

Syllabus Management System

Highlights

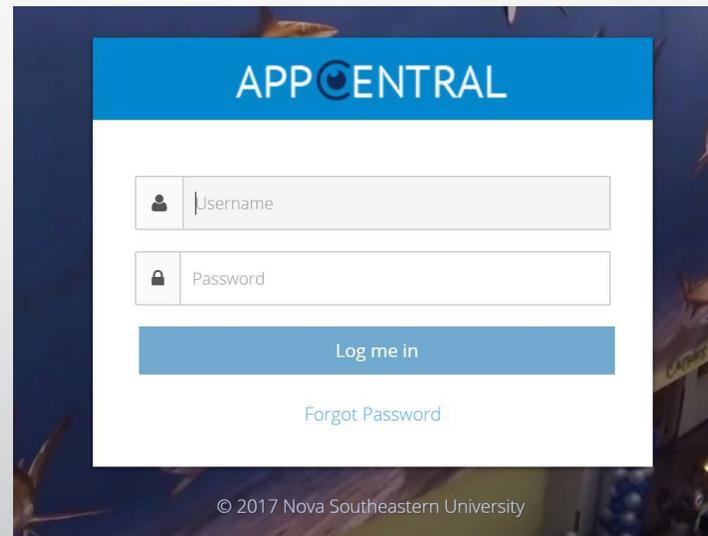
- Centralized repository of syllabi for all course sections at NSU
- Course and section information added from Banner
- College and Department/Program information added
- Faculty input for remainder of Course and Section information
- Course information rolls over each term
- Built in notes for sample content or guidance
- Endorsement functionality for syllabus editors to signify completion
- Automatic generated link from BlackBoard to respective syllabus PDFs

AppCentral

Syllabus Management System is provided in AppCentral.

<https://appcentral.nova.edu>

Login using your computer or email
Username and Password



The screenshot shows the AppCentral login interface. At the top, the text "APP CENTRAL" is displayed in white on a blue background. Below this, there are two input fields: the first is labeled "Username" with a person icon, and the second is labeled "Password" with a lock icon. A blue button labeled "Log me in" is positioned below the password field. Underneath the button is a link that says "Forgot Password". At the bottom of the page, the copyright notice "© 2017 Nova Southeastern University" is visible.

Syllabus Availability

Several steps are required by your College before syllabus editing becomes available to faculty.

You will be notified by your College when available.

Syllabi need to be completed 2 weeks before the Fall 2017 semester.
The Provost has directed that this will be mandatory for all courses.

Editing your Syllabi

- Step 1 – Find your course sections
- Step 2 – Edit yellow highlighted areas by clicking on them
- Step 3 – Copy & Paste from Word syllabi or Fill in content
- Step 4 – Save
- Step 5 – Endorse completed syllabi
- Repeat

Step 1

- Once logged into AppCentral proceed to the Syllabus management application under the “My Applications” section.
- You may have multiple syllabus management applications if you teach courses at multiple colleges.

* If you do not have this link contact your Collage Chair or Syllabus Administrator

Announcements

There are currently no announcements available.

[View All](#)

My Applications

AppCentral - AppCentral
AppCentral central configuration tool for all apps housed in the portal. Here you can create and configure new instances of applications, add groups of roles allowed in the instance, assign populations to the group and also manage user populations.

CourseWizard - Course Wizard 2.0
Course Wizard

Elections - Law
Law students' organizations can request elections for specific board members positions within their organization.

