



Making the Syllabus Easy, to Keep
You Teaching at Your Best

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SyllaBest 1.1 User Manual

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What's New in 1.1

SyllaBest version 1.1 contains several new features, plus improvements to the performance and usability of the software. These include:

- Faster Download and upload speeds across all platforms.
- Log in features have been changed to allow one username to allow both access to employee and administrative rolls.
- Added user interface settings to accommodate those with visual impairment and color blindness.
- Changes made to how syllabi are saved, allowing more choices of document type.
- Many, many more bug fixes!

Launching SyllaBest

SyllaBest is a Web based application verified to run on Linux, Windows, and Mac OS X. Although not officially supported, other platforms may work.

System Requirements

The system requirements for SyllaBest are:

Windows Operating Systems (32-bit and 64-bit)

- Windows 7
- Windows 8
- Windows 10

Recommended Hardware:

- Pentium 4 or newer processor
- 512MB of RAM / 2GB of RAM for the 64-bit version
- 200MB of hard drive space

Mac Operating Systems

- macOS 10.9++

Recommended Hardware:

- Macintosh computer with an Intel x86 processor
- 512 MB of RAM
- 200 MB hard drive space

GNU/Linux Operating Systems

**Firefox & Chrome will not run at all without the following libraries or packages:

- GTK+ 3.4 or higher
- Glib 2.22 or higher
- Pango 1.22 or higher
- [X.Org](#) 1.0 or higher (1.7 or higher is recommended)
- libstdc++ 4.6.1 or higher

Software Requirements

[Google Chrome Web Browser](#) - Version 88.0.4324.190 (Official Build) (64-bit)

[Mozilla Firefox Browser](#) – Version 84.0.2 (64-bit)

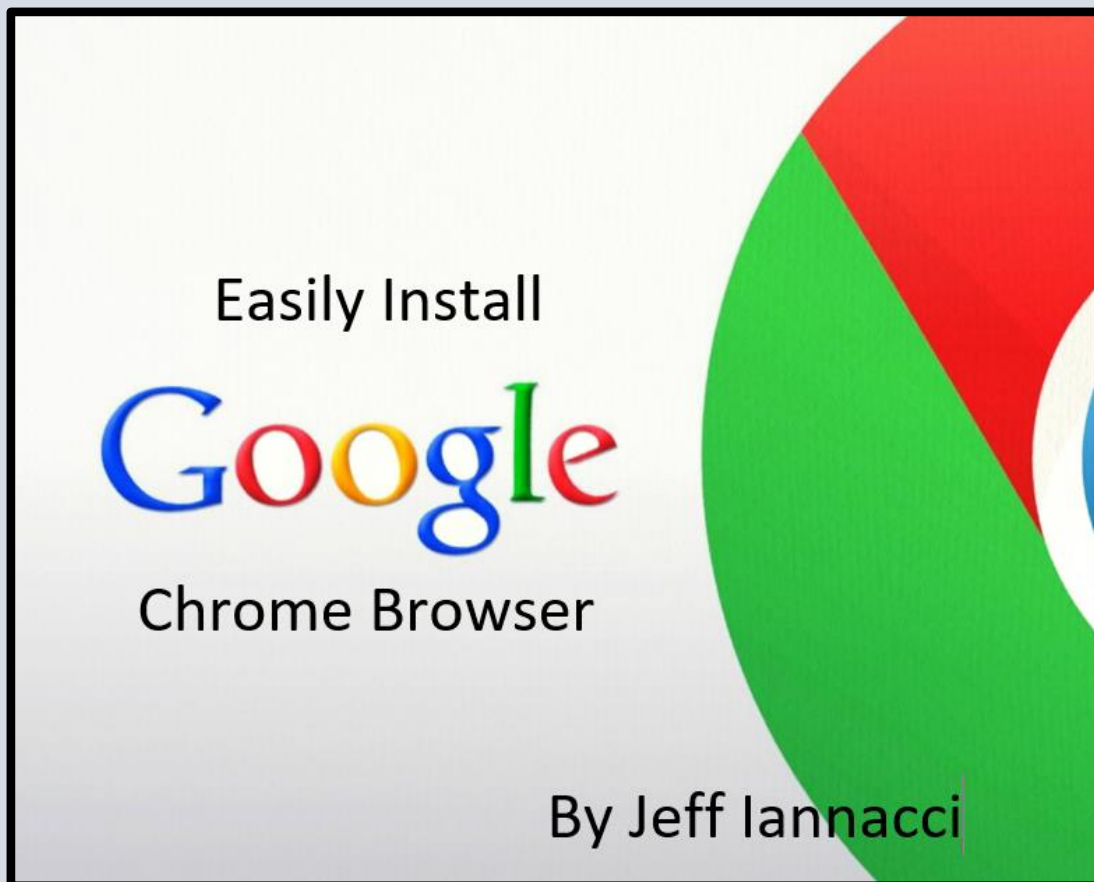
[Microsoft Edge Browser](#) - Version 88.0.705.81 (Official build) (64-bit)

Getting Started

Install A Web Browser

If not already installed on your computer, download, and install Firefox, Google Chrome, Microsoft Edge.

Installing Chrome Web Browser



Installing Firefox Web Browser

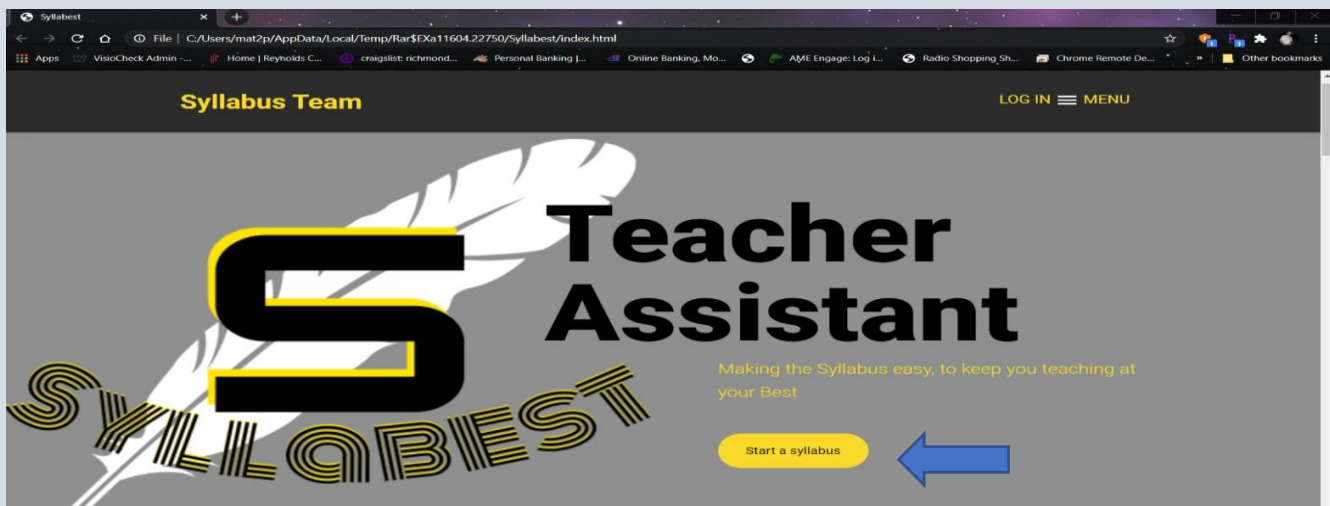
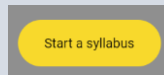


