



Scholar Quick-Start: Profile & Syllabus

These are ways you can post your information and course syllabus.

Modifying Your Profile (aka, “Staff Information”)

Also see the Knowledge Base Article, *Modifying a Staff Profile in Scholar*:

<http://answers.vt.edu/kb/entry/3375/>

1. Click the **My Workspace** tab at the top right of the screen.
2. In the left column under My Settings, click **Profile**.
3. In the Profile menu bar, click **Edit my Profile**.
4. **Modify your First Name, Last Name, Email, Nickname, Position, Department, School, Room, Picture, Home Page, Work Phone, Home Phone, or Other information.**
5. Choose your visibility options by **checking or clearing the boxes** next to **Hide my entire profile** and **Hide only my Personal Information**.
6. Click **Save**, or click **Cancel** to return to the Profile main page without saving the changes.

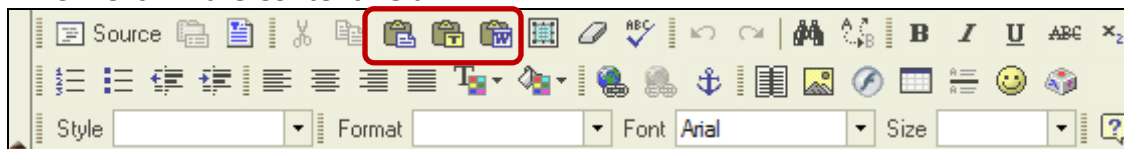
Syllabus

The Syllabus tool allows you to post a syllabus three different ways. Also see the handout entitled, *Displaying a web page, PDF, or Word file for your syllabus*

Post a Syllabus by Using the Web Text Editor

If you choose to use the built-in web text editor, it is best practice to create your syllabus in a word processing program such as Microsoft Word, then paste the syllabus into the content field in the Syllabus tool.

1. From the list of tools at the left, **Click Syllabus**
2. Near the top of the screen, **Click the Create/Edit link**
3. **Click Add**
4. In *the Title field*, **Type a meaningful title**
5. **Open your syllabus in Microsoft Word or your word processor of choice**
6. **Open your syllabus file → Copy the text of the syllabus**
7. **Return to Scholar**
8. **Click in the Content field**



9. In the textbox toolbar, **Click one of the paste icons OR**
If pasting using the Paste icon the text appears in the text box. When clicking the Paste from Word icon, the Paste from Word dialog box opens.

- a. In *the Paste from Word dialog box*, **Click in the text box**
 - b. **Press Ctrl + v**
 - c. **Click OK**
10. Optionally, to make the Syllabus publicly viewable, **Click the Public View radio button**
 11. In *the Email Notification drop-down list*, **Select a notification level**
 12. To finish, **Click Post**
or to view before posting, **Click Preview**
or to post later, **Click Save Draft**
or to leave the screen without posting, **Click Cancel**

Post a Syllabus by Adding an Attachment

1. On the toolbar, **Click Syllabus**
2. To start creating a syllabus item, **Click the Create/Edit link**
3. **Click the Add link**
 - a. In *the Title field*, **Type a syllabus title**
 - b. In the *Content field* we recommend **Type the text**, *To view and print the course syllabus, click the link below*
 - c. **Scroll down → Click Add Attachments → Click Browse**
 - d. **Navigate to the location of the syllabus file → Double-click the file**
 - e. **Click Continue**
 - f. **Scroll down → Click Post**
4. To view the finished product, **Click the Preview link**

Post a Syllabus by Pointing to a file in Resources

All files posted in Resources have a URL which can be used to access the file. Uploading a Syllabus to your Resources can provide you with the opportunity to link to that file from the Syllabus tool. To do this, you will need to redirect the Syllabus tool to the URL of the Syllabus file in the Resources tool.

1. From the list of tools to the left, **Click Resources**
2. Next to the uploaded syllabus file to which you want to link, **from the Actions menu, Click Edit Details**
3. Next to *Web Address (URL)*, **Click the Select URL (for copying) link**
4. **Copy the URL**
5. From the list of tools to the left, **Click Syllabus**
6. **Click the Create/Edit link**
7. Click the *Redirect* link
8. **Paste this URL** into the URL field
9. **Click Save**

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Displaying a web page, PDF, or Word file for your syllabus

Note: To complete the procedures in this document, you must be assigned a role having the necessary permissions. To determine your role, follow the directions in [Participant roles](#). For a basic understanding of roles and permissions, see [Permissions and roles: Overview](#).

You can direct your [course site](#) or [project site](#)'s syllabus to an HTML, PDF, or Microsoft Word file that you have uploaded to the Resources section, or to an external URL. To redirect your syllabus:

1. Click the title of your project site or course site to enter it.
2. If you do not see the Syllabus tool in the [menubar](#), you must add it to your site. For instructions on adding a tool to your site, see [Adding, editing, or removing tools](#).
3. You can display an external web page for your syllabus. Alternatively, you can display an HTML, PDF, or Word file that you have posted to the Resources section. Follow the appropriate steps below:

Display an external URL

To display an external URL, such as a web page on your department's server:

1. From the menubar, click **Syllabus**.
2. Click **Create/Edit**, and then **Redirect**.
3. In the "URL" field, type the URL for the page you wish to display as your syllabus.
4. Click **Save**.

Display an HTML, PDF, or Word file

To display an HTML, PDF, or Microsoft Word file that you have posted to the Resources section:

1. Upload your file to your site's Resources section. For instructions, see [Working with files in Resources](#).
2. After you have posted your file to your site, if you do not see a list of your resources, from the menubar, click **Resources**.
3. To get your file's URL, right-click (for Mac OS or Mac OS X, Ctrl-click) the filename and select the copy command for your browser (i.e., for Internet Explorer, select **Copy Shortcut**; for Netscape or Mozilla Firefox, select **Copy Link Location**).
4. From the menubar, click **Syllabus**.
5. Click **Create/Edit**, and then **Redirect**.
6. In the "URL" field, paste your URL (for Windows, Ctrl-v; for Mac OS or Mac OS X, Cmd-v).
7. Click **Save**.

Note: A PDF file as a syllabus will open a new window for Mac users using Internet Explorer or Mozilla Firefox.