The table has the following data:

Course	Section	Course Title	Primary Instructor	Syllabus	Published	Required
IR 101	001	Extraterrestrial Languages	Michael P. Lee	Create	No	Yes
IR 110	001	Web Services	Michael P. Lee	Create	No	Yes

If there are additional cross-listed sections for your course you will be given the option of including them. If you do, you can create one syllabus for multiple course sections. Use the checkboxes to select them. If you choose not to include them at this time you may add them later. Click the **Create** button when ready.

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Online Syllabus Management

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[Home](#)

AC 311 Sections

[Edit view](#)

[Create new Syllabus](#)

Select the items below to include in the new syllabus and click Create.

<input checked="" type="checkbox"/>	Course	Section	Course Title	Instructor	Required
<input checked="" type="checkbox"/>	AC 311	001	Fin Report Analy Bus Activ II	[Redacted]	Yes
<input checked="" type="checkbox"/>	AC 311	002	Fin Report Analy Bus Activ II	[Redacted]	Yes
<input checked="" type="checkbox"/>	AC 311	003	Fin Report Analy Bus Activ II	[Redacted]	Yes
<input checked="" type="checkbox"/>	AC 311	005	Fin Report Analy Bus Activ II	[Redacted]	Yes
<input checked="" type="checkbox"/>	AC 311	006	Fin Report Analy Bus Activ II	[Redacted]	Yes

[Create](#)

- The next page will ask you to select a template for your syllabus. If there is only one template, click the **Apply Template** link. If there is more than one option, choose the most specific to your course.

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Select Template

Select a template below in order to populate basic course information and sections.

**You will be able to import content from a previous syllabus after this step by visiting the Import Content tab.

Template Name	From	Used for	
University Template	University of Alabama	(all courses)	Apply template >>>

- The next screen will allow you to choose optional content regions from the template. Required regions are greyed out. Uncheck any optional region that you do not wish to include. Click the **Apply Template** button when finished.

Home

Apply template: University Template

Select Sections

Select the template sections to include. Certain sections may be required by the template.

- (Required) Title
- (Required) Header
- (Required) Office Hours and Contact Information
- (Required) Prerequisites
- (Required) Course Description
- (Required) Student Learning Outcomes
- (Required) Required Texts
- Other Course Materials
- Outline of Topics
- Exams and Assignments
- Grading Policy
- Policy on Missed Exams & Coursework
- Attendance Policy

Apply Template

III. Edit a Syllabus

- On the *Compose Tab*, select the green **Edit** button next to the content region you wish to edit.

Home » Syllabus

View Compose Manage Content Import Content Manage Classes

Saxophone (Non-Majors)

MUA 143 Section 001
Spring 2014, Activity Performance or Studio

Office Hours and Contact Information

Office Hours will be posted on the Bulletin Board at Room 111.

