

## Syllabus Instructions

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](mailto:ctld@stockton.edu) or phone at (609) 626-3828.

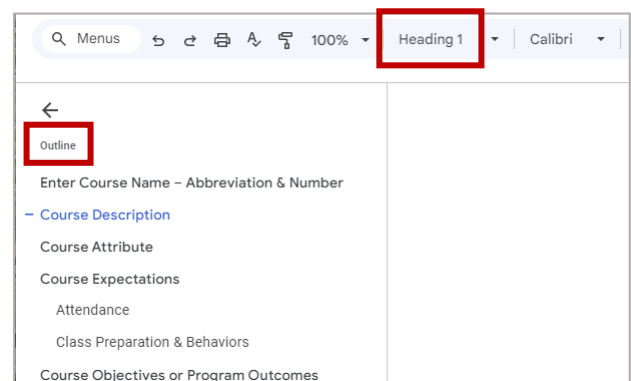
**Please note:** In the title section, we employed a **Table** to neatly organize contact details, school information, your personal photo, and the course theme image. Additionally, the Google syllabus was formatted as a **Pageless** document, ensuring a seamless reading experience without disruptive page breaks. This design makes the document particularly well-suited for digital access.


### Accessing the CTLD Sample Syllabus and Making a Copy

1. **Sign in to your Stockton Google account** where you'll save a copy of the sample syllabus.
2. Select one of the two Google Docs versions of the syllabus that fits your course modality.
3. With the Google syllabus document open, click **File, Make a Copy**.
4. Give your syllabus a **Name** and select the **Folder** where the document will be stored in your Stockton Google Drive.
5. Click **Make a copy**.

### Title Section

- Replace the sample text with the course information. Include your contact and your School information.
- In Google Docs, the **Outline** (☰) on the left serves as a table of contents, allowing users to navigate quickly to different sections in the syllabus. To ensure proper functionality, use the **Heading 1 Style** and set the **Font Size** to **16** for new section titles (Current section titles are already formatted with this style.) The **Outline** will automatically update as you add or remove section titles.
- To add your picture to the syllabus.
  1. Right click on the picture icon.
  2. Click **Replace Image** and **Upload from Computer**.
  3. Locate your picture on your computer and click **Open**.



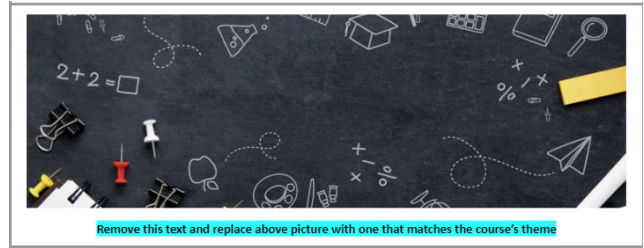
<b>Faculty Name:</b>	
<b>Bio:</b> Learn more about me in the Instructor Info section of our Blackboard course.	
<b>Office #:</b> A000 or via Zoom	
<b>Phone:</b>	
<b>E-mail:</b>	

Remove text and replace above picture with yours



- 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 **Replace Image** and **Search the Web**.
3. Under **Search in Google Images**, enter a brief description of your course and hit **Enter**.
4. Click on the image and **Replace**.



## General Instructions

- **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 **Delete** or **Backspace** key.
  - To remove the highlight, select the highlighted text, click the **Highlight Color** tool on the menu and select **None**.



- You may use Copy & Paste to bring information into the syllabus document. When pasting, press **Ctrl-Shift-V** 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 Style** to work with the **Outline**. **Font Size** must be **16**.
  - Section content uses the **Normal Text Style**.

## Share your Syllabus

- With your Google Docs syllabus document opened,
  1. Click **Share** (top right) to create a link for your students.
  2. Under **General access**, select **Anyone with the link (Role must be Viewer)**
  3. Click **Copy link** and post it in your Blackboard course as a **Weblink**.

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Kindly provide feedback on your experience using the syllabus document at  
[https://stockton.co1.qualtrics.com/jfe/form/SV\\_b7yTjQuRQBDSmR7](https://stockton.co1.qualtrics.com/jfe/form/SV_b7yTjQuRQBDSmR7)

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