FacultyProfile - Faculty Profile
Faculty Profile for Syllabi

SharkMedia - SharkMedia
SharkMedia

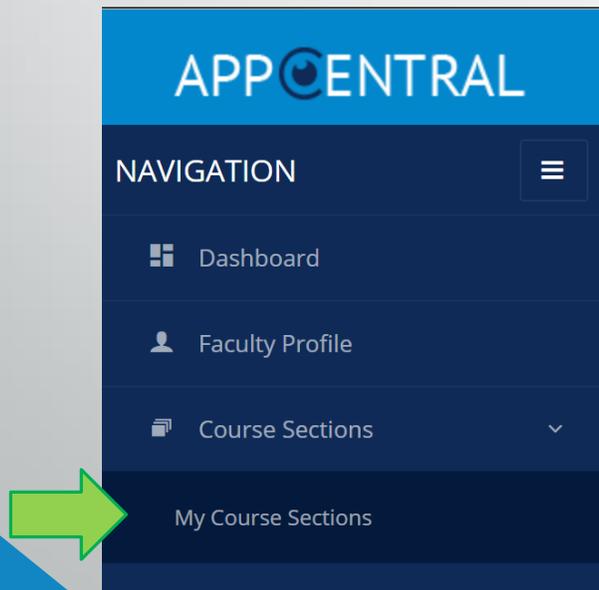
Syllabi - Computing and Engineering
Syllabus Management for College of Engineering and Computing - Graduate Courses

Syllabi - Undergraduate
Syllabus Management for Undergraduate Courses



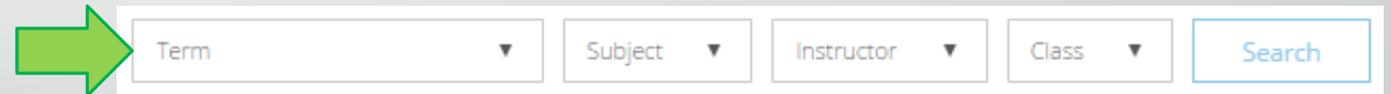
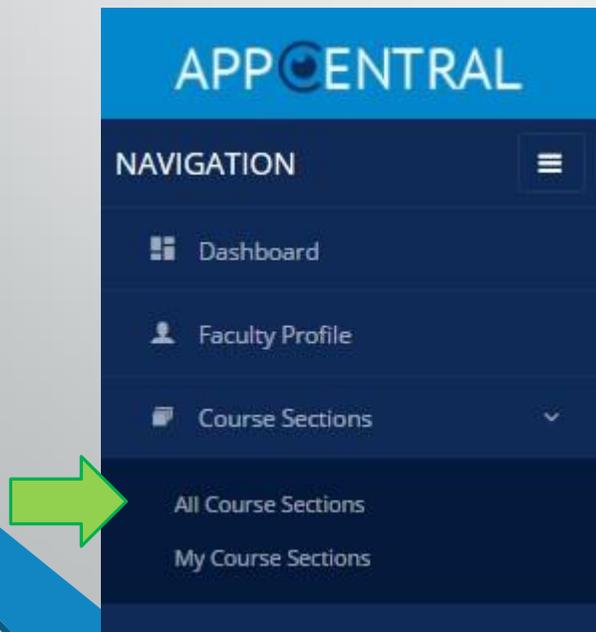
Step 2

- Click on the “My Course Sections” link under the Course Sections main item.
- This will take you to a search by term page and display courses and sections taught and available in Banner.



Step 2 (Option)

- Chairs and syllabus administrators can access any course section by using the "All Course Sections" page.



Step 2 – Search results

Expand course to see sections



CISC 0650 Computer Networks ▾

Description:
The concepts of computer networks and network services, communication protocols, network and protocol architectures, packet switching techniques, the Internet architecture, topology, internetworking, TCP/IP, network design and analysis methods, switching, and routing. Topics include wired and wireless Ethernet, software and conceptual models, error detection, error correction, transfer and routing protocols, congestion and flow control, quality-of-service, network programming, security, current and future applications.

CISD 0885 Doctoral Research ▲

Description:
The student pursues research under the direction of a faculty member. To register, students contact their advisor with the name of the faculty member under whose direction they would like to work and a brief explanation of the research area to be explored. Recommended prerequisite: completion of a 700-level course with the requested professor with a grade of B+ or higher.

