

# Syllabus Management System

# Highlights

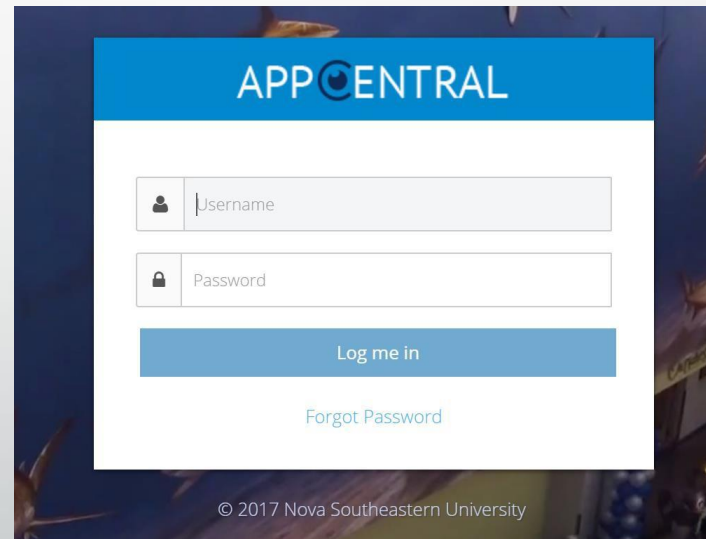
- Centralized repository of syllabi for all course sections at NSU
- Course and section information added from Banner
- College and Department/Program information added
- Faculty input for remainder of Course and Section information
- Course information rolls over each term
- Built in notes for sample content or guidance
- Endorsement functionality for syllabus editors to signify completion
- Automatic generated link from Canvas to respective syllabus PDFs

# AppCentral

Syllabus Management System is provided in AppCentral.

<https://appcentral.nova.edu>

Login using your computer or email  
Username and Password



The screenshot shows the AppCentral login interface. At the top, the text "APP CENTRAL" is displayed in white on a blue background. Below this, there are two input fields: the first is labeled "Username" with a person icon, and the second is labeled "Password" with a lock icon. A blue button labeled "Log me in" is positioned below the password field. Underneath the button is a link labeled "Forgot Password". At the bottom of the page, the copyright notice "© 2017 Nova Southeastern University" is visible.

# Syllabus Availability

Several steps are required by your College before syllabus editing becomes available to faculty.

You will be notified by your College when available.

Syllabi need to be completed 2 weeks before the Fall 2017 semester.  
The Provost has directed that this will be mandatory for all courses.

# Editing your Syllabi

- Step 1 – Find your course sections
- Step 2 – Edit yellow highlighted areas by clicking on them
- Step 3 – Copy & Paste from Word syllabi or Fill in content
- Step 4 – Save
- Step 5 – Endorse completed syllabi
- Repeat

# Step 1

- Once logged into AppCentral proceed to the Syllabus management application under the “My Applications” section.
- You may have multiple syllabus management applications if you teach courses at multiple colleges.

\* If you do not have this link contact your Collage Chair or Syllabus Administrator

### Announcements

There are currently no announcements available.

[View All](#)

### My Applications

- AppCentral - AppCentral**

AppCentral central configuration tool for all apps housed in the portal. Here you can create and configure new instances of applications, add groups of roles allowed in the instance, assign populations to the group and also manage user populations.
- CourseWizard - Course Wizard 2.0**

Course Wizard
- Elections - Law**

Law students' organizations can request elections for specific board members positions within their organization.
- FacultyProfile - Faculty Profile**

