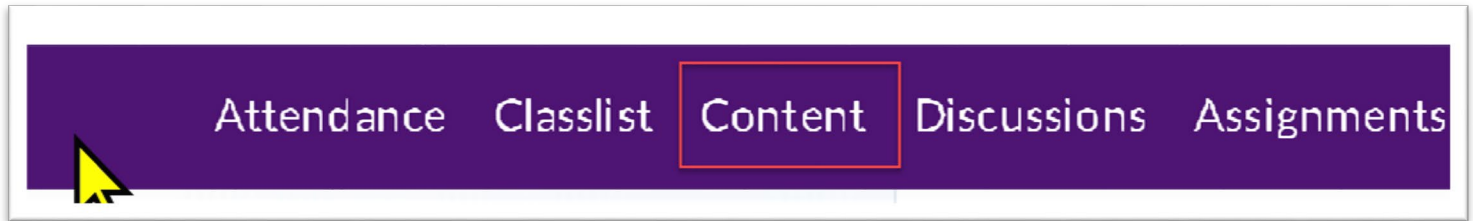


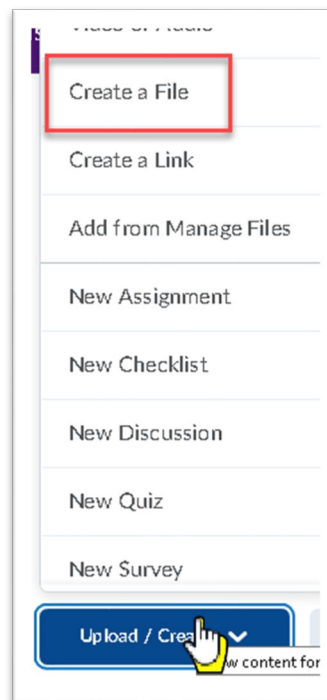


Using the Accessible D2L Syllabus Template

1. Log into D2L and navigate to a course shell created in Fall 2020, or later.



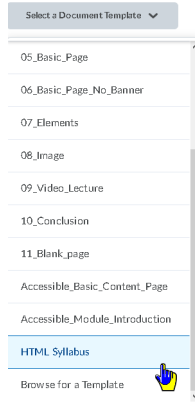
2. Click on the blue dropdown menu labeled “Upload/Create”, and the option “Create a File”.



3. Give your syllabus page an appropriate title (e.g. ART 101-003 Syllabus FA21).

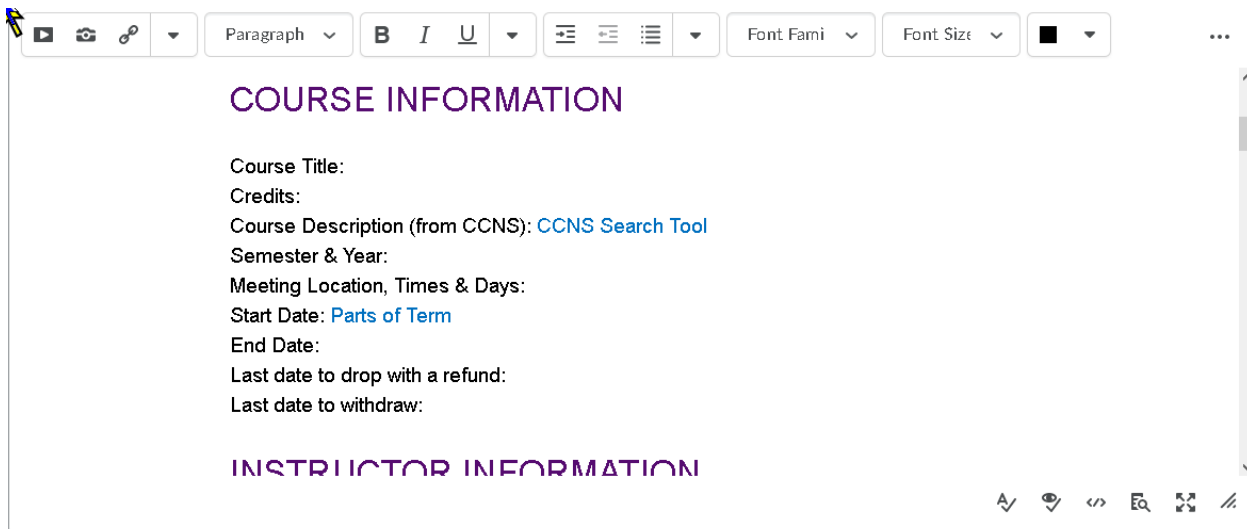
Using the Accessible D2L HTML Syllabus Template

4. Within the “Select a Document Template” menu, select the file labelled “HTML Syllabus”.



5. Type or paste your course information in the appropriate spaces.

6. When you copy/paste in your own content, please be sure to preserve the styles by pasting with **Ctrl+Shift+V (PC)** or **Cmd+Shift+V (Mac)**.



Additional Notes

1. Be sure to read through the template carefully. Hyperlinks to course competencies and other course specific materials are provided within (contact your Chair/Dean for help with the CCNS materials).
2. When pasting outlines, be sure to select bulleted lists in the HTML editor.
3. Other than template instructions, **do not** delete text in the template, as this will overwrite formatting styles.

For additional help or one-on-one training in the use of these templates, please contact: Jennifer Maxwell at Jennifer.maxwell@ccd.edu.

For questions specific to the CCNS, GT Pathways, and other required course information, please contact your Chair/Dean.