Full **CRN:** 35258 **Sec:** WL1 **Cr:** 4.0 **Faculty:** Li, Wei [Edit Syllabus](#)

Day	Date	Time	Location	Building / Room Number
	01/09/2017 - 05/07/2017	-	On-line Course / (YW)	Online Venue / BLACKBOARD

CISD 0920 Continuing Dissertation ▾

Description:
Students who have not completed the dissertation by the end of Dissertation II must register for Continuing Dissertation each term in order to receive faculty and administrative advice and support related to the dissertation.

Click "Edit Syllabus" to go to the editor.



Step 3 – Edit syllabus



NOVA SOUTHEASTERN UNIVERSITY
College of Engineering and Computing
Department of Computer Science
CISC 0650 - Computer Networks

I. Course Information
Course: CISC 0650 - Computer Networks
Course Division: Masters
Course CRN and Section: 32371 OL1
Semester and Year: Winter 2017
Course Start and End Dates: 01/09/2017 - 05/07/2017
Credit Hours: 3.00
Building and Room: Online Venue - BLACKBOARD

II. Instructor Information
Professor: Wei Li
Email: lwei@nova.edu

Day	Time	Location
Monday	10:00am to 11:00am	De Santos 4444
Wednesday	4:00pm to 5:00pm	Parker 123
Friday	10:00am to 11:00am	De Santos 4444

Also available by appointment

Heading sample

Office Hours:

- list one
- list two

III. Class Schedule and Location

Day	Date	Time	Location	Building/Room	Type
	01/09/2017 - 04/30/2017		On-line Course	Online Venue-BLACKBOARD	CLAS

IV. Course Description
The concepts of computer networks and network services, communication protocols, network and protocol architectures, packet switching techniques, the Internet architecture, topology, internetworking, TCP/IP, network design and analysis methods, switching, and routing. Topics include wired and wireless Ethernet, software and conceptual models, error detection, error correction, transfer and routing protocols, congestion and flow control, quality-of-service, network programming, security, current and future applications.



Template content

Banner content

Yellow input areas
for faculty.
No limit on content
amount.

Step 3 – Course vs Section Input

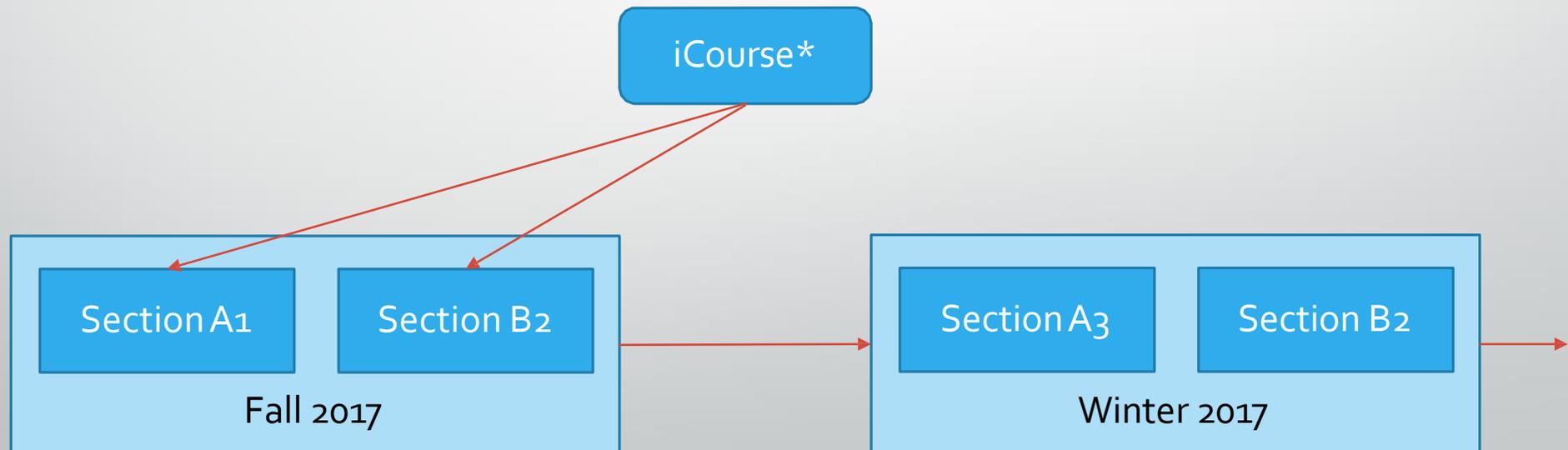
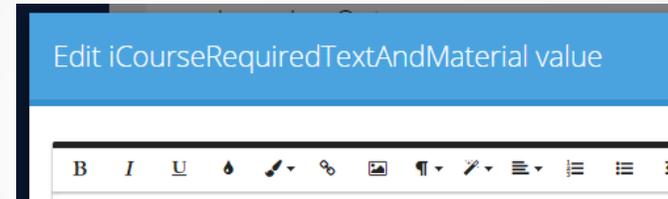
- Course input will show on all sections and will roll over from term to term.
 - Example course material which is the same for all sections of a course
 - These input areas are brown
- Section input shows only for that section, not for the entire course.
 - Example each section has different course material
 - These input areas are yellow
- The Course and Section input area access to these are managed by your College.