Faculty Profile for Syllabi
- SharkMedia - SharkMedia**

SharkMedia
- Syllabi - Computing and Engineering**

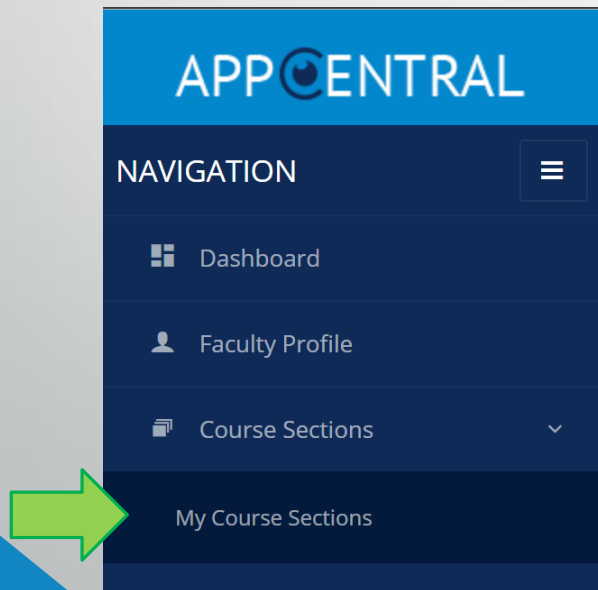
Syllabus Management for College of Engineering and Computing - Graduate Courses
- Syllabi - Undergraduate**

Syllabus Management for Undergraduate Courses



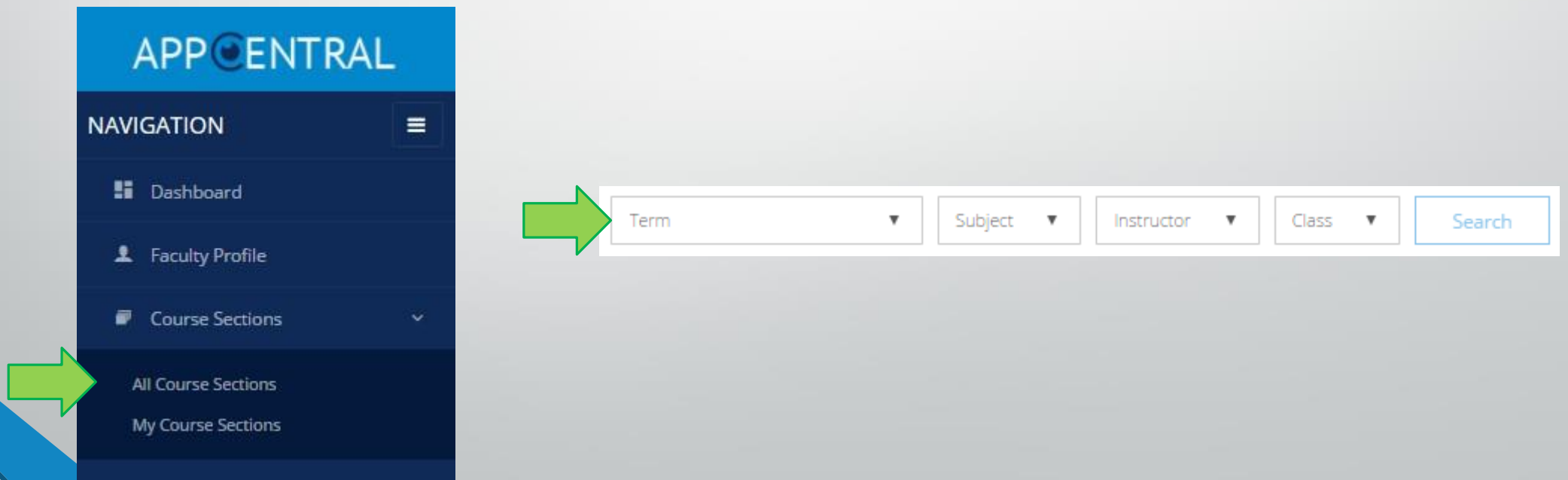
## Step 2

- Click on the “My Course Sections” link under the Course Sections main item.
- This will take you to a search by term page and display courses and sections taught and available in Banner.



## Step 2 (Option)

- Chairs and syllabus administrators can access any course section by using the “All Course Sections” page.





# Step 2 – Search results

Expand course to see sections



**CISC 0650 Computer Networks** ▼

**Description:**  
The concepts of computer networks and network services, communication protocols, network and protocol architectures, packet switching techniques, the Internet architecture, topology, internetworking, TCP/IP, network design and analysis methods, switching, and routing. Topics include wired and wireless Ethernet, software and conceptual models, error detection, error correction, transfer and routing protocols, congestion and flow control, quality-of-service, network programming, security, current and future applications.

**CISD 0885 Doctoral Research** ▲

**Description:**  
The student pursues research under the direction of a faculty member. To register, students contact their advisor with the name of the faculty member under whose direction they would like to work and a brief explanation of the research area to be explored. Recommended prerequisite: completion of a 700-level course with the requested professor with a grade of B+ or higher.

