



[Creating a Syllabus](#)

[Copy an Existing Syllabus](#)

[Edit a Syllabus](#)

[View a Syllabus as a PDF](#)

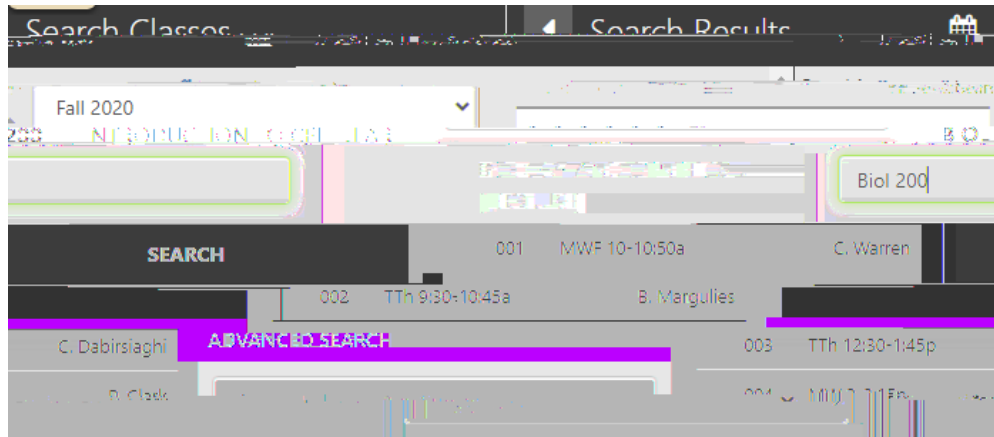
[Publish a Syllabus](#)

[Syllabus Template Information](#)

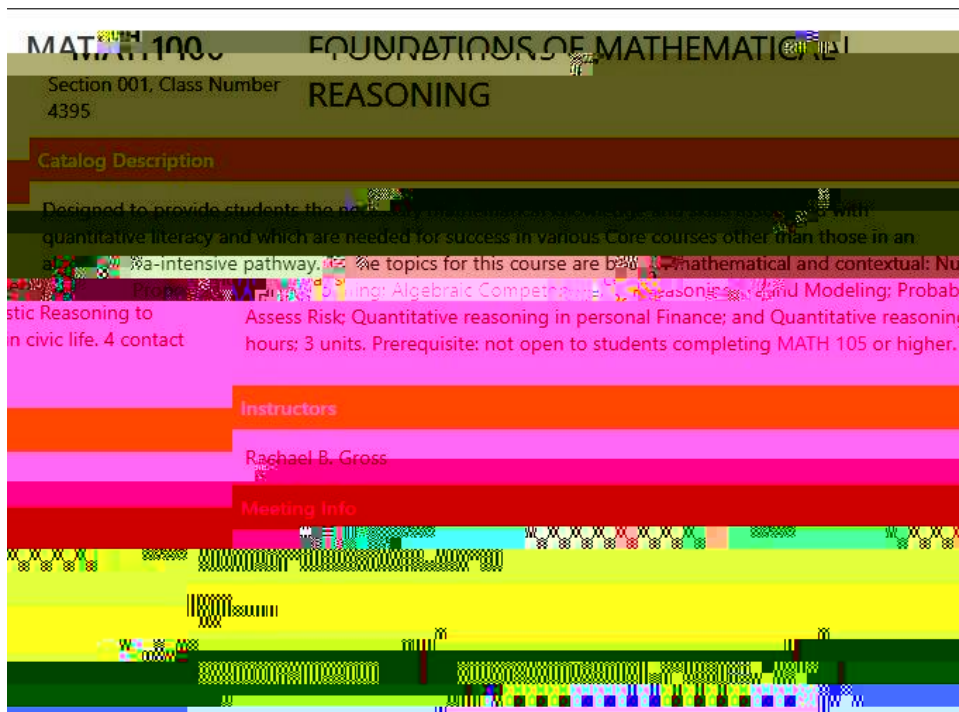
To create a syllabus from scratch, please follow the instructions below. (Please note that if you have created a syllabus in the past or a course coordinator governs your syllabus contents, please jump to Copy an Existing Syllabus.)

1. Visit the SYLLABI landing page at <https://nextcatalog.towson.edu/course-search>.
2. You may search for your course by either subject area or keyword. Some keywords to try are subject / course number, instructor name, or course title.
3. Click on the section number of the course that you would like to create a syllabus. This will take you to an information screen for the course. (Please note, you may only create a syllabus for a course that you are an instructor for.)
- 4.

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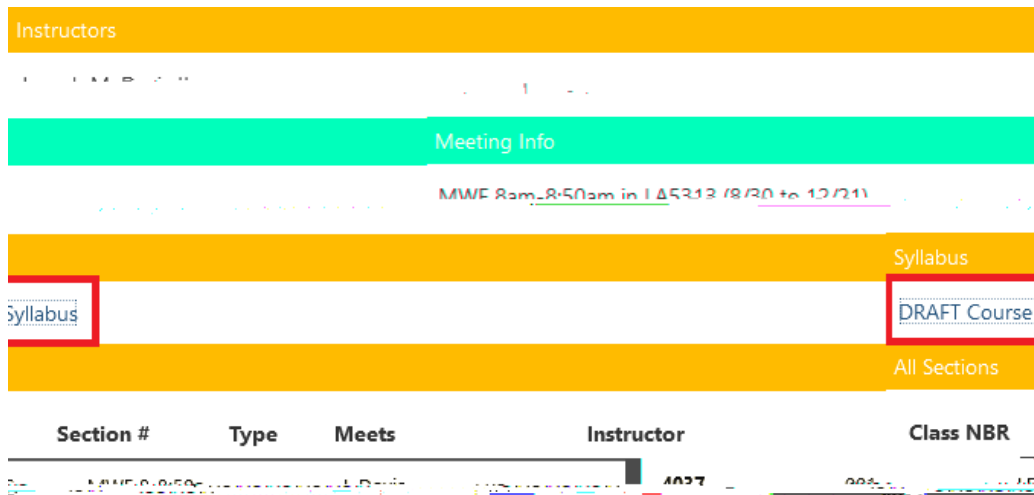