Quick tour of the SyllaBest website

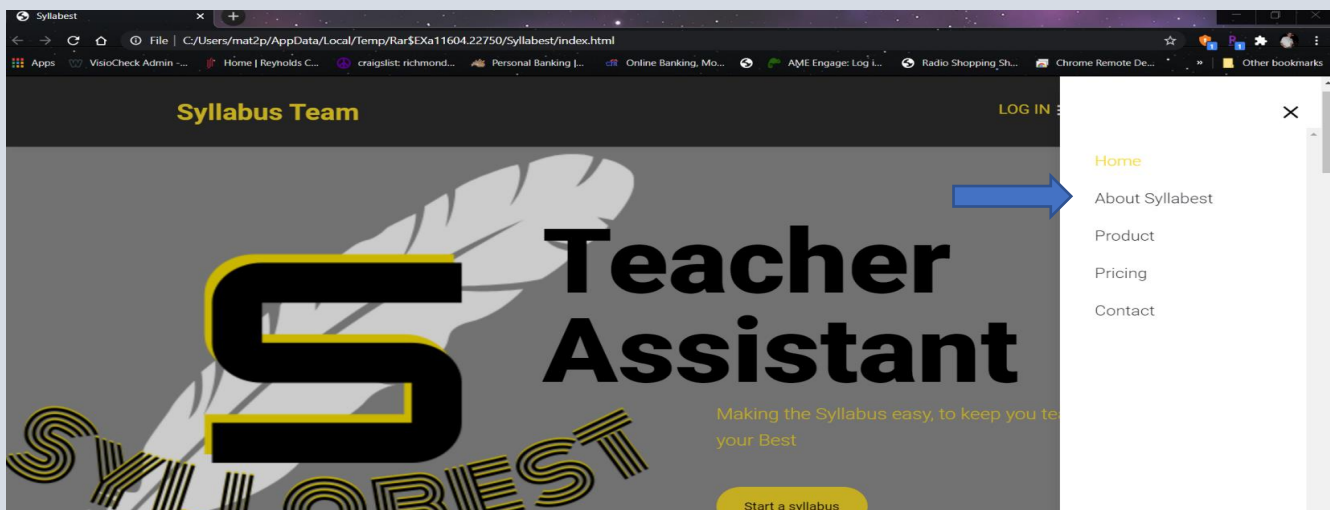
The Menu

Launch the Application

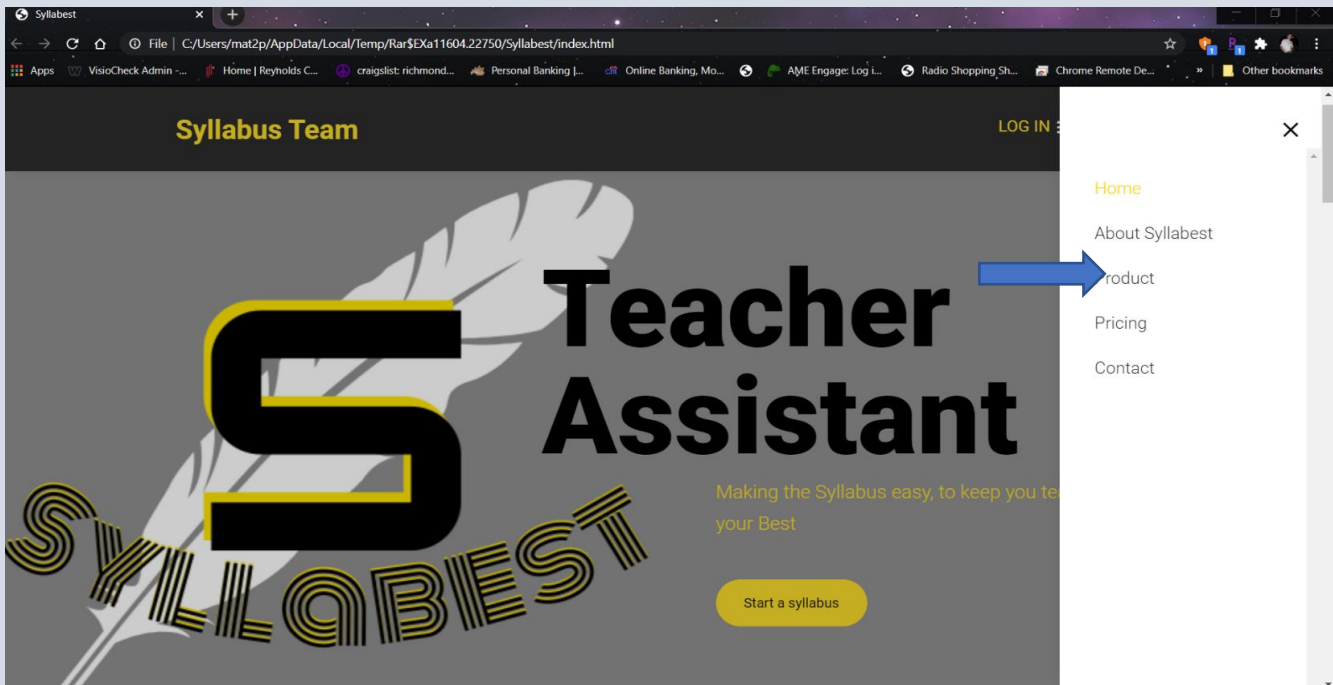
Double-click on the Start a Syllabus Button on the webpage



About SyllaBest



Product Information



Logging into SyllaBest Application

Logging into SyllaBest

SYLLABEST FACULTY ABOUT CONTACT REGISTER LOG IN

LOG IN.
USE A LOCAL ACCOUNT TO LOG IN.

Email

Password

☐ Remember me?

LOG IN

Register as a new user

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TEST US OUT USING ONE OF THESE LOGINS

Instructor
Username: JAmato@schoolmail.com
Password: JAmato123!

Administrator
Username: VEdwards@schoolmail.com
Password: VEdwards123!

Creating a New Account in SyllaBest

In order to create a new account, you should pick the **Register as a new user** button

SYLLABEST FACULTY ABOUT CONTACT REGISTER LOG IN

LOG IN.
USE A LOCAL ACCOUNT TO LOG IN.

Email

Password

☐ Remember me?

LOG IN

Register as a new user

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TEST US OUT USING ONE OF THESE LOGINS

Instructor
Username: JAmato@schoolmail.com
Password: JAmato123!

Administrator
Username: VEdwards@schoolmail.com
Password: VEdwards123!

SYLLABEST FACULTY ABOUT CONTACT REGISTER LOG IN

REGISTER.
CREATE A NEW ACCOUNT.

• The password and confirmation password do not match.

