

## SP19 Syllabus Form Instructions

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1. Follow this link to the Form: <https://goo.gl/forms/eEa44CQkrXvXznTy1>
2. Enter your **Spring '19** course number and section in this format: DEPT 1234 01  
ex. EN 1500 03 (English 1500 section 3)  
**Please double-check the course number for accuracy.**
3. Type or copy/paste your information for each available field  
(course calendar optional for this step, *see below for formatting steps*)  
**Course Title, Faculty Name, Description, Date, and Time will fill automatically.**
4. Select course methodologies from the list
5. Click Submit
6. When you receive your link email, follow the link
7. Review your syllabus and make corrections if necessary
8. Go to File/Download as, select PDF Document

You now have a PDF of your syllabus for uploading to Blackboard.

The email link will take you to the Doc file for additional editing if necessary.

### **This form removes all special formatting.**

- If you would like to have formatting in your Course Calendar (type sizes, tables, etc), **leave this field blank in Step 3 above, and click Submit.**
- When you receive the link to your syllabus, **click the link.** This will take you to the syllabus file in Google Docs.
- **Copy/Paste** your formatted Course Calendar into the Doc file under the Course Calendar heading. All the formatting will be retained.
- Go to **File/Download as**, select **PDF Document**

You now have a PDF of your syllabus for uploading to Blackboard.

The email link will take you to the Doc file for additional editing if necessary.

Contact [coneill@mcad.edu](mailto:coneill@mcad.edu) or [mrand@mcad.edu](mailto:mrand@mcad.edu) for assistance.