3. Click on the section number of the course that you would like to create a syllabus. This will take you to an information screen for the course. (Please note, you may only create a syllabus for a course that you are an instructor for.)
4. Once you are in the appropriate section, click the [button](#).

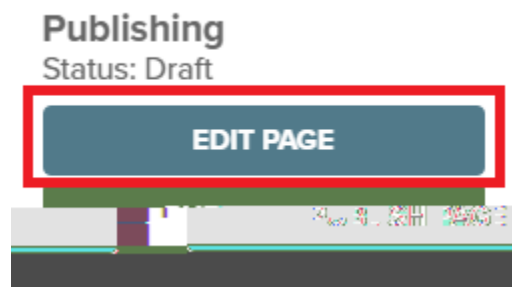


5. A list of available syllabi you may copy from will be displayed. You may choose the semester first, the hit the red button next to the desired course and section to copy the syllabus to your section.

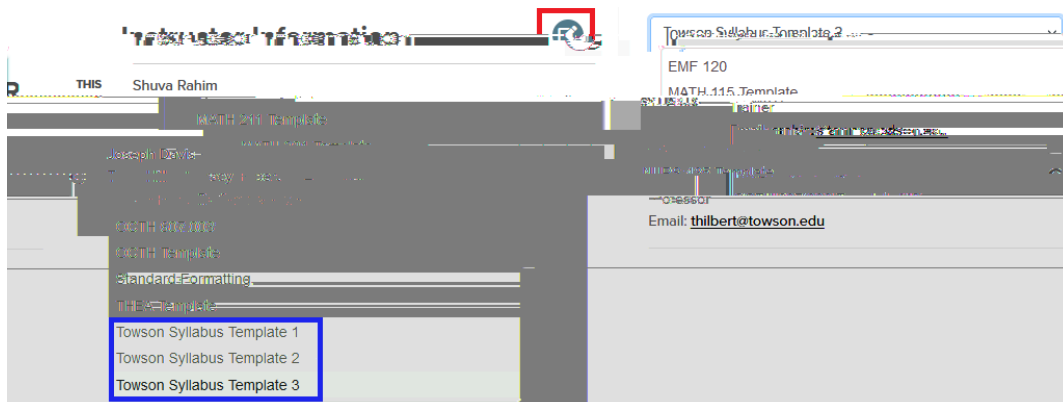
1. You will be taken to your syllabus's page immediately after creating the document. If you exit and need to complete the syllabus later, you can access your syllabus by first visiting <https://nextcatalog.towson.edu/course-search>.
2. You may search for your course by either subject area or keyword. Some keywords to try are subject / course number, instructor name, or course title.



- Once inside the syllabus, there will be an "Edit" and "Publish" button on the left hand side. Select "Edit" to bring up the edit options for your syllabus.



- Once you hit the edit button, any section that is not locked will have an icon that will allow you to make changes or enter content.



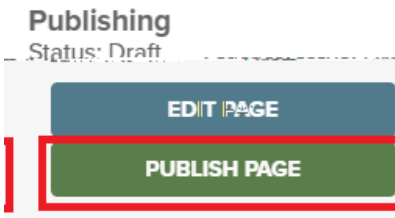
- Clicking the edit button will bring up a standard text editor in a new window. Be sure to click "Save" before exiting to keep any changes you have made.

8. Once all changes have been made, select the "Publish" button near the top left of the page.

1. On the right hand side, there are two buttons to generate a PDF.
 - a. The Everyone PDF button will show a view that takes any Visibility restrictions put into place by the instructor.

Starting in Spring 2021 students will be unable to view a draft syllabus. Once you have finished creating a syllabus or entering changes, the syllabus must be published or republished.

1. To publish your syllabus, click the Publish button at the top left hand side of the page.



2. After clicking the Publish button, will take you to the published version of your syllabus. This is the version that students will use and access. The URL generated will follow a standard format of [cousrecatalog.towson.edu/syllabi/\(year-semester\)/\(subject code-course number-section number\)](https://cousrecatalog.towson.edu/syllabi/(year-semester)/(subject code-course number-section number))

SYLLABI has three standard templates we recommend instructors use when creating their syllabus. Each has different standard information so you may choose the one that best fits your needs.

Towson Syllabus Template 1 – Includes standard course information, textbooks, learning outcomes, assignments, schedule, standard policies, and six sections to that can be manually edited.

Towson Syllabus Template 2 – Includes all information in Towson Syllabus Template 1 but also includes sections for additional course resources, course topics, and a section for a late work policy.

Towson Syllabus Template 3 – Includes all information from Towson Syllabus Template 2 but includes an additional four sections that can be manually edited by the instructor.