<b>Full</b>	<b>CRN:</b> 35258 <b>Sec:</b> WL1 <b>Cr:</b> 4.0	<b>Faculty:</b> Li, Wei	<a href="#">Edit Syllabus</a>	
Day	Date	Time	Location	Building / Room Number
	01/09/2017 - 05/07/2017	-	On-line Course / (YW)	Online Venue / BLACKBOARD


**CISD 0920 Continuing Dissertation** ▼

**Description:**  
Students who have not completed the dissertation by the end of Dissertation II must register for Continuing Dissertation each term in order to receive faculty and administrative advice and support related to the dissertation.

Click "Edit Syllabus" to go to the editor.



# Step 3 – Edit syllabus



**NOVA SOUTHEASTERN UNIVERSITY**  
College of Engineering  
and Computing

Department of Computer Science  
CISC 0650 - Computer Networks

**I. Course Information**  
**Course:** CISC 0650 - Computer Networks  
**Course Division:** Masters  
**Course CRN and Section:** 32371 OL1  
**Semester and Year:** Winter 2017  
**Course Start and End Dates:** 01/09/2017 - 05/07/2017  
**Credit Hours:** 3.00  
**Building and Room:** Online Venue - BLACKBOARD

**II. Instructor Information**  
**Professor:** Wei Li  
**Email:** lwei@nova.edu

Day	Time	Location
Monday	10:00am to 11:00am	De Santos 4444
Wednesday	4:00pm to 5:00pm	Parker 123
Friday	10:00am to 11:00am	De Santos 4444

Also available by appointment

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Heading sample

**Office Hours:**

- list one
- list two

**III. Class Schedule and Location**

Day	Date	Time	Location	Building/Room	Type
	01/09/2017 - 04/30/2017		On-line Course	Online Venue-BLACKBOARD	CLAS

**IV. Course Description**  
The concepts of computer networks and network services, communication protocols, network and protocol architectures, packet switching techniques, the Internet architecture, topology, internetworking, TCP/IP, network design and analysis methods, switching, and routing. Topics include wired and wireless Ethernet, software and conceptual models, error detection, error correction, transfer and routing protocols, congestion and flow control, quality-of-service, network programming, security, current and future applications.





Template content

Banner content

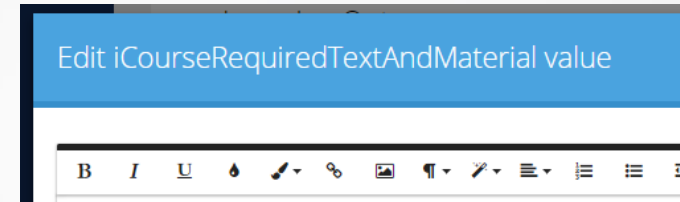
Yellow input areas  
for faculty.  
No limit on content  
amount.

