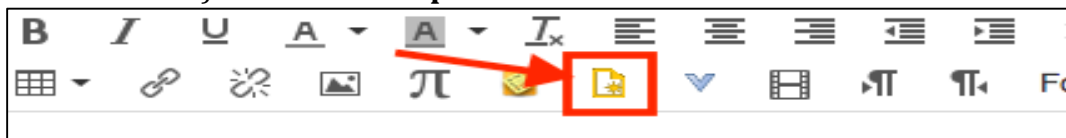# Build Your Syllabus Directly in Webcourses@UCF Using the Template Tool/Templater
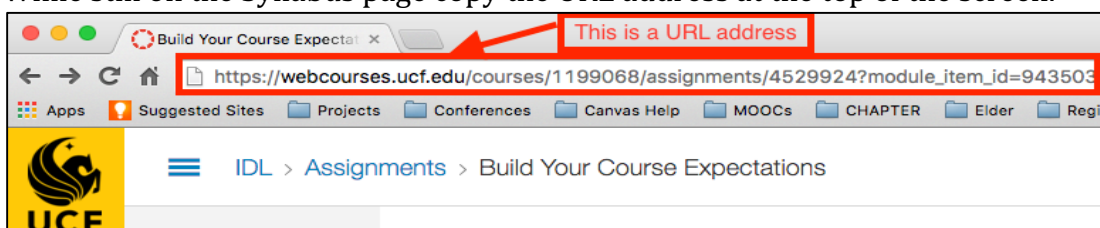
Note: You may want to print these directions for your convenience.

1. Scroll over the ![Courses] drop-down menu located within the Global Navigation links at the top of the IDL6543 course page.
2. Locate and right click on your development course and select Open Link in New Window. This will allow you to access both your development course and IDL6543.
   a. ***Note*:** You may need to rearrange the browser windows on your computer screen so that you can follow the steps below while working in your Development Course.
   b. ***Note*:** You will only be able to paste text for this assignment. Images may be added at a later time.
3. In your development course, on the course menu to the left, select Syllabus.
4. On the right hand side, select the **Edit Syllabus Description** button.
5. In the formatting toolbar, within the Rich Content Editor, select the 📄 (More External Tools) and select **Templater**.

6. From the popup window, click **Syllabus**. The page will automatically populate with the Syllabus content.
7. Fill in all areas with your information (you may cut and paste from a Word Document).
8. Refer to the ***Formatting Checklist*** area of the [Document Formatting Guidelines](#) page in order to learn about the appropriate formatting styles (e.g., heading styles, tables, alternative text [alt text] for images, hyperlinks).
9. Save your work often by clicking the **Update Syllabus** button at the bottom of the page.
10. To add or change after saving, click the **Edit Syllabus Description** button to continue editing.
11. You may want to review the Faculty Center for Teaching and Learning's (FCTL) [Syllabus Statements](#) and add any that you feel are relevant to your course.
12. If you do not have anything to add under a heading, you may delete that section.
    a. Caution: Please refer to the [Provost's Syllabus Requirements](#) to make sure you do not remove required syllabus elements.
13. Click the **Update Syllabus** button at the bottom of the page to save your changes.
14. While still on the Syllabus page copy the URL address at the top of the screen.

15. Proceed to IDL6543 Course> Modules> Week 2> Select the **Build Your Syllabus Assignment**. Scroll down to Step 2: Submit Assignment and follow the directions to submit the assignment.