Email

Password

Confirm password

REGISTER

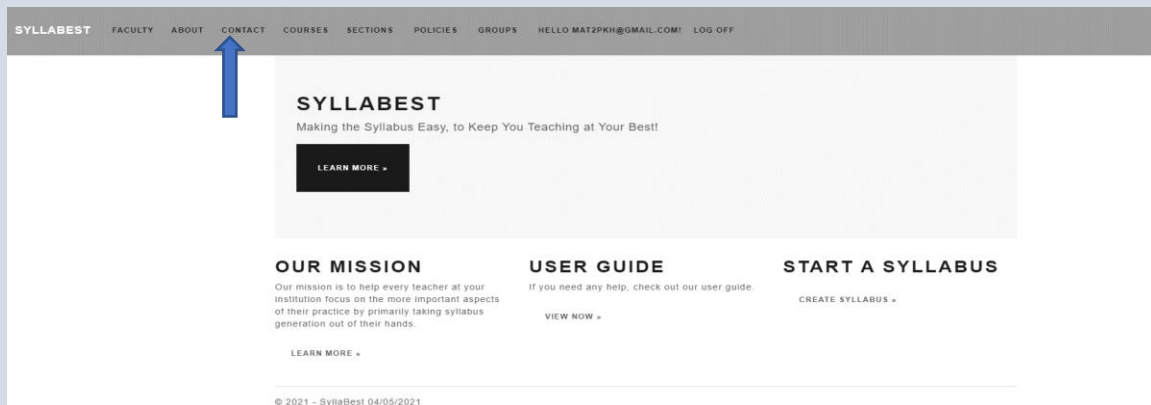
© 2021 - SyllaBest 04/05/2021

Input your email as well as new password and hit

REGISTER

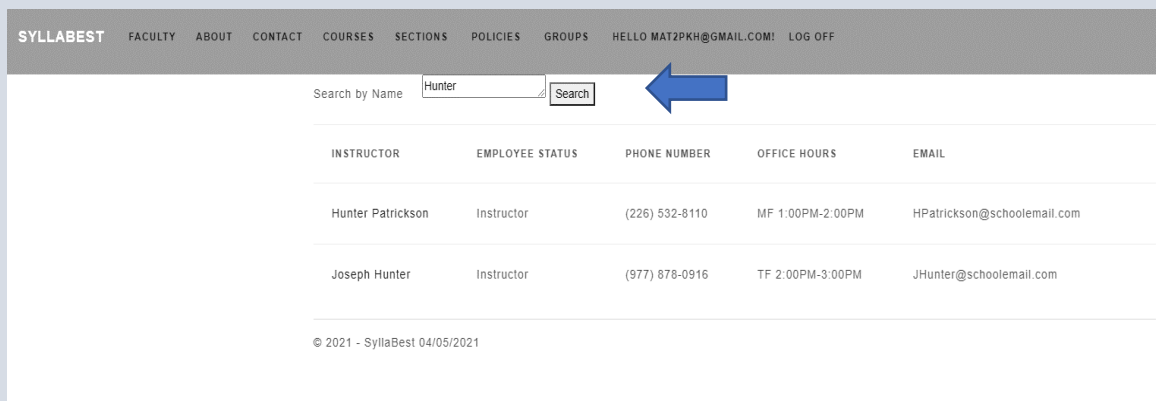
Adding, Edit or Delete Faculty Members

In order to add or edit faculty, they must select **FACULTY** from the main menu.



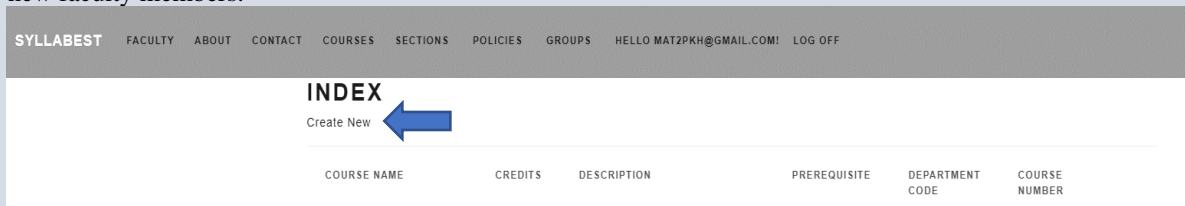
Faculty Search

In order to search by Faculty name, you can type into the faculty box and press the **Search** button. This will bring up a list of people with first or last names with those sequence of letters for display.



Adding a New Faculty Member

After selecting the faculty option, the user should select the **Create New** button at the top of the pages to add new faculty members.



The administrator can then add data to the following fields:

The screenshot shows a form titled 'Create New' with the following fields: Instructor, Employee Status, Phone Number, Office Hours, and Email. A blue arrow points to the 'Save' button at the bottom right of the form.

The administrator can then input the instructors and hit

Save

Or go back to the main faculty page

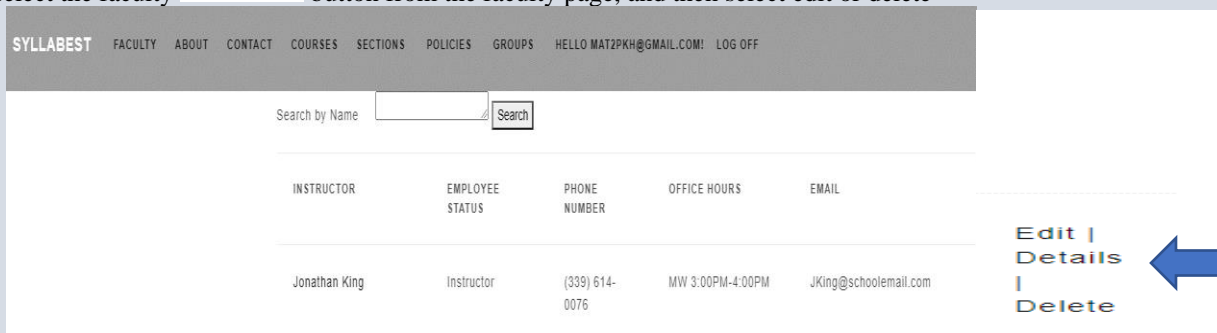
Back to List

Edit or Delete Faculty Member

If the administrator needs to edit or delete,

Edit |
Details
|
Delete

he can select the faculty button from the faculty page, and then select edit or delete



The administrator can then add data to the following fields:

EDIT

Course Name

Web Page Design I

Credits

3

Description

Stresses a working knowledge of web site designs construction and management using HTML5 and Dreamweaver.Includes headings list

Prerequisite

ITE 115 or equivalent with emphasis on file and folder management.

Department Code

ITD

Course Number

110

Select	Group	Title	Description
<input type="checkbox"/>	COVID	COVID Allowances Policy	Student will have 2 weeks extra to make up assignments or tests/quizzes upon return to normal health.
<input type="checkbox"/>	COVID	COVID Inform Policy	Students will be responsible for informing a teacher as soon as possible of any exposure to the COVID virus.
<input type="checkbox"/>	Attendance	Admin Withdrawal Policy	Students who miss more than 20% of the overall class will be withdrawn from the course.
<input type="checkbox"/>	Attendance	Admin Drop Policy	Students who miss the first 10% of the overall class will be dropped from the course.
<input type="checkbox"/>	Homework	Homework Zero Policy	Students must complete their homework on time or will be given a zero.
<input type="checkbox"/>	Homework	Homework Allowed Late for Week Policy	Students will be allowed to turn in homework up to a week late with a 20% penalty.

SAVE

}
Back to List

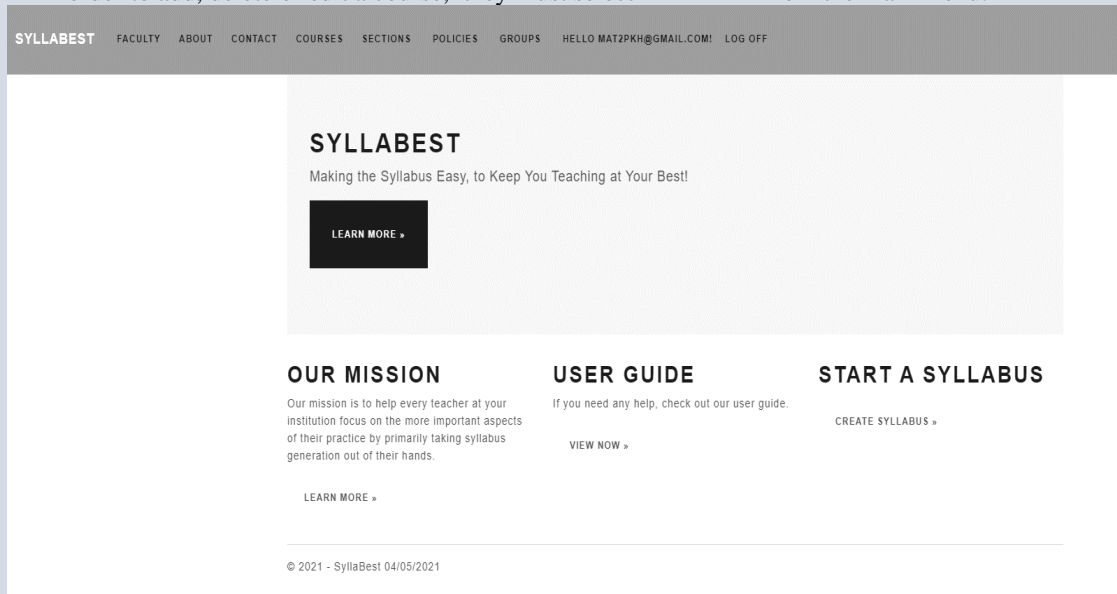
The administrator can then input the instructors and hit
or can go back to the main course page