Course Required Texts and Materials:

Section Required Texts and Material:

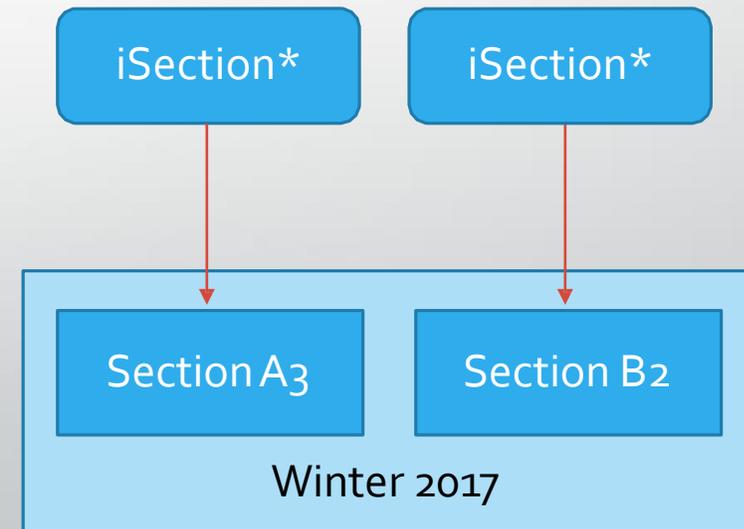
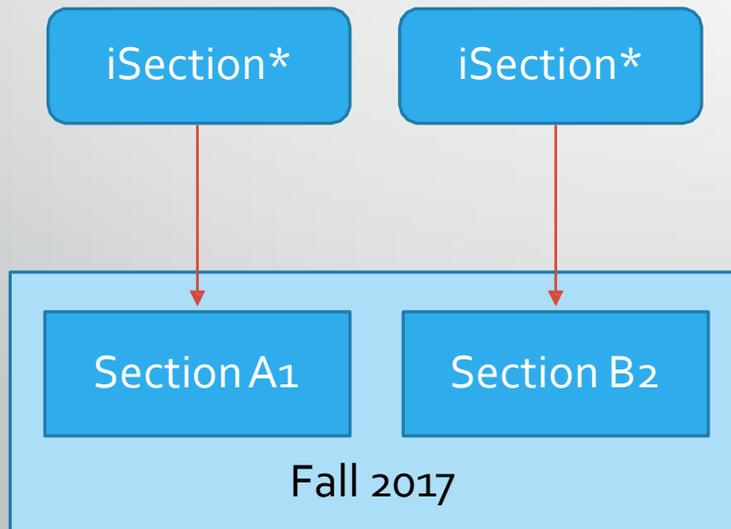
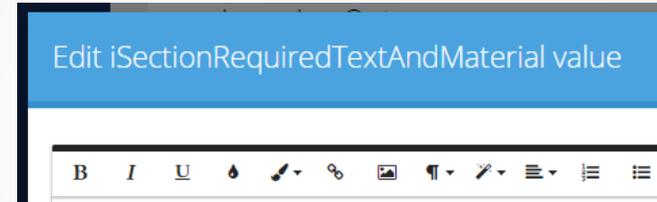
Step 3 – Course Input

