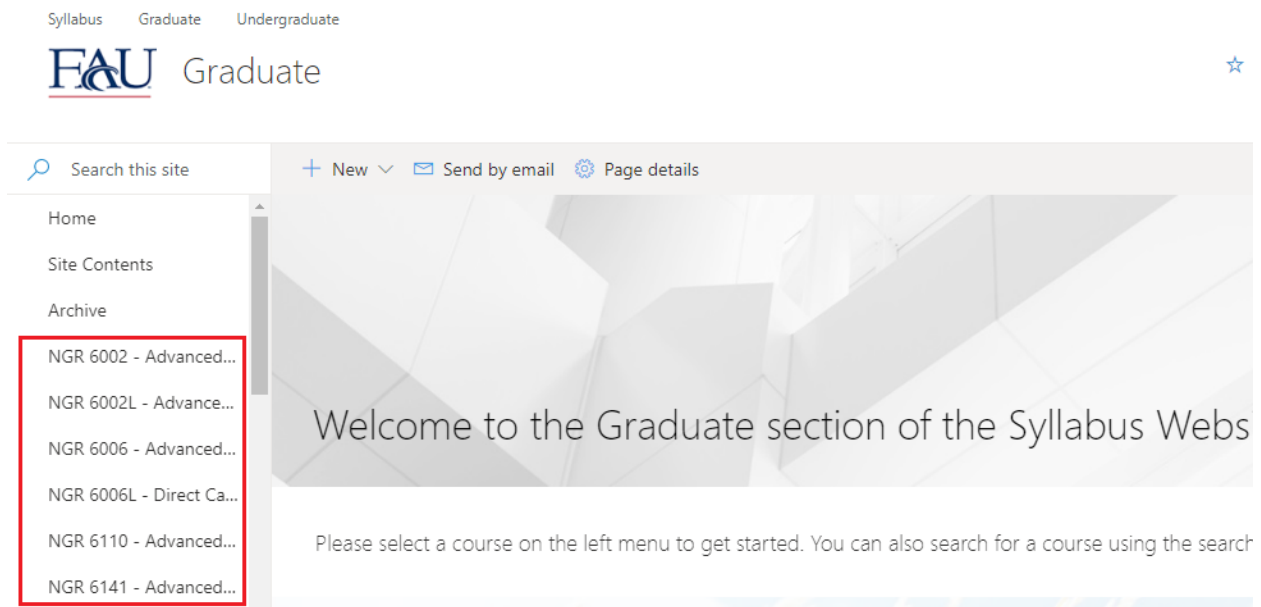


Please do not upload your syllabus to the system. Follow the steps below to create your syllabus.

1. To begin, go to <https://nursing.fau.edu/syllabus>. You will have to login using your FAU NetID and Password.
2. On the left menu or at the top, select whether you are creating an Undergraduate or Graduate Course.



3. Then on the left menu, click on the **Course** you are submitting a syllabus. This will open the Course folder.



4. Select the semester you are creating the course.

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NGR 6110 - Advanced Nursing Practice Grounded in Cari

Name	Modified	Modified By
Fall 2020	October 25	Craig Lasrado
Spring 2020	August 15	Craig Lasrado
Summer 2020	October 25	Craig Lasrado

5. Left click on the **New** button located on the menu ribbon. Then left click on the **Document** button. This will open the document in the browser using **Word Online**.

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6. Begin filling in syllabi information in areas required, content will be **AutoSaved** every time you type something. Please keep in mind that all the content currently on the syllabus cannot be modified or deleted. After you finish you can now close the web browser or tab by clicking on the **'X'** buttons.

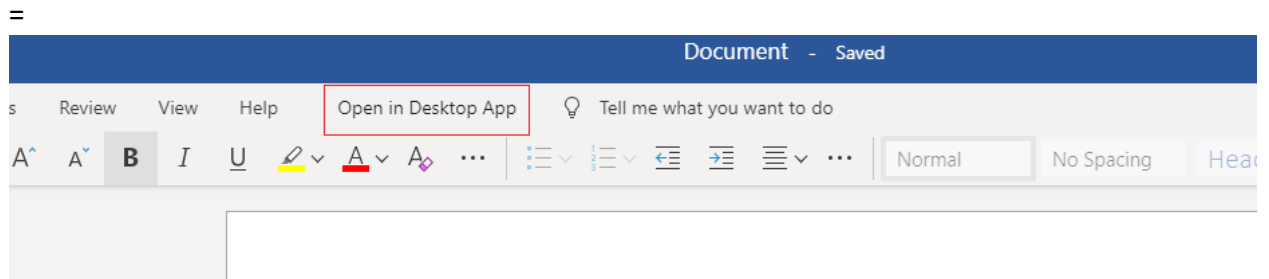
****Please note you will not have the ability to rename your document, move or delete it. The document will rename itself after a certain period of time.**