Save

Back to List

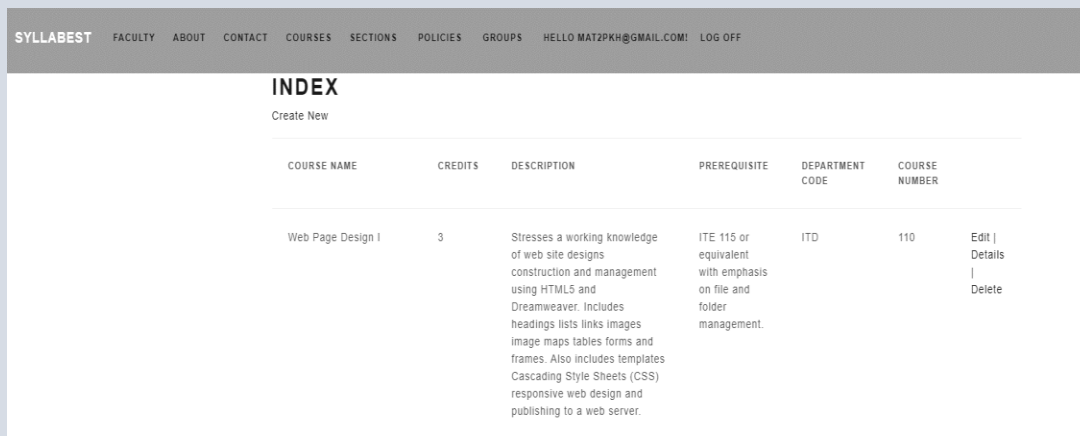
Adding, Edit or Delete Courses

In order to add, delete or edit a course, they must select **COURSES** from the main menu.



Adding a New Course

After selecting the courses option, the user should select the **Create New** button at the top of the pages to add new courses.



Displaying a Course

Click the **Details** button:

SYLLABEST FACULTY ABOUT CONTACT COURSES SECTIONS POLICIES GROUPS HELLO VEDWARDS@SCHOOLEMAIL.COM! LOG OFF						
INDEX						
Create New						
COURSE NAME	CREDITS	DESCRIPTION	PREREQUISITE	DEPARTMENT CODE	COURSE NUMBER	
Web Page Design I	3	Stresses a working knowledge of web site designs construction and management using HTML5 and Dreamweaver. Includes headings lists links images image maps tables forms and frames. Also includes templates Cascading Style Sheets (CSS) responsive web design and publishing to a web server.	ITE 115 or equivalent with emphasis on file and folder management.	ITD	110	Edit Details Delete



SYLLABEST FACULTY ABOUT CONTACT COURSES SECTIONS POLICIES GROUPS HELLO VEDWARDS@SCHOOLEMAIL.COM! LOG OFF						
DETAILS COURSE						
Course Name Web Page Design I						
Credits 3						
Description Stresses a working knowledge of web site designs construction and management using HTML5 and Dreamweaver. Includes headings lists links images image maps tables forms and frames. Also includes templates Cascading Style Sheets (CSS) responsive web design and publishing to a web server.						
Prerequisite ITE 115 or equivalent with emphasis on file and folder management.						
Department Code ITD						
Course Number 110						
Edit Back to List						
© 2021 - SyllaBest 04/05/2021						

Edit or Delete Courses

If the administrator needs to edit or delete,

[Edit | Details | Delete](#)

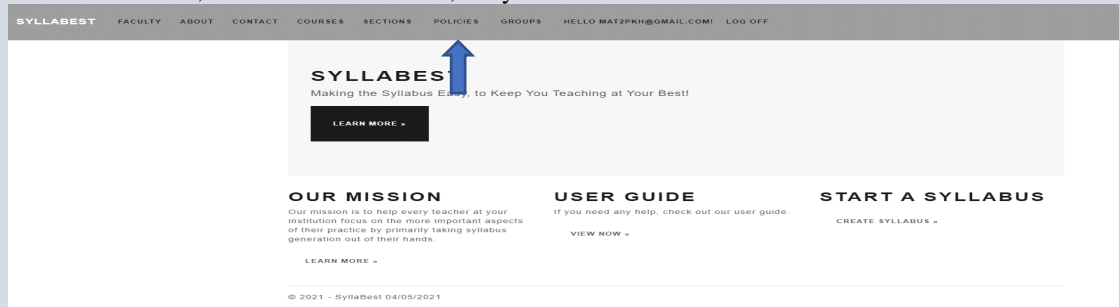
he can select the faculty from the courses page, and then select edit or delete

SYLLABEST FACULTY ABOUT CONTACT COURSES SECTIONS POLICIES GROUPS HELLO MATZPKH@GMAIL.COM! LOG OFF						
INDEX						
Create New						
COURSE NAME	CREDITS	DESCRIPTION	PREREQUISITE	DEPARTMENT CODE	COURSE NUMBER	
Web Page Design I	3	Stresses a working knowledge of web site designs construction and management using HTML5 and Dreamweaver. Includes headings lists links images image maps tables forms and frames. Also includes templates Cascading Style Sheets (CSS) responsive web design and publishing to a web server.	ITE 115 or equivalent with emphasis on file and folder management.	ITD	110	Edit Details Delete
Database Fundamentals	4	Introduces the student to Relational Database and Relational Database theory. Includes planning defining and using a database, table design linking and normalization, and types of databases database description and definition. Additional topics cover the use	ITE 115 or school approval.	ITD	130	Edit Details Delete



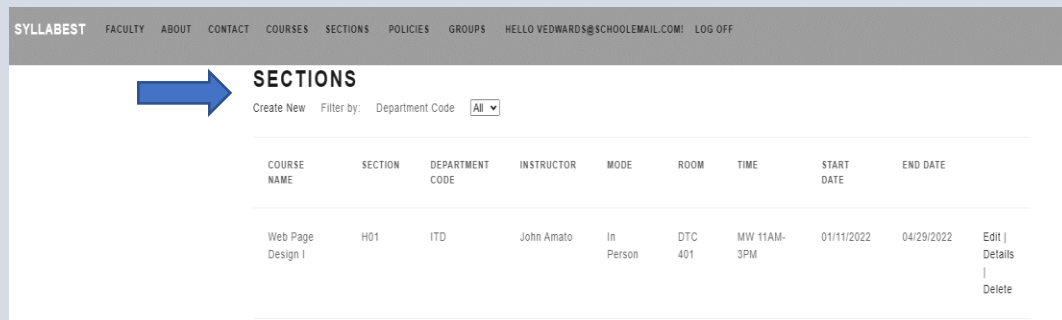
Adding, Edit or Delete Sections

In order to add, delete or edit a section, they must select **SECTIONS** from the main menu.



Adding a New Section

After selecting the sections option, the user should select the **Create New** button at the top of the pages to add new courses.



The administrator can then add data to the following fields:

The administrator can then input the instructors and hit **Save** or can go back to the main course page.