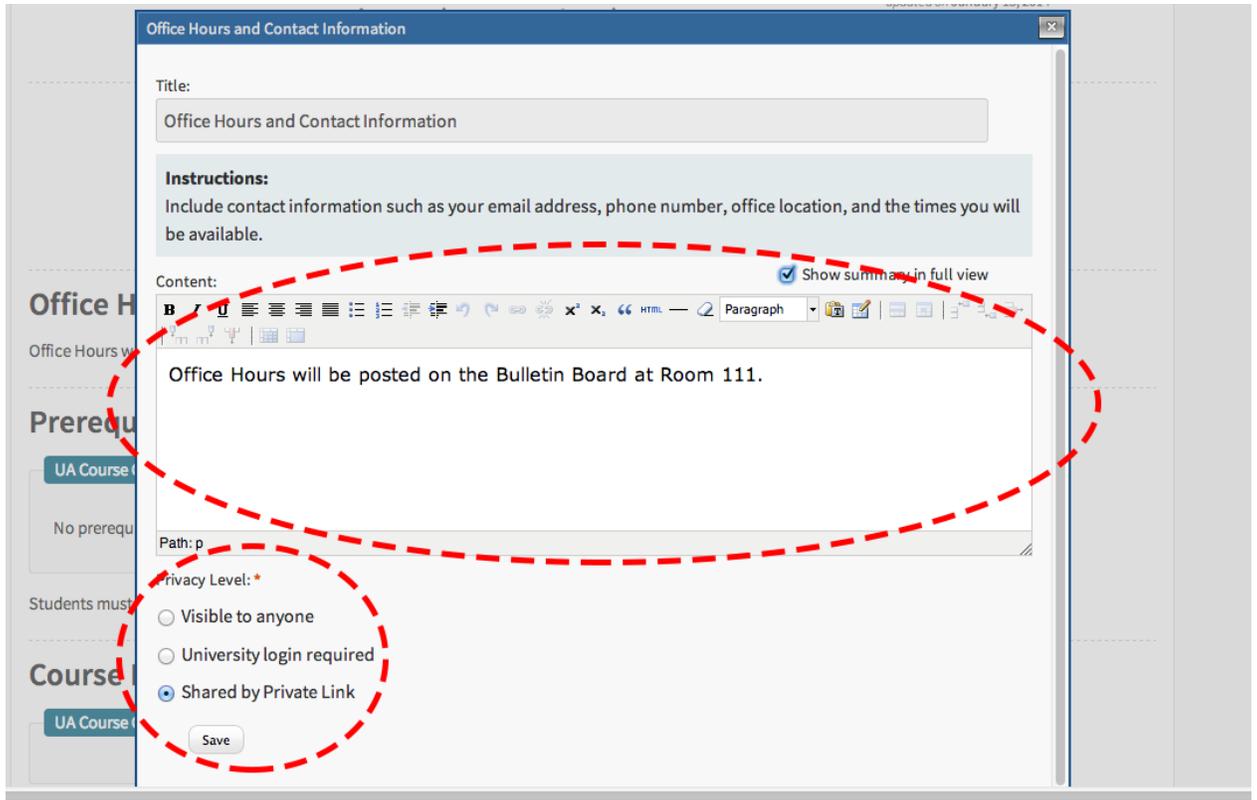
Prerequisites

UA Course Catalog Prerequisites

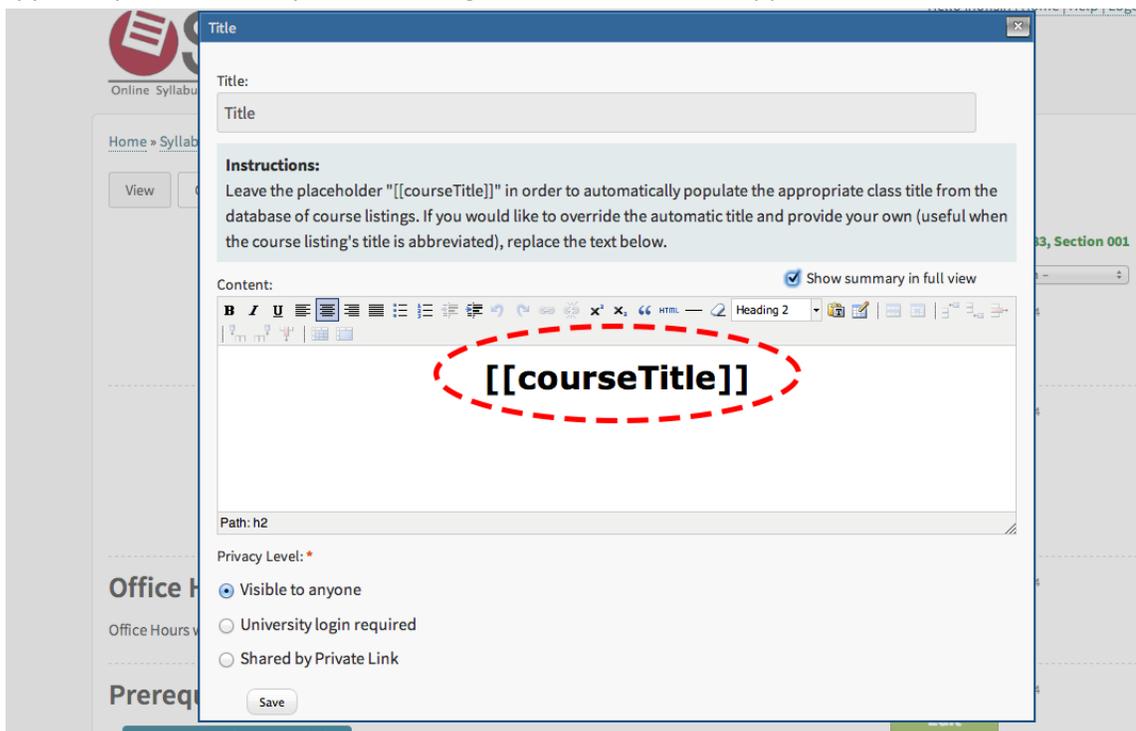
No prerequisites or none listed.