- Starts with iCourse in the editor name:
- Shows on all Sections and will appear on future terms syllabi.



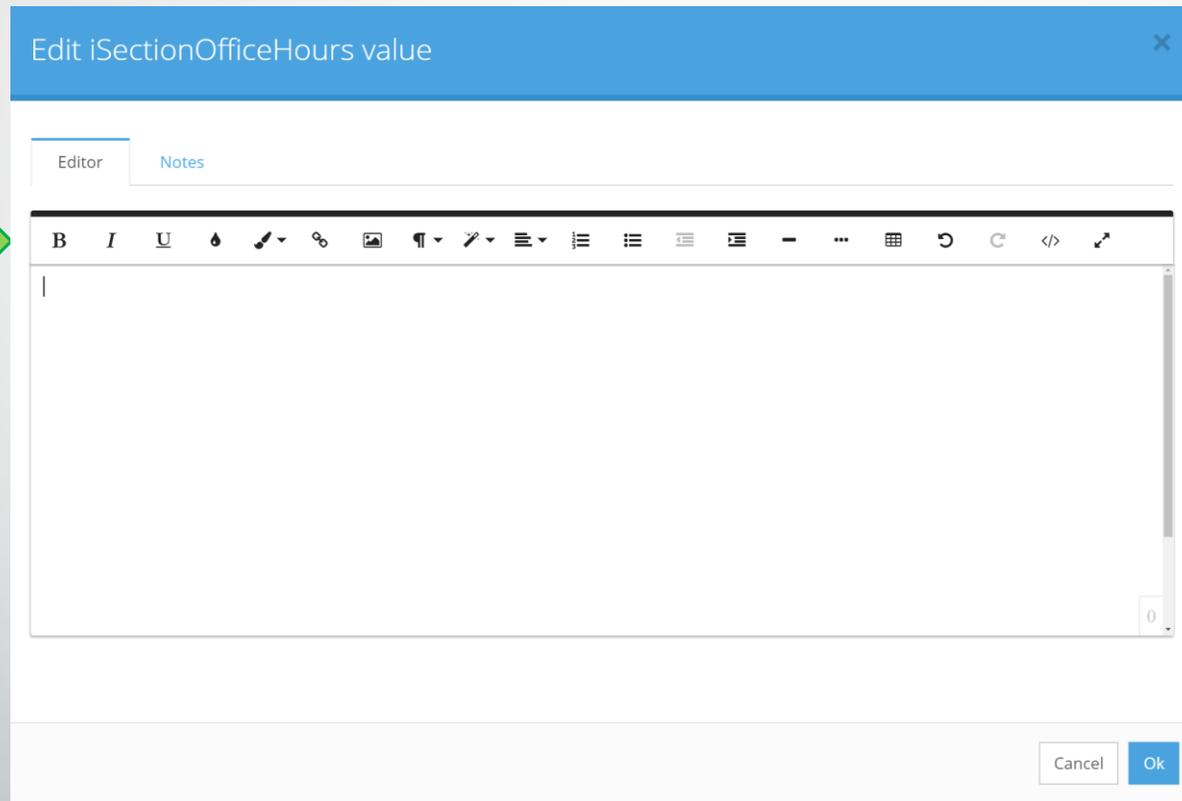
Step 3 – Section Input

- Starts with iCourse in the editor name:
- Shows on all Sections and will appear on future terms syllabi.