Save

Back to List

Displaying a Section

In order to display the class click

Details

SYLLABEST FACULTY ABOUT CONTACT COURSES SECTIONS POLICIES GROUPS HELLO VEDWARDS@SCHOOLEMAIL.COM! LOG OFF									
SECTIONS									
Create New		Filter by:		Department Code All					
COURSE NAME	SECTION	DEPARTMENT CODE	INSTRUCTOR	MODE	ROOM	TIME	START DATE	END DATE	
Web Page Design I	HD1	ITD	John Amato	In Person	DTC 401	MW 11AM-3PM	01/11/2022	04/29/2022	Edit Details Delete
Web Page Design I	DL01	ITD	John Amato	Virtual	Online	MTWThFSU	01/11/2022	05/03/2022	Edit Details Delete

SYLLABEST FACULTY ABOUT CONTACT COURSES SECTIONS POLICIES GROUPS HELLO VEDWARDS@SCHOOLEMAIL.COM! LOG OFF									
DETAILS SECTION									
Mode In Person Room DTC 401 Time MW 11AM-3PM Start Date 01/11/2022 End Date 04/29/2022 Section HD1 Instructor John Amato Course Name Web Page Design I Edit Back to List									
© 2021 - SyllaBest 04/05/2021									

Edit or Delete Sections

If the administrator needs to edit or delete,

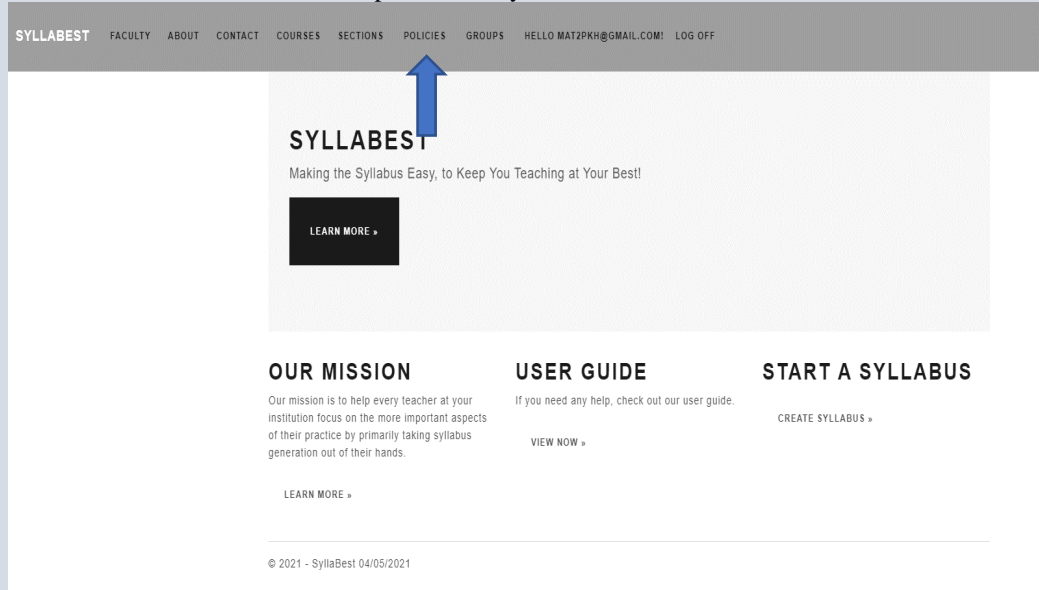
Edit |
Details
|
Delete

he can select the section from the sections page, and then select edit or delete

SYLLABEST FACULTY ABOUT CONTACT COURSES SECTIONS POLICIES GROUPS HELLO MAT2PKH@GMAIL.COM! LOG OFF									
SECTIONS									
Create New		Filter by:		Department Code All					
COURSE NAME	SECTION	DEPARTMENT CODE	INSTRUCTOR	MODE	ROOM	TIME	START DATE	END DATE	
Web Page Design I	HD1	ITD	John Amato	In Person	DTC 401	MW 11AM-3PM	01/11/2022	04/29/2022	Edit Details Delete
Web Page Design I	DL01	ITD	John Amato	Virtual	Online	MTWThFSU	01/11/2022	05/03/2022	Edit Details Delete

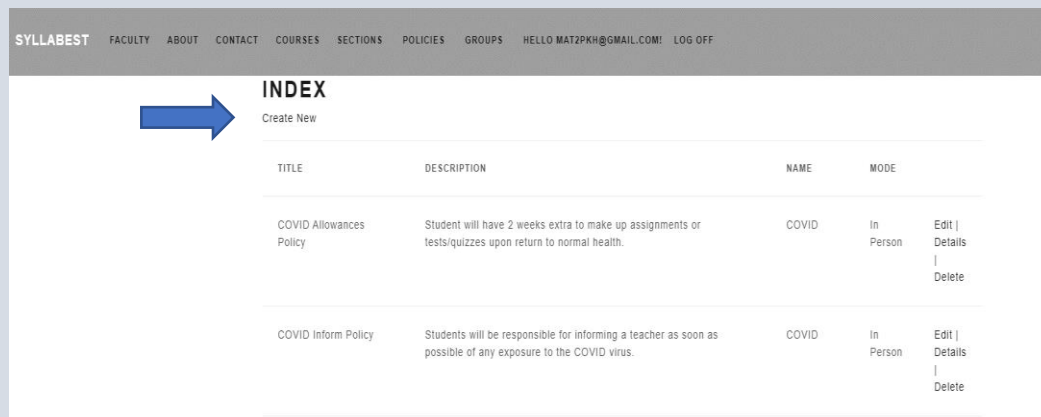
Adding, Edit or Delete Policies

In order to add, delete or edit a policies, they must select **POLICIES** from the main menu.



Adding a New Policy

After selecting the policies option, the user should select the **Create New** button at the top of the pages to add new courses.



The administrator can then add data to the following fields:

SYLLABEST FACULTY ABOUT CONTACT COURSES SECTIONS POLICIES GROUPS HELLO MATZPKH@GMAIL.COM! LOG OFF

CREATE POLICY

Title

Description

SectionId
In Person

GroupId
COVID

SAVE

Back to List

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The administrator can then input the instructors and hit

Save

Back to List

or can go back to the main policies page

Edit or Delete Policies

If the administrator needs to edit or delete,

Edit |
Details
|
Delete

he can select the option from the policies page, and then select edit or delete

SYLLABEST FACULTY ABOUT CONTACT COURSES SECTIONS POLICIES GROUPS HELLO MATZPKH@GMAIL.COM! LOG OFF

INDEX

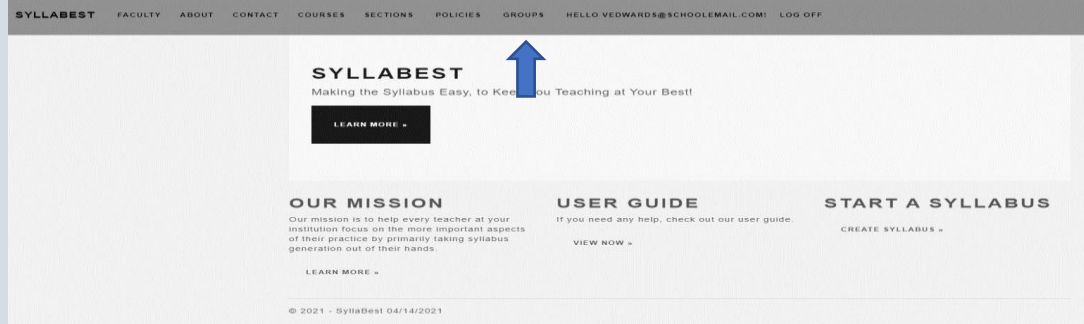
Create New

TITLE	DESCRIPTION	NAME	MODE
COVID Allowances Policy	Student will have 2 weeks extra to make up assignments or tests/quizzes upon return to normal health.	COVID	In Person
COVID Inform Policy	Students will be responsible for informing a teacher as soon as possible of any exposure to the COVID virus.	COVID	In Person

