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Sakai Syllabus- Cutting and Pasting

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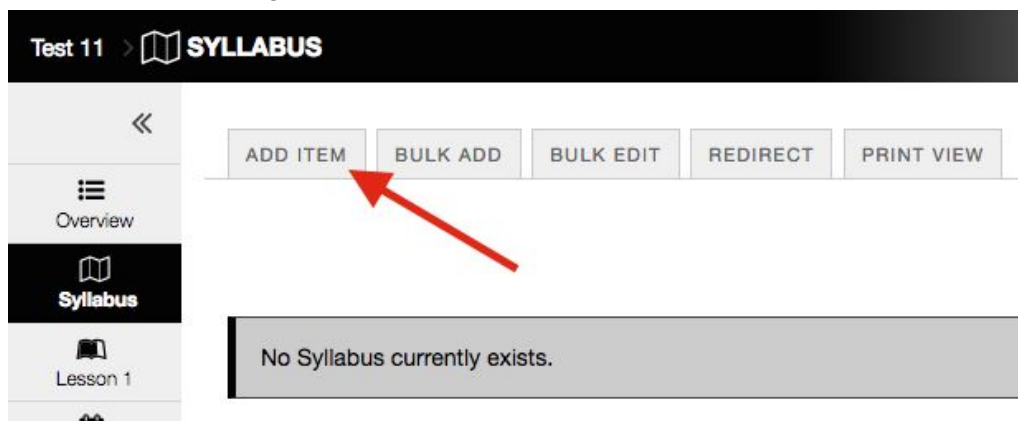
Cutting and Pasting to the Syllabus Tool:

If you would like to build your syllabus right within the tool (instead of uploading as an attachment), you can use the Syllabus editor to do so. Here are instructions.

1. On the left hand menu click on the tool labeled “Syllabus”.



2. From the tabs at the top of the page, click “Add Item”.



3. A box will appear asking you to name the item. In this box you also have an editor, where you can create your syllabus. Start by giving it a title.

Please note that if you are copying and pasting text to the editor, you should use the clipboard options indicated below. If you are pasting plain text use the middle clipboard, and if you are pasting from Word use the clipboard on the right. This will ensure the formatting is retained.

Another useful button to note is “hyperlink”, pointed out below. This can allow you to link text to other resources if needed, thereby creating an “interactive syllabus” of sorts.

When you are done, click “Add and Publish” and the syllabus will now appear to students.

The screenshot shows a dialog box titled "Add Item" with a close button in the top right corner. Below the title, there is a text input field containing the word "Syllabus", with a red arrow pointing to it from the left. Underneath the title field is a rich text editor. The editor's toolbar includes various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript, text color, background color), alignment (left, center, right, justified), indentation, bulleted and numbered lists, link and unlink, and other functions. A red arrow points to the "link" icon in the toolbar. The text area of the editor contains the text "Fall Semester 2017". At the bottom of the editor, it shows "body p" and "Words: 3, Characters (with HTML): 26". Below the editor, there are three buttons: "Add and Publish" (highlighted with a red box), "Add", and "Cancel".