## Step 3 – Course vs Section Input

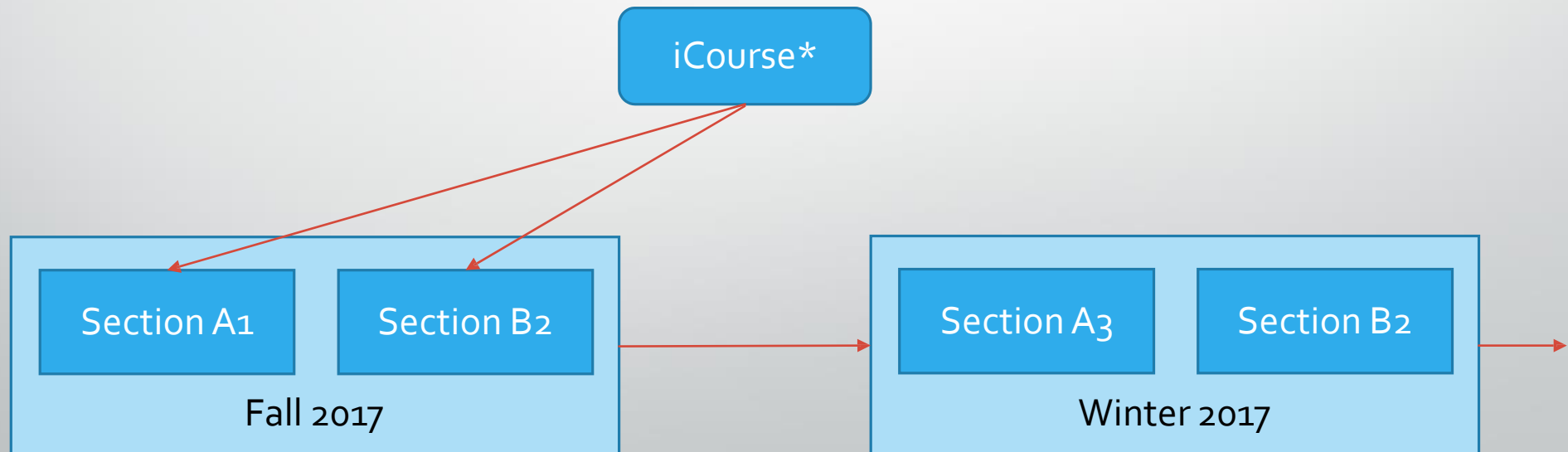
- Course input will show on all sections and will roll over from term to term.
  - Example course material which is the same for all sections of a course
  - These input areas are brown 
- Section input shows only for that syllabus for that term.
  - Example each section has different course material
  - These input areas are yellow 
- The Course and Section input areas on your syllabus as well as who has access to these are managed by your College.

## Step 3 – Course Input

- Starts with iCourse in the editor name:

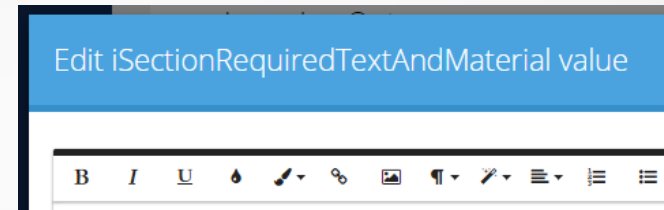


- Shows on all Sections and will appear on future terms syllabi.

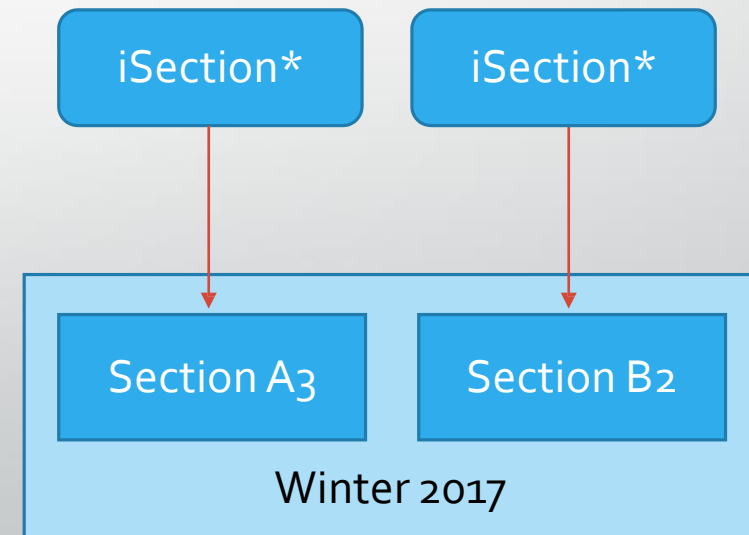
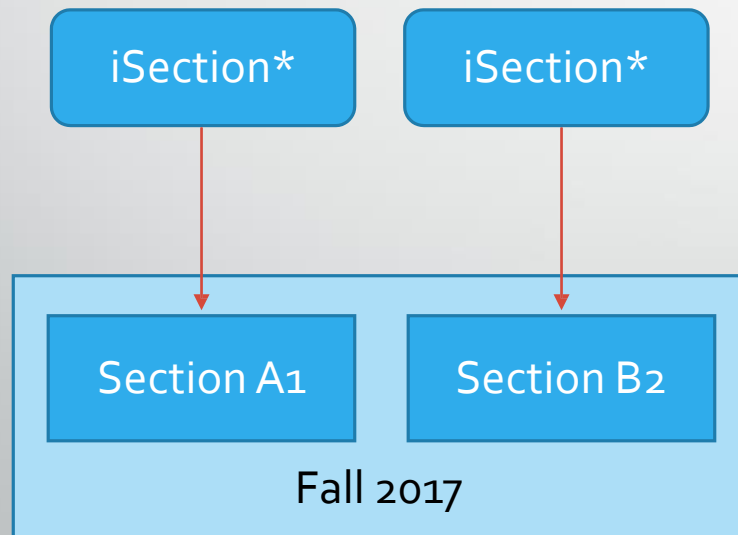


