

Submit a Syllabus to Your Division Office

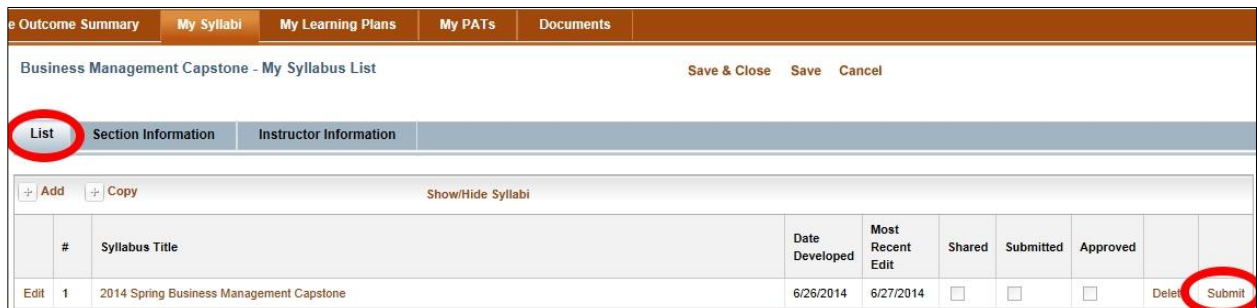
Another helpful WIDS/Syllabus feature is that it serves as a repository for ALL syllabi for each semester. Once you have created your syllabus for use, follow the steps below so the document becomes a permanent record and can be easily accessed by your Division Office. You will no longer email syllabi to your Division Offices.

If you are at the course level, continue with step 1. If you need to get to a course, see step 11.

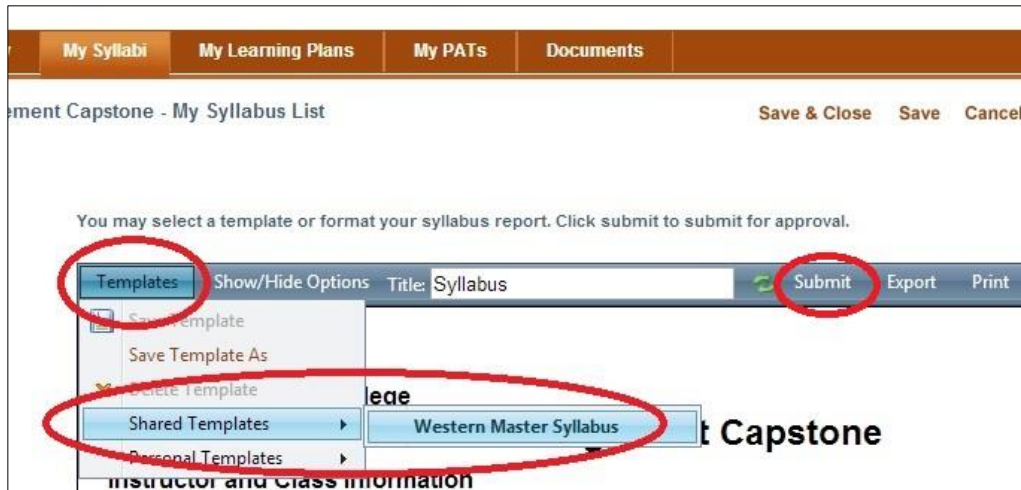
1. From the My Syllabi screen, click on Edit.



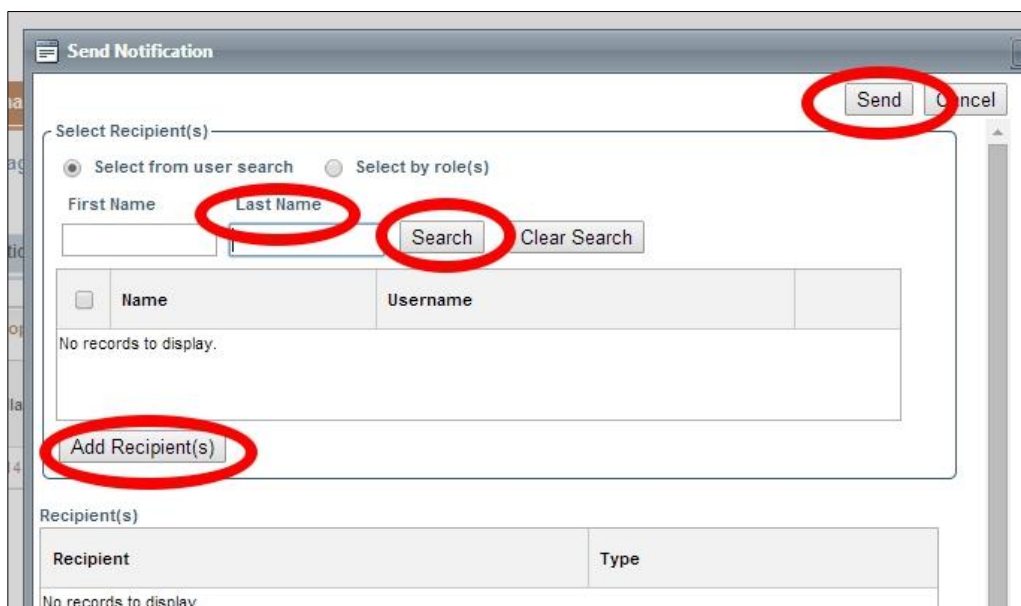
2. From the List Tab, Click Submit.



3. This gives you a final opportunity to choose a template or to show/hide sections of the syllabus.
4. Click Submit.



5. A notification panel will pop up. Here you will search for the assigned person in your Division office who checks off that the syllabus is done.
6. Type the Division office person's last name inside the Last Name box and click Search.
7. When that person's name comes up, check the box next to their name, click Add Recipient and Send.
8. The Division representative is automatically notified there is a new syllabus submitted.



9. To verify this process, as an instructor you will see that the box "Submitted" is now checked when you go to your list of syllabi.

Information					
Show/Hide Syllabi					
	Date Developed	Most Recent Edit	Shared	Submitted	Approved
	6/26/2014	6/27/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

10. The Division representative will change the syllabus's status from Submitted to Approved. Once "Approved," the syllabus can no longer be edited and will become a permanent record of the course. Through WIDS, each Division Office or program can generate a report of submitted syllabi, view the syllabi, and copy a hyperlink for each syllabus. Note: WIDS uses the term "Approve," but no one is really approving; the Division representative is simply verifying the syllabus is done and submitted for the semester. In the past you were asked to email your syllabi to division staff; this replaces that step.

Information						
Show/Hide Syllabi						
	Date Developed	Most Recent Edit	Shared	Submitted	Approved	
	6/26/2014	6/27/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Unsubmit

11. To submit another syllabus, Select Home.



12. Select the course that you want to use.

The screenshot shows the Western Technical College WIDS system interface. The header features the college's name and logo. Below the header, there is a user welcome message and a navigation menu with links for help, repository login, and system tools. The main content area displays a table titled "My Curriculum Projects" with columns for Type, Number, and Project Name. The first row of the table is highlighted with a red circle, indicating the selected course.

Type	Number ^	Pro
Course	10102133	Bus
Course	10601112	HV
Course	10601116	HV
Course	10601125	HV

13. Go back to step 1 to begin the submit process.