updated on January 15, 2014 Edit

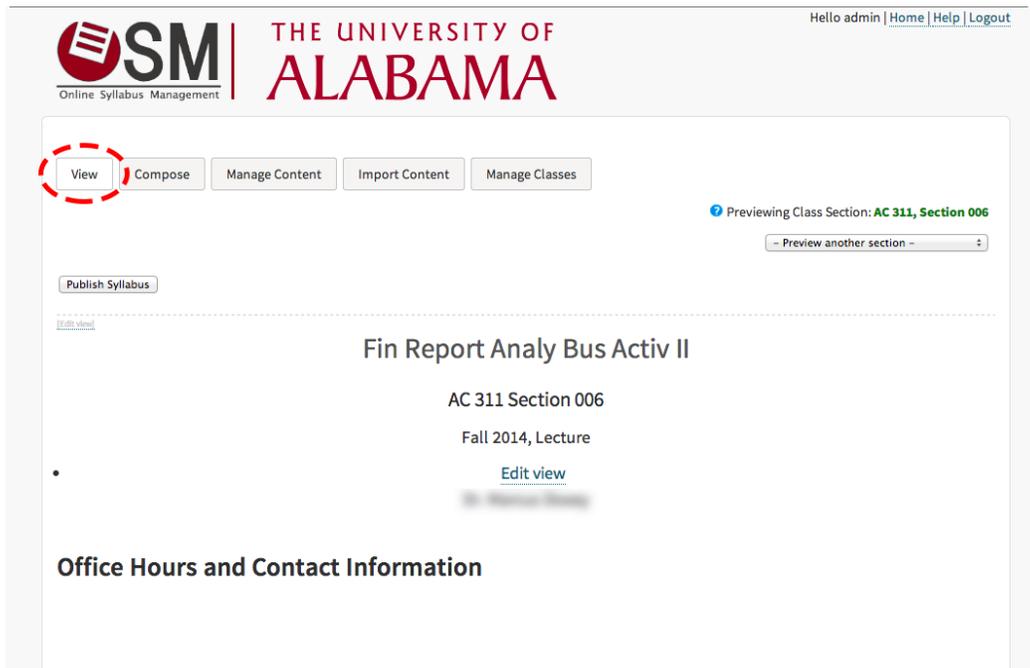
Edit the Office Hours field, alter the Privacy Level, if desired, and click the **Save** button.



- Since course titles are truncated in Banner, you have the option of editing the title from the default course information. This is not required. In content regions where default content appears, you have the option of adding more information to appear underneath.

