# Course Syllabus: How to Create and Edit in LiveText

It is important to create a course syllabus in LiveText using the McKendree Syllabus Template to ensure consistency among all courses. This document explains the process for creating a new course syllabus. To adapt an existing syllabus in LiveText for your course, please reference *Course Syllabus: How to Create a Syllabus from an Existing Syllabus*.

1

Log into LiveText and click on the *Documents* tab.

The *My Work* tab should be displayed. Any document created by your account in LiveText should reside here (except deleted items).

2

Click on the button labeled "New..." (Figure 1)

Figure 1
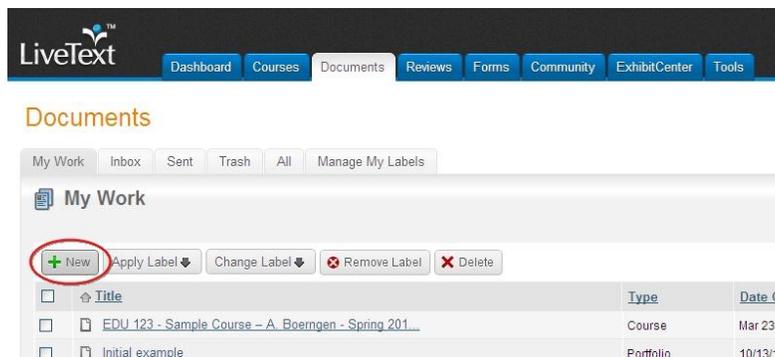
3

In the ***Create a Document*** dialogue that opens (Figure 2, on next page), select the following options:

Folder: Course Syllabus (under the *McKendree University* label in the drop-down box)
Template: McKendree Syllabus Template (revfa10)
Title: "Course Number - Course Title - Document Type - Semester - Instructor First Initial - Instructor Last Name" (e.g. EDL 620 School Law – FA10 – A Lincoln)
Description: (optional)
Layout: Single Page

Figure 2

Create a Document
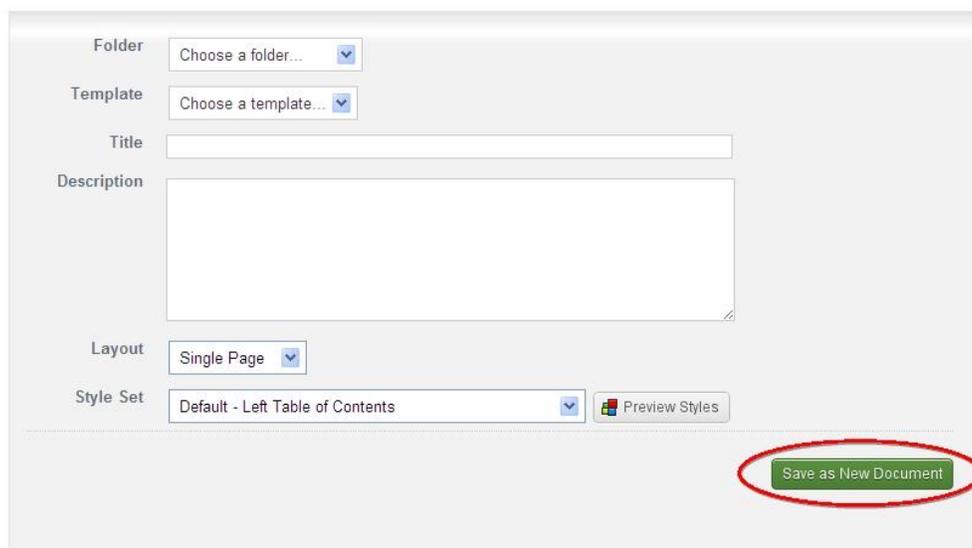
Folder	Choose a folder... ▾
Template	Choose a template... ▾
Title	
Description	
Layout	Single Page ▾
Style Set	Default - Left Table of Contents ▾	🪟 Preview Styles

Save as New Document

4 **Click "Save as New Document" button.** (Figure 2)

Your newly-created syllabus should now open and ready for you to enter information. If you would like to wait to enter information, the syllabus can be accessed later in *My Work* in the *Documents* tab.

With the syllabus open, notice the navigation on the side which allows you to switch between the different pages of your syllabus. Clicking on the arrow to the right of the navigation text reveals the sections within a page. Instead of using the navigation, you can also scroll down in your browser window (assuming single-page layout) to reveal all the sections of the document.

5 **Click on the *Edit* button (Figure 2) in the upper right of each section to access the section editor.**

In the section editor, you can input the necessary information. In many sections, some default "help" text exists (e.g. "Click edit to add standards"). Please remember to delete this as you make your edits. Click ***Save Changes*** to save your progress or ***Save & Finish*** if you are done making edits to a section. The latter will take you back to the syllabus where you can choose the next section to edit.

Figure 3
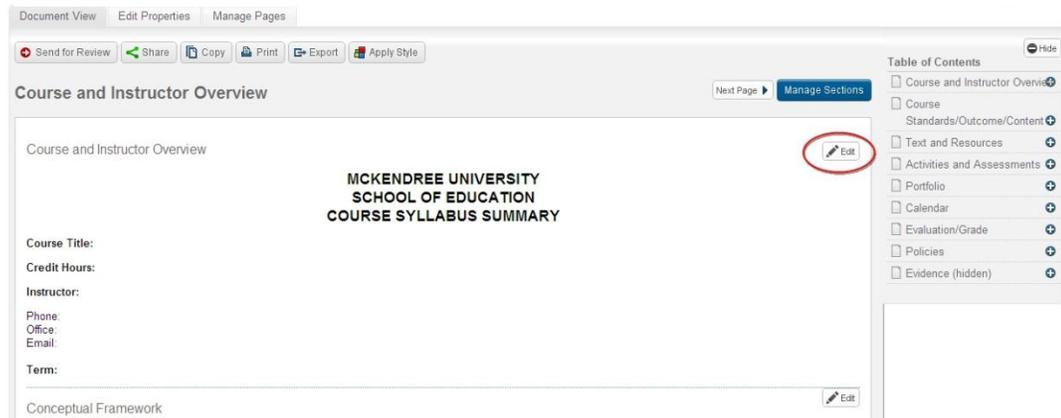
When you have finished making all edits to the syllabus, you can click the *Documents* tab and verify that it is in your *My Work* for future reference.

Notes:

If you wish to adapt an existing course syllabus to use, reference *How to Create a Syllabus from and Existing Syllabus*

For help with uploading syllabus to your course, please reference *Course Syllabus: How to Upload for Students to Access.*