



## Create your Syllabi

Education works best when a clear understanding is established between instructor and student.

Since students need to know what is required of them in order to complete a course satisfactorily, instructors will provide each student with a course syllabus. Items that must appear in the syllabus can be found in the university's course syllabus policy located at the web address at the bottom of this document.

Course syllabi should be distributed prior to the end of the full refund/credit period. It is the student's responsibility to obtain the syllabus after this time.

## Syllabus Template

**The Center for Innovation in Teaching & Research (CITR)** has a page dedicated to creating an accessible syllabus. Please take some time to view the short video tutorial to understand how to create this type of document and why it's important for your syllabus to be accessible.

<http://www.wiu.edu/citr/home/teaching-online/syllabus-template.php>

## Set Up your Western Online Courses

Once you have created a course syllabus, you can begin setting up your courses in Western's learning management system. The learning management system (LMS) used by Western Illinois University is powered by Desire2Learn (Brightspace). WIU has branded this system as Western Online. This system is used for all online courses, hybrid courses, and as a supplement to face-to-face courses. In this system instructors can post grades, create activities such as assignments, quizzes, & discussions, and post files to be accessed online.

To get started using Western Online please visit:

[https://docs.google.com/document/d/1or6Ar6A7e2YmjNr-kaUbV\\_-h9BeazB\\_EFy8vIKWvbg4/edit#heading=h.fnjk6vnqzbqk](https://docs.google.com/document/d/1or6Ar6A7e2YmjNr-kaUbV_-h9BeazB_EFy8vIKWvbg4/edit#heading=h.fnjk6vnqzbqk)

[wiu.edu/policies/syllabus.php](http://wiu.edu/policies/syllabus.php)