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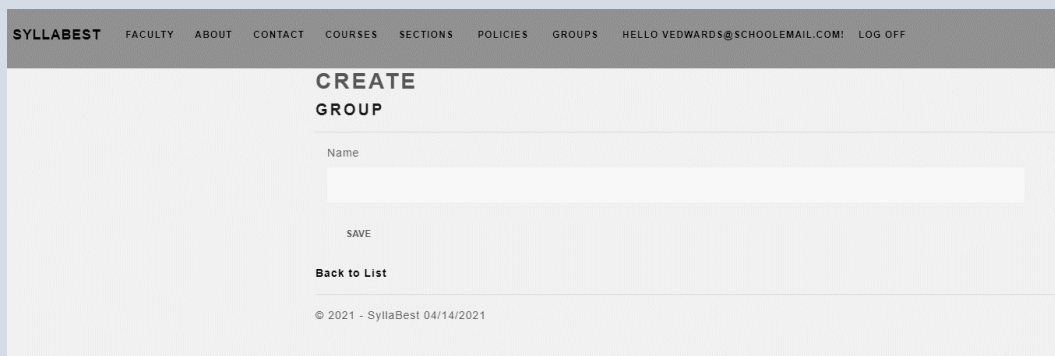
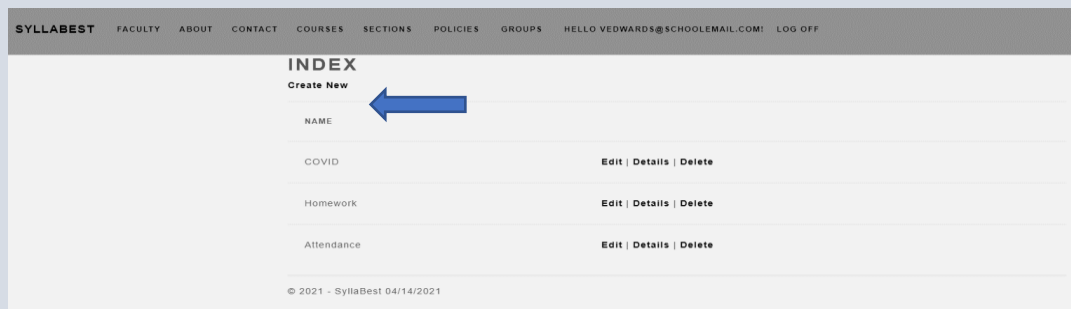
Adding, Edit or Delete Group

In order to add, delete or edit a Group, they must select **GROUPS** from the main menu.



Adding a New Group

After selecting the Groups option, the user should select the **Create New** button at the top of the pages to add new courses.



The administrator can then add data to the following fields:

The administrator can then input the instructors and hit **Save** or can go back to the main course page. **Back to List**

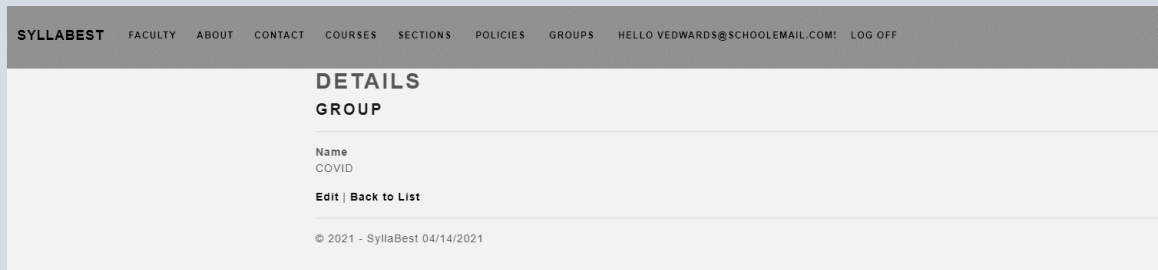
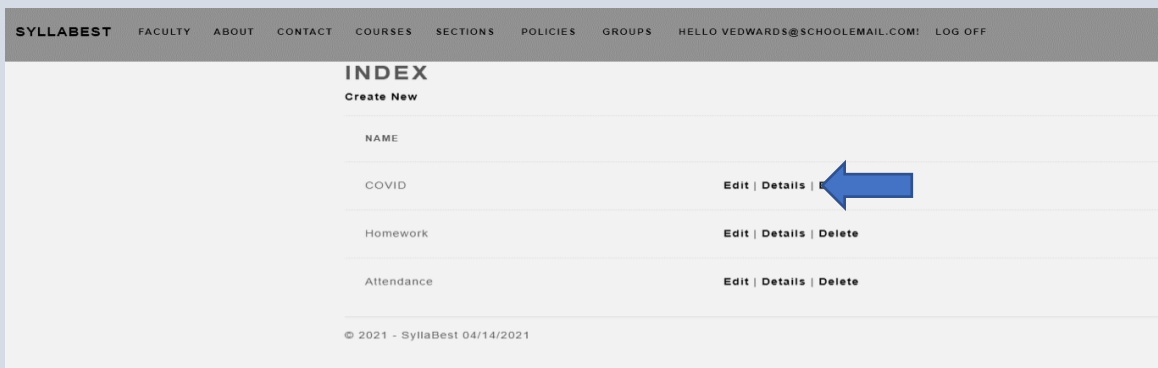
Save

Back to List

Displaying a Group

In order to display the class click

Details

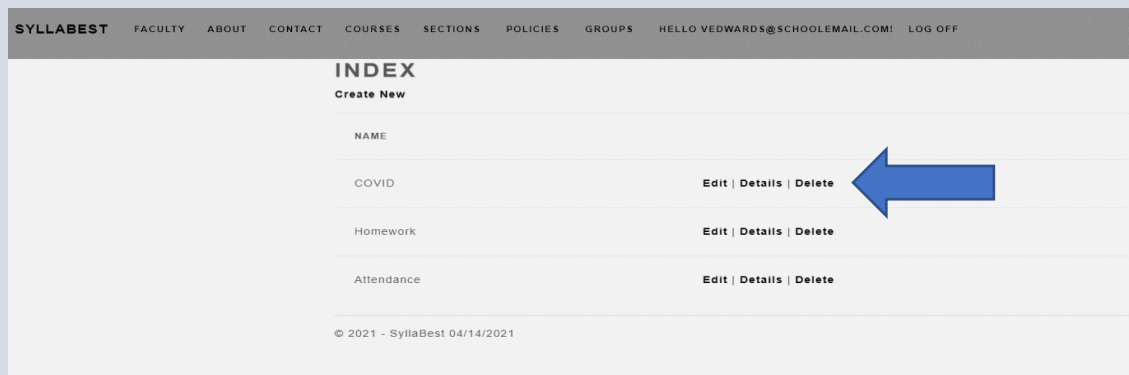


Edit or Delete Groups

If the administrator needs to edit or delete,

**Edit |
Details
|
Delete**

he can select the Group from the Groups page, and then select edit or delete



Maneuvering to Create a Syllabus

SYLLABEST [FACULTY](#) [ABOUT](#) [CONTACT](#) [COURSES](#) [SECTIONS](#) [POLICIES](#) [GROUPS](#) [HELLO VEDWARDS@SCHOOLEMAIL.COM!](#) [LOG OFF](#)

SYLLABEST

Making the Syllabus Easy, to Keep You Teaching at Your Best!

[LEARN MORE »](#)

OUR MISSION

Our mission is to help every teacher at your institution focus on the more important aspects of their practice by primarily taking syllabus generation out of their hands.

[LEARN MORE »](#)

USER GUIDE

If you need any help, check out our user guide.

[VIEW NOW »](#)

START A SYLLABUS

[CREATE SYLLABUS »](#)

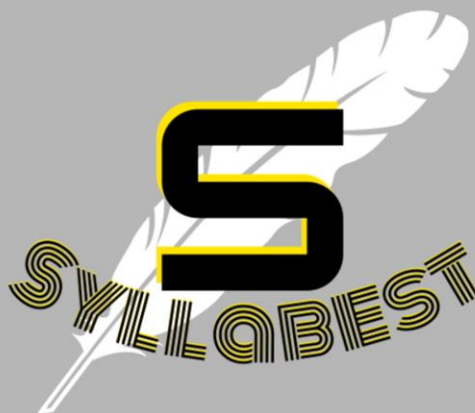


© 2021 - SyllaBest 04/14/2021

Creating a Syllabus

Start by clicking

Create A Syllabi



Create A Syllabi

Let's Chat!

Locate **Class & Section** and click on the drop-down menu next to
Select the appropriate class for the syllabi you are generating.

What is the class for Your syllabi?

Class & Section

What is the class for Your syllabi?

Select Class



What is the section number?

Select Section



While still under **Class & Section** click on the drop-down menu next to **What is the section number?**.
Select the appropriate section for the syllabi you are generating.

Class & Section

What is the class for Your syllabi?

Select Class



What is the section number?

Select Section



Locate **Select policies for your syllabus:** and click on the drop-down menu next to **Select Policies of class:**.
Select the appropriate selection for the syllabi you are generating.