## Step 3 – Section Input

- Starts with iCourse in the editor name:



- Shows on all Sections and will appear on future terms syllabi.






# Step 3 – The editor

Notes are also available where entered by your college. They provide information or sample content.

### Edit iSectionOfficeHours value ✕

Editor **Notes** 

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If you have the same Office Hours on all syllabi you can update your Faculty Profile and this will be used on all syllabi. This information should be updated before the term starts.

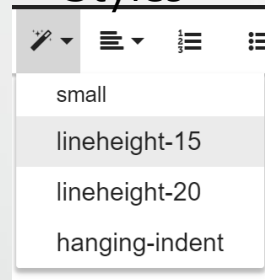
If you have different office hours on each syllabus, enter this information here.

# Step 3 – The editor

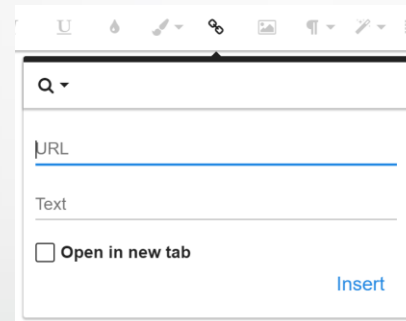
## Paragraph Styles



## Custom Styles



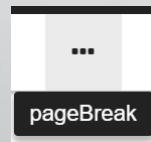
## Links



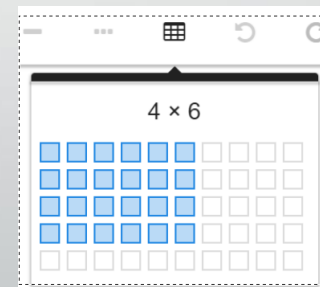
## Images



## Page Break



## Tables



More options may be available over time.

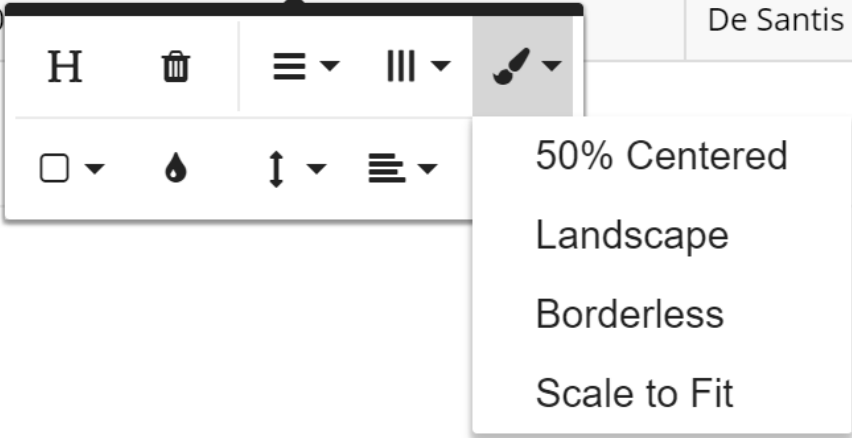
\*Files cannot be uploaded to the editor



# Step 3 – The editor

Tables have styles of their own which can be accessed by clicking on the table itself.