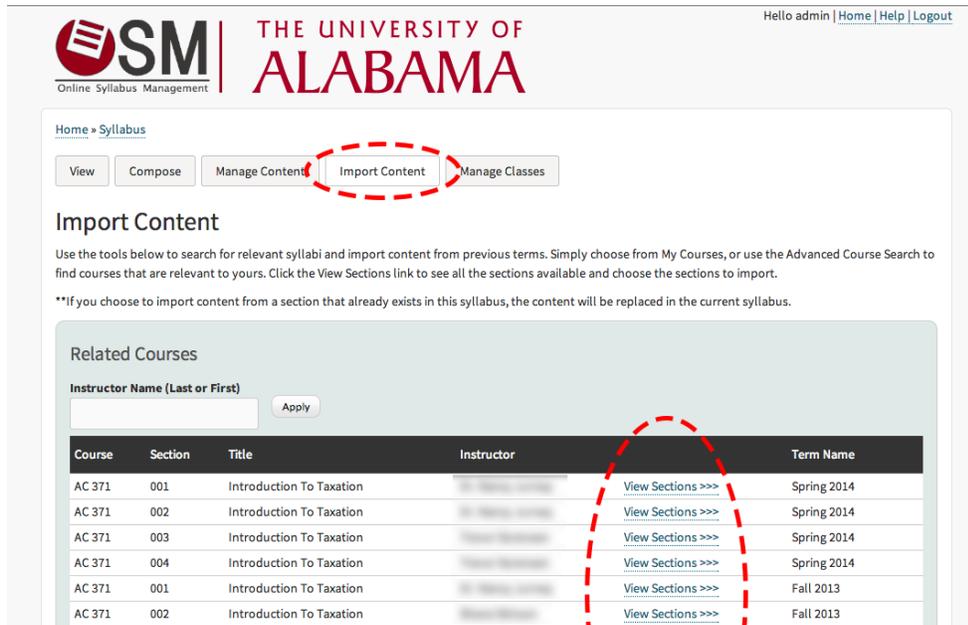


- The *View Tab* allows you to see the syllabus as it will appear in published form. Click this tab to finalize your work and publish your syllabus. (See below - VI. Publish A Syllabus)

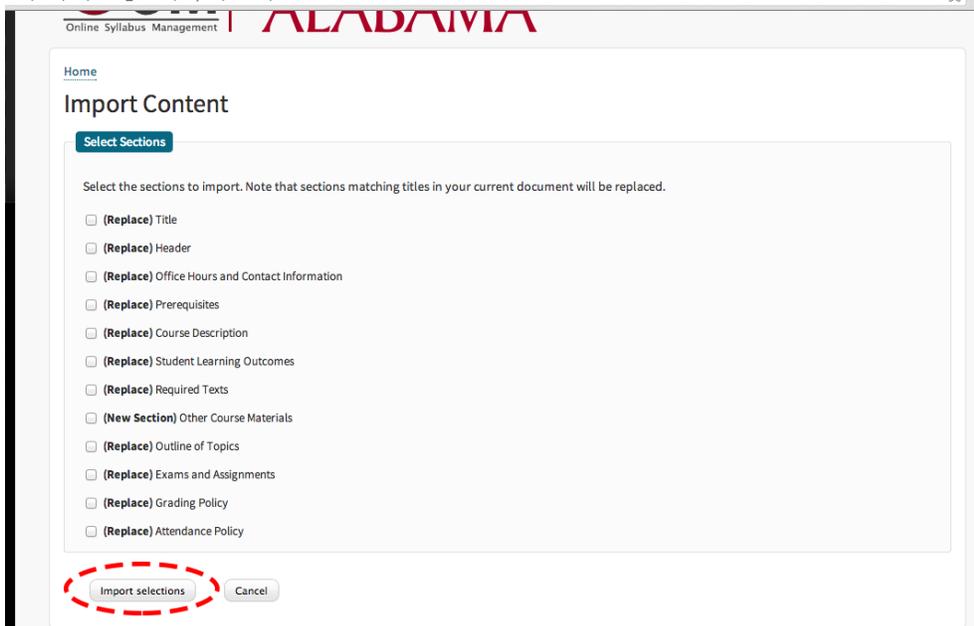


IV. Import from Another Syllabus

In the syllabus view, click the *Import Content Tab* at the top of the page. This will display a list of your courses or similar courses. Choose the **View Sections** link to select the content regions you want to import into the new syllabus.



Check any region you want to include. Then click the **Import Selections** button.