Step 3 – The editor

Editor toolbar provides some standard and custom typography content styles.



Step 3 – The editor

Notes are also available where entered by your college. They provide information or sample content.

Edit iSectionOfficeHours value ✕

[Editor](#) [Notes](#) 

If you have the same Office Hours on all syllabi you can update your Faculty Profile and this will be used on all syllabi. This information should be updated before the term starts.

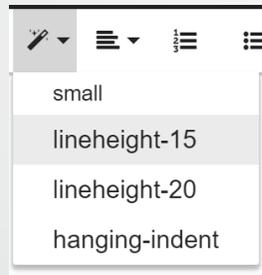
If you have different office hours on each syllabus, enter this information here.

Step 3 – The editor

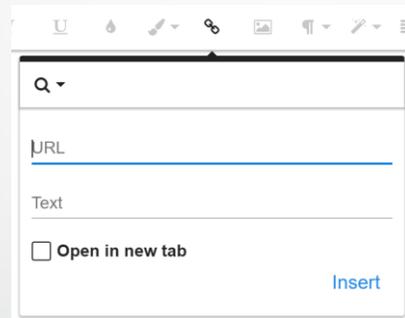
Paragraph Styles



Custom Styles



Links



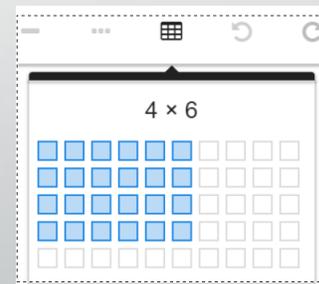
Images



Page Break



Tables



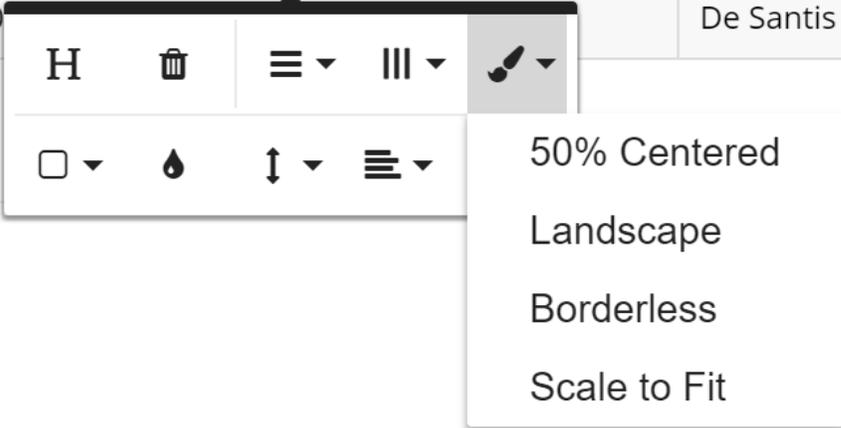
More options may be available over time.

*Files cannot be uploaded to the editor

Step 3 – The editor

Tables have styles of their own which can be accessed by clicking on the table itself.

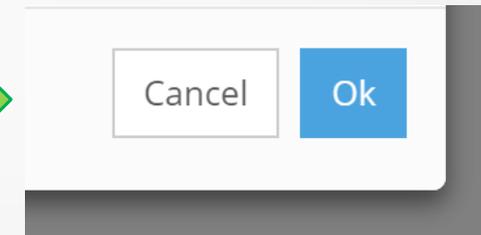
Time	Location
10:00am to 11:00am	De Santis 4444
<u>4:00pm</u> to <u>5:00pm</u>	Parker 123
10:00	De Santis 4444



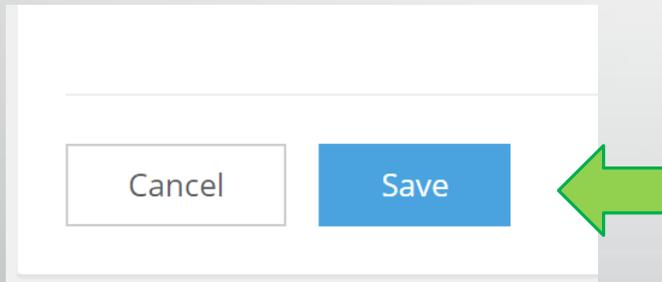
- H
- 🗑️
- ☰
- ☷
- 🖌️
- ☐
- 💧
- ↕
- ☰
- 50% Centered
- Landscape
- Borderless
- Scale to Fit

Step 4 – Save your changes!