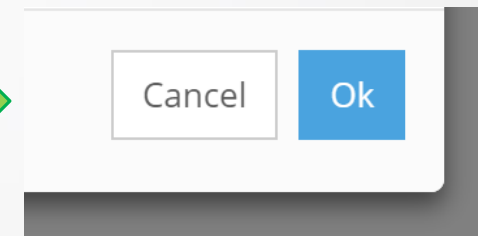
Time	Location
10:00am to 11:00am	De Santis 4444
<u>4:00pm</u> to <u>5:00pm</u>	Parker 123
10:00	De Santis 4444



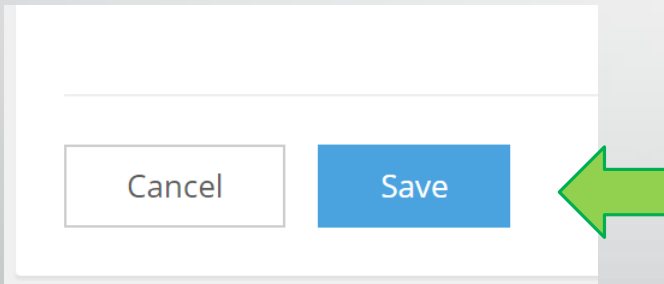
- H
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- 💧
- ↑
- ≡
- 50% Centered
- Landscape
- Borderless
- Scale to Fit

# Step 4 – Save your changes!

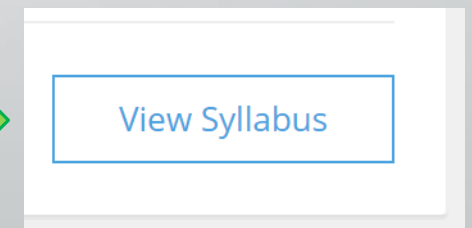
Once editing is complete, click OK to update the content.



NOTE: content is not saved until the "Save" button is clicked on the bottom of the page.



After saving you can view the updated PDF document by clicking the View Syllabus link on the right.

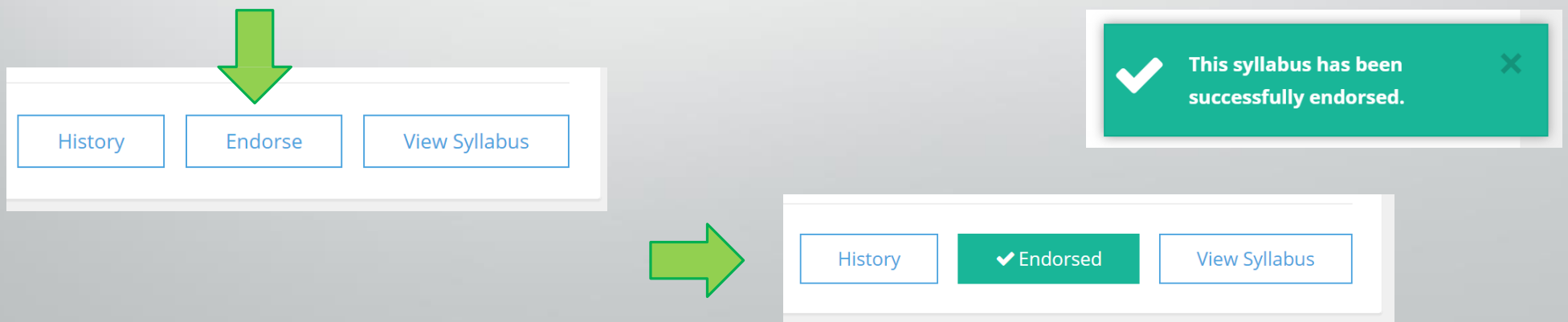


# Step 5 – Endorse completed syllabi

Clicking the “Endorse” button on the bottom of a syllabus indicates you are done with all your changes and it is ready for students.

Anyone who can edit a syllabus can also endorse it. This may be done by a Chair or staff for review purposes.

**IMPORTANT!** Your college may require a minimum number of endorsements before a student can see a syllabus to ensure completion and review.



# History

You may have noticed there is also a “History” button on the bottom of the syllabus editor page. This will give you a chronological list with dates, changes including the old and new content to the yellow editor areas as well as endorsements made for that term.