Select policies for your syllabus:

Select Policies of class:



Policy Selection



Locate **Please include Grades & Assignments**. Underneath is a textbox in which an instructor can type out assignment names and descriptions. This textbox is also used for typing out grades and grading policies.

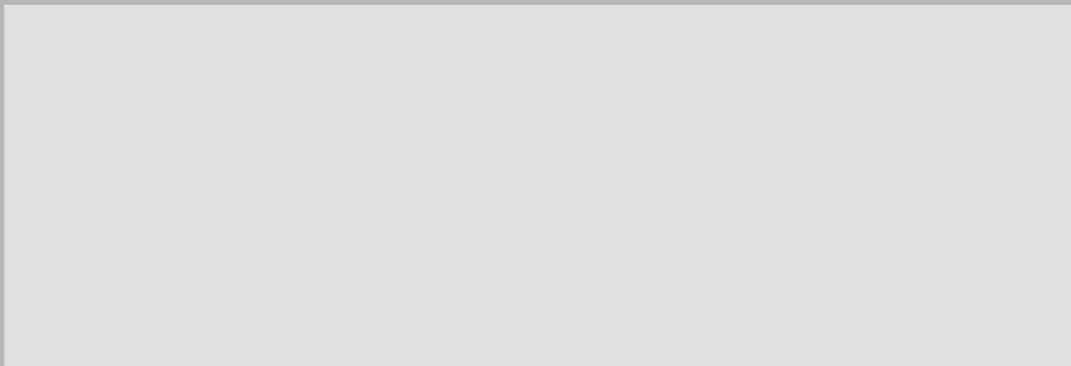
Please include Grades & Assignments



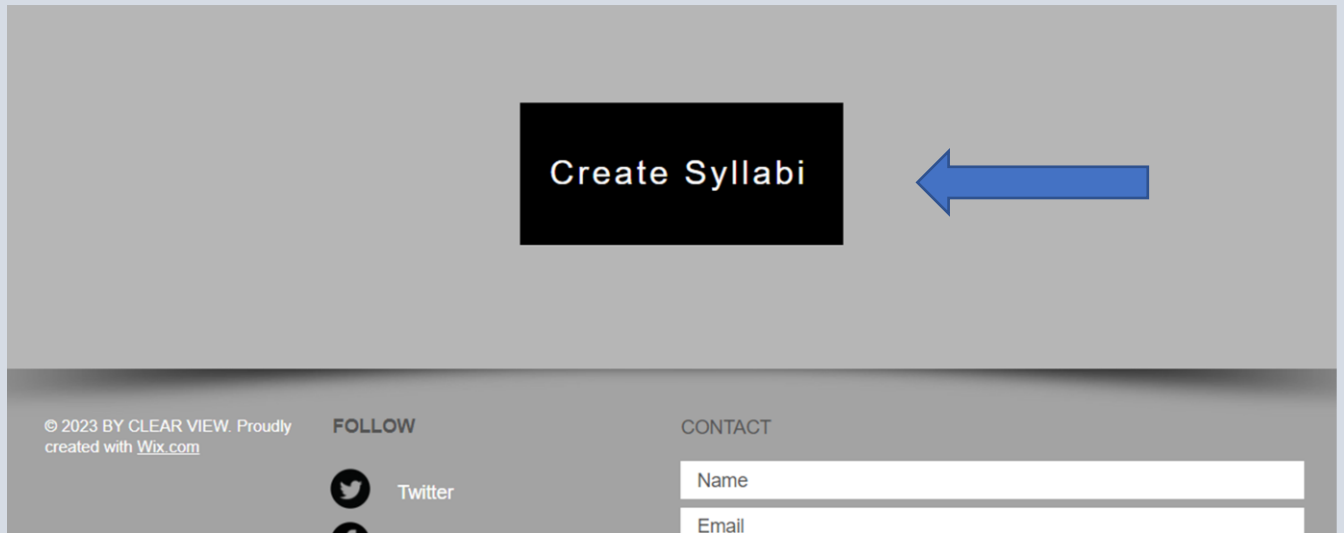
Locate **Class Schedule** followed by **Please input your class schedule here**. Underneath is a textbox in which an instructor can type out their class and office hour schedules.

Class Schedule

Please input your class schedule here



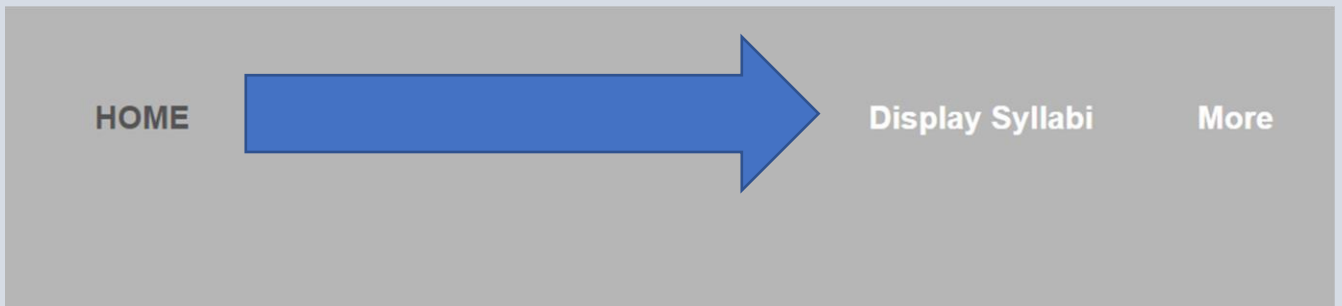
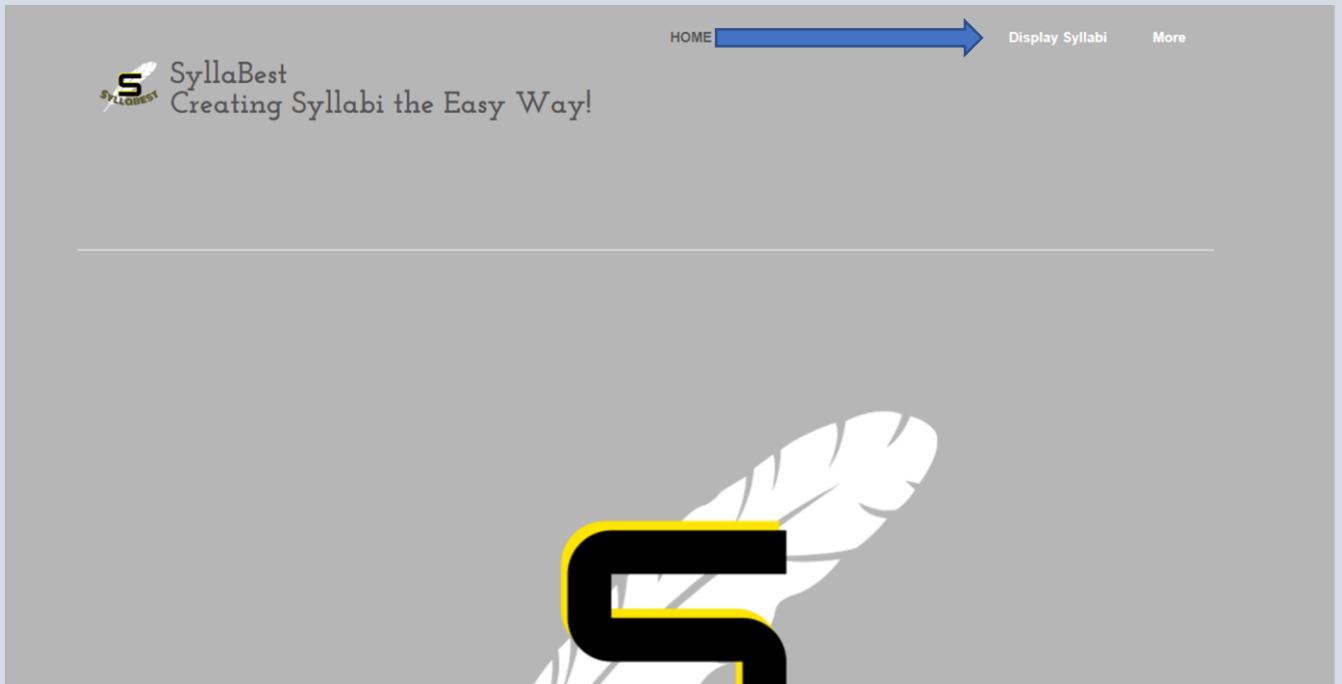
Lastly locate the **Create Syllabi** button and click to create.



