

How to Create a Syllabus in WIDS:

[Syllabus Overview](#) This 11 minute video walks you through how to create, edit, save, and submit your Western syllabus.

OR:

1. Log in to your [WIDS account](#) using your western email prefix and your single-user sign in password.
2. If your course is listed on your home page, click on it. Otherwise, enter your course name or number into the search box on the left-hand side and click “search”. (Image 1)

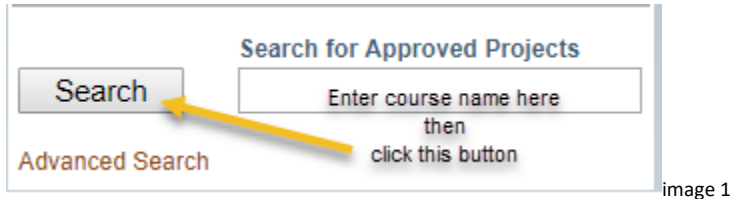


image 1

Click on the hyperlinked course name. (If the course does not populate into the box below, contact curriculumservices@westernnc.edu to make the course active for you.)

3. Click on “My Syllabi” in the top header. (Image 2)

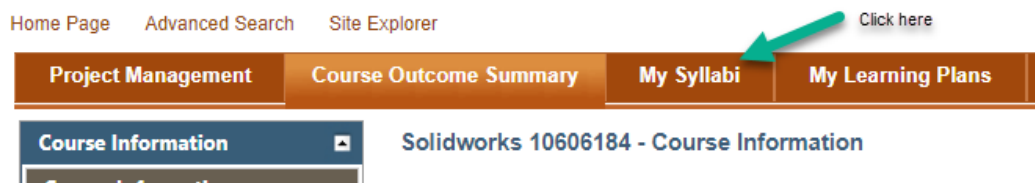


image 2

4. Click on the “**EDIT**” button in the top-middle of the page.
5. Click on the “**+COPY**” in the window and select a syllabus to copy. (You can choose one of your past syllabi or a syllabi from another instructor as either selection will still require you to make edits to the copy.)
6. The screen will regenerate so you can enter the term’s start and end dates. Then click “**SAVE**”.
7. The screen will regenerate again. Now select the “**EDIT**” link in front of the syllabus title to rename the syllabus (good practice is to include your last name, the course name, and the term in the title.)
8. “Click “**SAVE**” to save your new title.
9. Click on the hyperlinked title in the window now to begin making edits to your section information. Be sure to click “**SAVE**” before moving to the instructor information. Make additional edits and click “**Save & Close**” this time.
10. Locate the menus on the left-hand side of the screen. Click on the “**COURSE Information**” button, then the “**Grading Information**” and / or “**Guidelines**” button. (image 3)

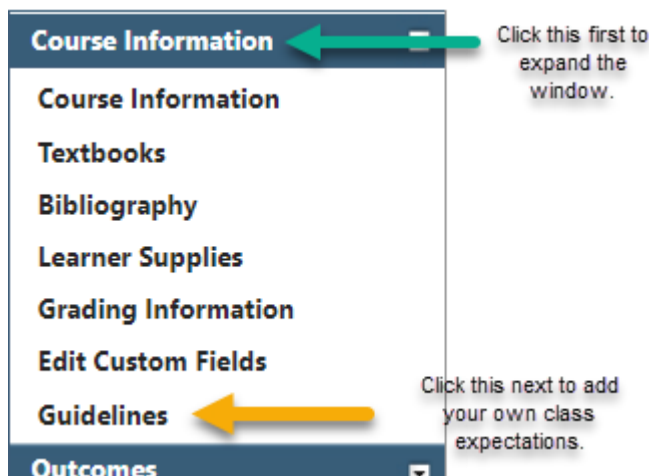


image 3

11. Under grading information, Click on the “EDIT” button found at the top of the page. The will regenerate the window and allow you to individually edit each of the sections available, delete them if you wish, and/or add your own. Be sure to “SAVE” any changes you make. Click on “CLOSE EDIT” when you are finished with all changes in this section. The following must be included under grading:
 - a. A grade scale
 - b. An rationale for how students earn their grade (i.e. 50% assessments, 25% discussion board posts, 25% lab work)
 - c. A tentative schedule that included the due dates of major projects/tests/assignments

12. Think of the guidelines section as where you provide your class expectations. Click on the “EDIT” button found at the top of the page. The will regenerate the window and allow you to individually edit each of the sections available, delete them if you wish, and/or add your own guidelines as well. Be sure to “SAVE” any changes you make. Click on “CLOSE EDIT” when you are finished with all changes in this section. Consider what you want to include for “class expectations” here. Consider just two sections:
 - a. Learner Expectations
 - b. Instructor Expectations

13. **OPTIONAL:** If you wish to view your entire syllabus, click on “Quick Prints” in the menu on the left-hand side, and then on “Syllabus”. A new window will generate. Check box the syllabus you want to view. And “refresh report”. (You will notice that certain information for your syllabus automatically populates such as the course competencies and the “Required College Guidelines” section.) If you notice something needs to be changed, go back through the previous steps to find the correct section and make the edits.
14. **OPTIONAL:** (If you wish to save a copy of your syllabus you have to do step #12). From this screen/window, click on the “export” link to download a Word or PDF version of your syllabus that you can save to your desktop.

15. **FINAL REQUIRED:** Click on “My Syllabi” from the top main header again. Click on the “EDIT” button at the top of the page. Click on the “SUBMIT” link at the end of the row. Click on “SUBMIT with College Template” button in the open window. *****You are now finished submitting your syllabus. ******

WESTERN’S GRADING SCALE

Percentage	Grade
93-100	A
88-92	AB
83-87	B
78-82	BC
70-77	C
60-69	D
<60	F