

ACC1211-001-SUM07: Principles of Managerial Accounting - Debi McGuire (Instructor)

Content Areas

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Content

User Management

List / Modify Users	Enroll User
Create User	Remove Users from Course
Batch Create Users	Manage Groups

Course Tools

Announcements	Discussion Board
Course Calendar	Collaboration
Staff Information	Glossary Manager
Send Email	

Assessments

[Test Management](#)

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You should be using the syllabus template in order to create your syllabus. For the link and directions on how to use the syllabus template, go to the PD website.

Course Options

Manage Course Menu	Course Copy
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Manage Tools	Import Package
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Help

Support Manual	Contact System Administrator
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Syllabus

SYLLABUS
ACC 1211N syllabus.doc (46 Kb) ←

If there was a syllabus that came over with your course, it will be showing and you may need to delete it and reload a current one. If one is not showing, then you go directly to clicking on "item" to enter one.

Syllabus

Item Folder External Link Course Link Test **Select:** Learning Unit

1 **SYLLABUS**
ACC 1211N syllabus.doc (46 Kb) [Modify](#) [Manage](#) [Copy](#) [Remove](#)

Here are your choices, to remove an old one, click Remove and then you can click on "Item" to put a new one in.

> MODIFY ITEM

Modify Item

1 Content Information

Name Name the syllabus, you may want to put the semester and year in so you know that it is the current version each semester.

Choose Color of Name

Text

Normal 3 Times New Roman B I U \times_2 \times^2 Align Left

Since we use the template, nothing needs to go here.

Path: [body](#)

2 Content

Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name for the link to this file.

Attach local file

Name of Link to File

Special Action

Find the syllabus that you have created and saved to your computer by clicking the "Browse" button. Then enter the Name (Syllabus - Semester and Year) and then choose the Special Action. You can choose to create a link or to have the document open within the window.

Currently Attached Files and Items

ACC 121IN syllabus.doc - [ACC 121IN syllabus.doc](#) (47104 bytes)

3 Options

Make the content available Yes No Don't forget to make it available and here is where you can track the number of views if you so choose.

Track number of views Yes No

Choose date and time restrictions Display After Display Until

May 10 2007 03 10 PM May 10 2007 03 10 PM

4 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

I would not bother to put in dates, just have it available all the time.

Don't forget to hit submit.