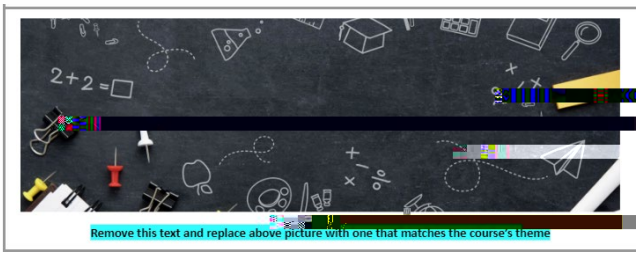
Follow these instructions to get a copy of and customize the CTLD Syllabus Google document. For additional assistance, please contact the Center for Teaching & Learning Design (CTLD) by email at ctld@stockton.edu or phone at (609) 626-3828.

: In the title section, we employed a to neatly organize contact details, school information, your personal photo, and the course theme image. Additionally, the Google syllabus was formatted as a

- Replace the main picture on the title section with one that fits the theme of your course.

  1. Right click on the sample course picture.
  2. Click and .
  3. Under , enter a brief description of your course and hit .
  4. Click on the image and .



- Text highlighted in yellow indicates course specific content that must be revised in the syllabus.
- Text highlighted in blue offers important instructions. You should delete these instructions once you complete the section by highlighting the instructions and using the or key.
  - To remove the highlight, select the highlighted text, click the tool on the menu and select .

- You may use Copy & Paste to bring information into the syllabus document. When pasting, press to paste without formatting. This ensures that you are only copying and pasting the text, not the formatting from the source document.
- Wording provided for policies and resources should be carefully reviewed and modified to meet your pedagogical needs even if the wording is not highlighted.
- You may delete any sections or add sections to the document. Make sure
  - Section titles use the ***Heading 1*** to work with the . must be ***16***.
  - Section content uses the ***Normal Text*** .

- With your Google Docs syllabus document opened,

  1. Click (top right) to create a link for your students.
  2. Under , select ***Anyone with the link*** (must be ***Viewer***)
  3. Click 🔗 and post it in your Blackboard course as a .

Kindly provide feedback on your experience using the syllabus document at

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