Advanced Formatting Options

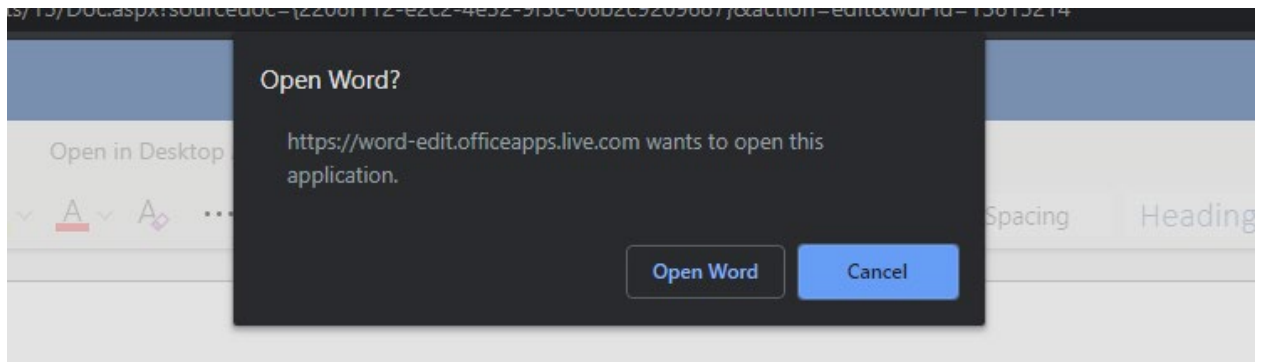
Use the below steps to access the **Word Desktop App** which has all the formatting options of **Word**. This should be used to copy over Tables, adjust line spacing, indentation etc. that have limitation in **Word Online**.

Note: Your document will not autosave in the Desktop App. You need to manually save the document by following the instructions in step 4 below.

1. Click on the **Open in Desktop App** button as shown below.

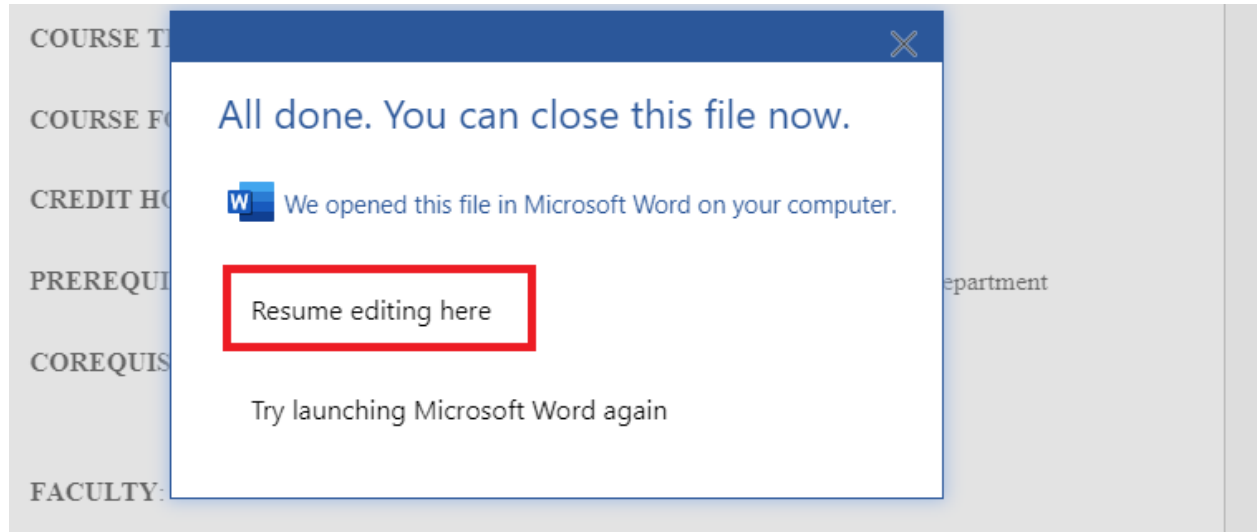


2. On the prompt that shows up in the click on **Open Word**



3. Once the syllabus opens in the Word Desktop App, do the necessary formatting or copy pasting
4. Save the document by pressing **Ctrl+S**.

5. After that close the document and then go back to your browser and click on **Resume editing here**



6. Verify that all the changes have transitioned to the online system and then close the browser tab.