This screenshot shows a history entry for 'Wei Li' on May 04. The entry is titled 'Wei Li added ISection Office Hours at 4:36 PM'. It features a 'New Value' section with a table containing the following data:

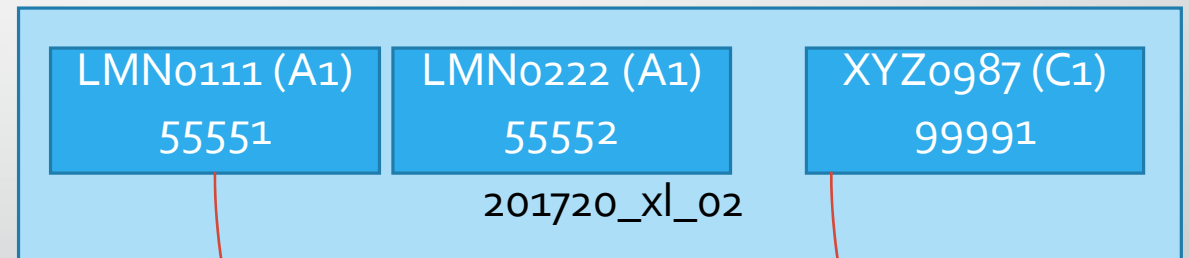
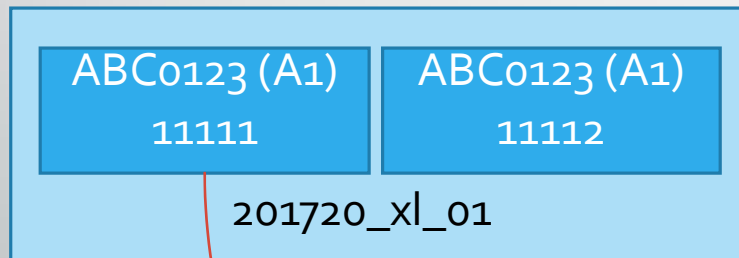
Day	Time	Location
Monday	10:00am to 11:00am	De Santis 4444

Below the table is a 'Dave Seepersad' entry from April 12, titled 'Dave Seepersad updated ICollege Policy at 4:17 PM'. It shows 'New Value' and 'Old Value' sections with identical text: 'Students must comply with the policies published in the school's Graduate Catalog and the NSU Student Handbook, some of which are included or referenced below. The catalog is at <http://www.cec.nova.edu/documents/catalog.pdf> The handbook is at [http://www.nova.edu/studentaffairs/forms/studenthbk\\_2016-1](http://www.nova.edu/studentaffairs/forms/studenthbk_2016-1)

This screenshot shows two history entries for 'Wei Li' on May 15, both titled 'Wei Li updated Endorsement at 11:13 PM'. Each entry has a 'New Value' and an 'Old Value' section. The top entry shows 'New Value' as 'True' and 'Old Value' as 'False'. The bottom entry shows 'New Value' as 'False' and 'Old Value' as 'True'.

# Cross-Listed Courses

- Each cross listed course group will have one syllabus per course.
  - 1. One course, multiple sections:** the section with the lowest number CRN will be used for the syllabus editing and pdf.
  - 2. Multiple courses, multiple sections:** each course will have its own syllabus and use the lowest numbered CRN per course.



# Faculty Profile

- Information entered in your AppCentral Faculty Profile will be added to ALL of your syllabi, this information includes:
  - Contact information
  - Office hours
- If however you have different office hours on each syllabus, do not use the global faculty profile and fill in the iSection Office Hours on each syllabus.

\* Your Name and Email currently come directly from Banner as they appear on the syllabi

# Faculty Profile

**APP CENTRAL**

NAVIGATION

- Dashboard
- Faculty Profile
- Course Sections

Office:  Mobile:  Fax:

Edit Office Hours

Days	Office Hours	Location/Room	Action
Select ▼	12:00 am	Location	
W,R	2:00pm to 4:00pm	Maltz 1122	

Edit Office Notes

**B I U** [Rich Text Editor Icons]

By appointment.

Semester and Year: Winter 2017  
 Course Start and End Dates: 01/09/2017 - 04/23/2017  
 Building and Room: Online Venue - BLACKBOARD

## II. Instructor Information

**Professor:** Sampe Faculty  
**Email:** syllabi@nova.edu  
**Phone:** (954)262-1234

**Office Hours:**

Day	Time	Location
WR	2:00pm - 4:00pm	Parker 123

By appointment.

Office Hours:

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## III. Class Schedule and Location

Day	Date	Time	Location	Building/Room	Type
	01/09/2017 - 04/23/2017		On-line Course	Online Venue-BLACKBOARD	CLAS

# Notes






END