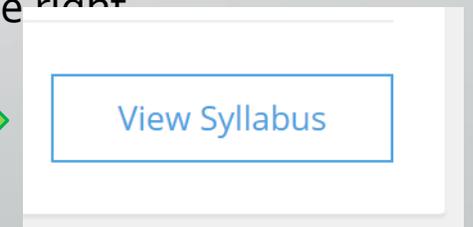
Once editing is complete, click OK to update the content.



NOTE: content is not saved until the "Save" button is clicked on the bottom of the page.



After saving you can view the updated PDF document by clicking the View Syllabus link on the right

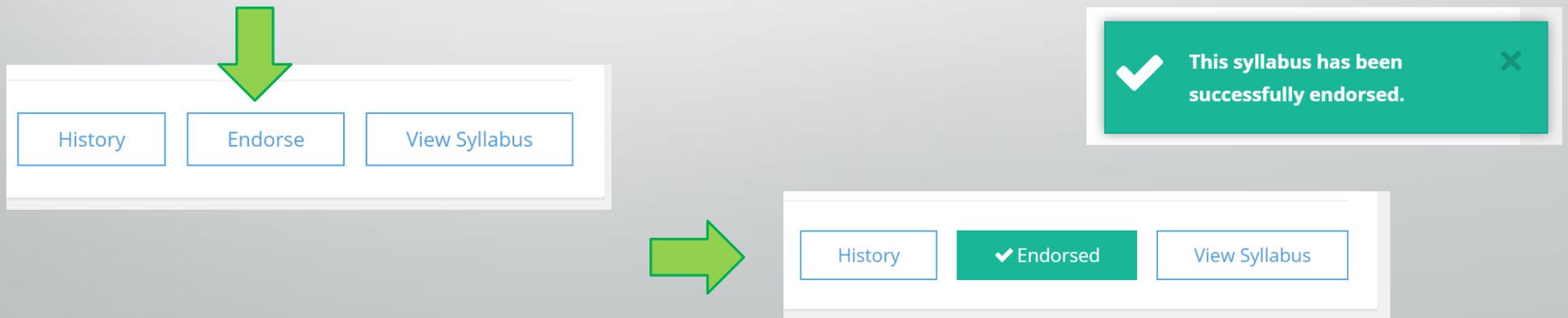


Step 5 – Endorse completed syllabi

Clicking the “Endorse” button on the bottom of a syllabus indicates you are done with all your changes and it is ready for students.

Anyone who can edit a syllabus can also endorse it. This may be done by a Chair or staff for review purposes.

IMPORTANT! Your college may require a minimum number of endorsements before a student can see a syllabus to ensure completion and review.



History

You may have noticed there is also a “History” button on the bottom of the syllabus editor page. This will give you a chronological list with dates, changes including the old and new content to the yellow editor areas as well as endorsements made for that term.