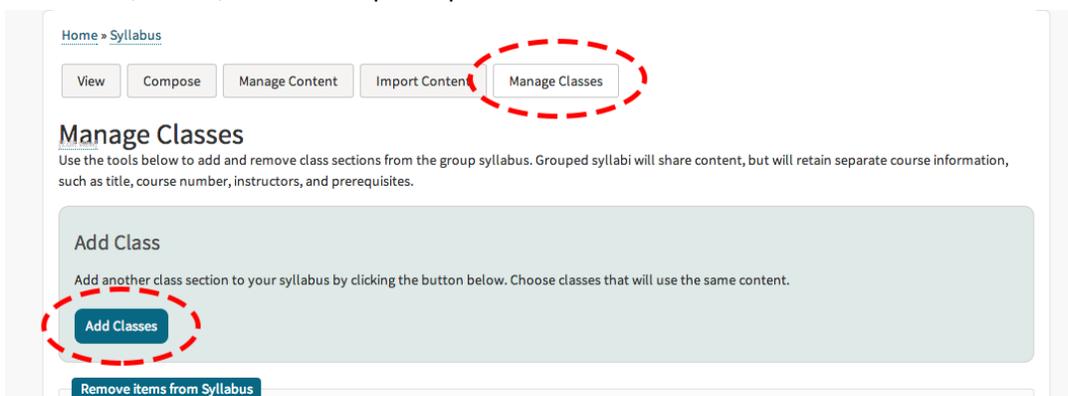


****If you choose to import content from a content region that already exists in this syllabus, the content will be replaced in the current syllabus.**

V. Manage Classes for a Syllabus

-- Adding Classes

In the syllabus editing view, click the *Manage Classes Tab* at the top of the page. Click the **Add Classes** button to choose more classes and add them to the grouped syllabus. All course sections will share the same content, but will maintain distinct course information. This includes titles, course-section identifiers, instructors, books, and course prerequisites.



-- Removing Classes

To remove classes from your grouped syllabus, click the *Manage Classes Tab* at the top of the page. Under the Add classes section, you will see the “Remove Items from Syllabus” region. Check the classes you would like to remove and click the **Delete** button. If you remove all the classes for the syllabus, you will need to confirm that you want to delete the syllabus.

View Compose Manage Content Import Content **Manage Classes**

Manage Classes

Use the tools below to add and remove class sections from the group syllabus. Grouped syllabi will share content, but will retain separate course information, such as title, course number, instructors, and prerequisites.

Add Class

Add another class section to your syllabus by clicking the button below. Choose classes that will use the same content.

Add Classes

Remove items from Syllabus

Select the items below to remove from your syllabus and click Remove.

<input type="checkbox"/>	Course	Section	Course Title	Instructor	Required
<input type="checkbox"/>	AC 371	002	Introduction To Taxation	[Redacted]	Yes
<input type="checkbox"/>	AC 371	003	Introduction To Taxation	[Redacted]	Yes
<input type="checkbox"/>	AC 371	004	Introduction To Taxation	[Redacted]	Yes

Delete

**** At least one course must be listed on the syllabus, or the syllabus will be deleted.**

VI. Publish a Syllabus

Click the *View Tab* at the top of the page. Review the document shown to make sure the syllabus is correct and complete. Click the **Publish Syllabus** button.

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View Compose Manage Content Import Content Manage Classes

Previewing Class Section: **AC 371, Section 002**

- Preview another section -

This syllabus not published.

Publish Syllabus

Introduction To Taxation

AC 371 Section 002

Fall 2014, Lecture

[Edit view](#)

Once a syllabus is published, a **Published Link** and a **Private Link** will be created.

OSM | THE UNIVERSITY OF ALABAMA
Online Syllabus Management

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View | Compose | Manage Content | Import Content | Manage Classes

Previewing Class Section: **AC 506, Section 900**

[- Preview another section -](#)

This syllabus is published. You may republish to apply any changes shown below.

- Published Link** <http://syllabi.ua.edu/osm/viewsyllabus/201430/34384>
- Private Link** <http://syllabi.ua.edu/osm/viewsyllabus/201430/34384/9cde3e56e6a4c5f8765eae739b31336>

Last published June 02, 2014 7:58 am

[Publish Syllabus](#)

Concepts Financial Managrl Acc

AC 506 Section 900

Summer 2014, Lecture

[Edit view](#)

The Published Link will only display the public content or UA wide content for MyBama logged in users. The Private Link is the full syllabus view. This link can be emailed to students, pasted into blackboard, or shared with a colleague. Simply highlight and copy the full link address and paste it where appropriate.

After a syllabus is published, further changes can still be made. If you make changes, the updated syllabus MUST be republished for changes to take effect on the Published and Private Links.

The links will not change when the syllabus is republished. Although you should inform your students that there is a change to the syllabus, you will not need to resend the link or repost it to blackboard.