Wei Li added ISection Office Hours at 4:36 PM

May 04

New Value

Day	Time	Location
Monday	10:00am to 11:00am	De Santis 4444

Dave Seepersad updated ICollege Policy at 4:17 PM

Apr 12

New Value

Students must comply with the policies published in the school's Graduate Catalog and the NSU Student Handbook, some of which are included or referenced below. The catalog is at <http://www.cec.nova.edu/documents/catalog.pdf> The handbook is at http://www.nova.edu/studentaffairs/forms/studenthbk_2016-1

Old Value

Students must comply with the policies published in the school's Graduate Catalog and the NSU Student Handbook, some of which are included or referenced below. The catalog is at <http://www.cec.nova.edu/documents/catalog.pdf> The handbook is at http://www.nova.edu/studentaffairs/forms/studenthbk_2016-1

Wei Li updated Endorsement at 11:13 PM

May 15

New Value

True

Old Value

False

Wei Li updated Endorsement at 11:13 PM

May 15

New Value

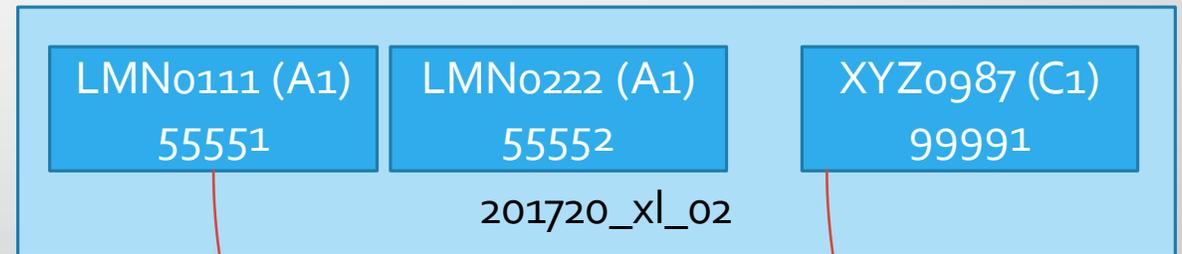
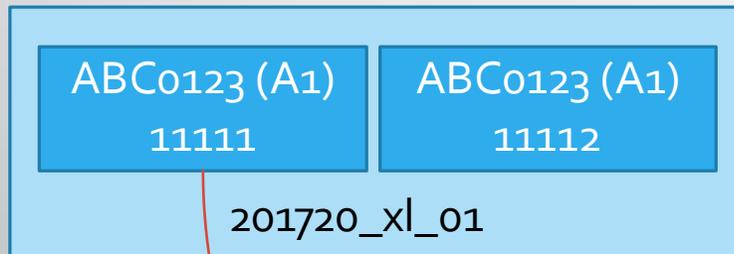
False

Old Value

True

Cross-Listed Courses

- Each cross listed course group will have one syllabus per course.
 - 1. One course, multiple sections:** the section with the lowest number CRN will be used for the syllabus editing and pdf.
 - 2. Multiple courses, multiple sections:** each course will have its own syllabus and use the lowest numbered CRN per course.



Faculty Profile

- Information entered in your AppCentral Faculty Profile will be added to ALL of your syllabi, this information includes:
 - Contact information
 - Office hours
- If however you have different office hours on each syllabus, do not use the
- global faculty profile and fill in the iSection Office Hours on each syllabus.

*Your Name and Email currently come directly from Banner as they appear on the syllabi

Faculty Profile

APP CENTRAL

NAVIGATION

- Dashboard
- Faculty Profile
- Course Sections



Office: (954)262-3046 Mobile: Mobile Fax: Fax

Cancel Save

Edit Office Hours

Days	Office Hours	Location/Room	Action
Select ▼	12:00 am	12:00 am	Location
W,R	2:00pm to 4:00pm	Maltz 1122	

Edit Office Notes

By appointment.

Cancel Save

Semester and Year: Winter 2017
 Course Start and End Dates: 01/09/2017 - 04/23/2017
 Building and Room: Online Venue - BLACKBOARD

II. Instructor Information

Professor: Sampe Faculty
 Email: syllabi@nova.edu
 Phone: (954)262-1234

Office Hours:

Day	Time	Location
WR	2:00pm - 4:00pm	Parker 123

By appointment.

Office Hours:

III. Class Schedule and Location

Day	Date	Time	Location	Building/Room	Type
	01/09/2017 - 04/23/2017		On-line Course	Online Venue:BLACKBOARD	CLAS

Notes



END