After clicking **Create Syllabi**, a syllabus is ready for saving and printing, as is explained in the pages that follow.


Saving a Syllabus

Locate **Display Syllabi** and click on the link.



Under **Display Syllabi**, all generated syllabi can be located. Click on the pages you want to save.

The picture below is only an example of what an instructor's Displayed Syllabi page may look like



SyllaBest

Creating Syllabi the Easy Way!

Reynolds Community College
Spring 2021 Syllabi for ITD298
Classroom

Instructor:	Amanda Sullivan
Office:	Room 113 in Durham Hall, Piedmont Campus
Classroom Address:	2541 275th Ave
E-mail:	asullivan@reynolds.edu
Office Hours:	Monday, 2pm to 5pm Wednesday, 2pm to 5pm Sunday, 6am to 8am

Please note that I respond to all emails from Monday at 8am to Friday at 5pm within 12 hours. All emails received between Friday at 5pm and Monday morning at 8am will be responded to Monday morning at 8am.

COURSE DESCRIPTION, OBJECTIVES AND GOALS

Course Description:
The Capstone Seminar is designed to incorporate your accumulated learning in Web Design and Development in a single original project of your choice. Student will be the professor's apprentice. Not only does this portfolio project showcase your skills in web design and development, but your use of those skills as seen in the "business world." The topic is not just any "whatever" of your hand, but your subject should be broad enough so that it can be broken down into sub-categories creating a consistent outline. Visuals, images, maps, all will have to be presented for your professor's approval and agree along with your finished product (perfecting any revisions). Research will be needed in order to include valid information about your topic and to learn our writing and visual layout. While researching you should decide on how this project is going to be presented - meaning anything necessary to bring it to fruition. Capture these design details and are expected to deepen their understanding of Web Design practices and work effectively within the creative and technical constraints of the Web. Students will identify, apply, and present meaningful research for their design work. Careful attention to peer and professional communication, business plan, technical accuracy, and innovative design is expected culminating in portfolio quality work.

Course Goals: By the end of the course, students will be able to clearly articulate research on the topic they choose, utilize the subject project to a web browser, and with a business-like persona professionally present their portfolio to the class and visitors.

Capstone Experience Outcomes: The goal of our program is to prepare adult learners for the contemporary workplace and modern society, to educate them to take leadership roles, and to make a positive impact in a changing society. As evidenced by their final project, students will be able to:

- provide students with the opportunity to apply the knowledge and skills acquired in their courses to a specific problem at hand
- allow students to extend their academic experience into areas of personal interest, working with non-class, social organizations, individuals, and teams.

Learning Objectives:

- encourage students to think critically and creatively about academic, professional, or social issues and to further develop their analysis and ethical leadership skills necessary to address and help solve these issues.
- provide students with the opportunity to refine research skills and demonstrate their proficiency in written and/or oral communication skills.
- have students demonstrate their achievement of the Community College outcomes and their ability to extend and apply this knowledge and skill in the workplace of their personal and professional goals.

Learning Objectives:

- improve present skills in web design and development, accumulate a higher level of knowledge in these areas, and add other skills to explore a "real world" issue requiring the topic for additional content research.
- locate the necessary information for the site through research.
- create a web site using a self-designed template and make use of HTML5 semantic tags, external CSS for formatting and layout, knowledge of color theory, a suitable layout, and a consistent navigation (syntax).
- include some jQuery modules in your creation (syntax).
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- conduct and respond to criticism through peer-reviews throughout the semester.
- conduct an impromptu web site project that also contains similar to company best practices in web design and to organize according to these best practices (presentation and syntax).
- present your finished project to the group using professional presentation skills and the ability to explain your creative process (application).

COURSE AND COLLEGE POLICIES

E-mail: Each student has an active college e-mail account which will be used throughout the semester. When sending the instructor e-mail, please identify the class to which you are referring and use full name in the subject line. (i.e. John Doe-ITD-123-0456) Check your email frequently for updates and announcements. Notify the instructor in the subject line of any instructions for forwarding your student email to your personal email account. Doing this will ensure that you get every message.

Campus: Each student will be required to log on and use the Blackboard learning system. Course information including syllabus, assignments and due dates, test schedules, general instructions, grades and materials needed are located in Canvas. Assignments are completed using the LMS system. Files are downloaded to the student's storage device, manipulated, and uploaded back into the LMS system for grading.

Academic Honesty

The Academic Honesty Policy of [SyllaBest](#) Reynolds (Policy 1-04) asserts that students are held to the highest standard of integrity in academic integrity. Students are expected to complete their work independently or give full credit to any work that is not solely their own. It is imperative that students maintain a high standard of individual honor in their academic work. Academic dishonesty includes acts of cheating, plagiarism, or collusion. Documented instances of academic dishonesty can result in a zero for the assignment, a grade of F for the course or dismissal for more serious or repeated acts. See the student handbook for the college policy. Any member of the college community who observes an act of academic dishonesty is expected to report it to the instructor or the director of Student Development Services.

For the full Honesty Policy as presented by the Virginia Community College System see: [SyllaBest Policy](#)

Need for Assistance
If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as it has outlined, or which may require academic accommodations, please notify me as soon as possible.

ADA compliance:
The Office of Student Accommodations assists students with documented disabilities gain access to College programs, services, and activities per goal to identify needs and implement services in accordance with the guidelines established for the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students who wish to request accommodations should contact the Office of Student Accommodations (OSA) on the Downtown or Parkland Campus to schedule an appointment. Service for the Western Campus is coordinated through the Parkland Road Office. Please visit <http://www.reynolds.edu/studentaffairs/academic.htm> or call (847) 529-5299 for more information or to seek assistance.

OTC's Learning Management System, Blackboard, is ADA compliant. To read Blackboard's Accessibility and compliance statement, please visit <http://www.blackboard.com/Partners/learn/Accessibility/Accessibility.aspx>.

Appeals Policy:
To appeal a grade, send an e-mail to your instructor's e-mail address within two weeks of the grade having been received. Overdue appeals will not be considered.

Attendance:
Students at OTC are expected to attend all classes and to notify the instructor when absences are necessary. Attendance for Online students is complemented by assignments. If you do not complete assignments, you will be marked absent. Dropping into Blackboard will NOT give you attendance credit and could result in the removal from the course.

Students may withdraw during the first 60% of a course by submitting a "Withdrawal from Course" form in accordance with the College Withdrawal Procedures. Failure to submit a form may result in a grade of "F" for the course and may adversely affect the eligibility for other benefits.

The last day for students to withdraw from class with a refund is January 31, 2021 and the last day to withdraw with a VET Award is March 31, 2021

Grades and Assignments

Grade	Student Name	Points
Final (1)	25 points (100)	
Quiz (1)	25	100
Quiz (2)	25	100
Final Presentation (1)	25	100
Quiz Review (1)	25	100
Quiz Review (2)	25	100
Quiz Review (3)	25	100
Total	500	300

Letter Grade

Letter Grade	Percentage Range
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	50-59%
W	Below 50%

Assignments
Students will work on a large project throughout the semester with milestones that are expected to be met throughout the semester. The final project will be presented as a group.

Late Work
For this course late work is not accepted. You have weekly assignments due by Monday mornings at 8am. If it is not there when I grade for the day, it will be a zero. If you are not present for your sport meeting, please turn the group documents by your own deadline or it will be a zero as well.

Consent, Action Plan
The Virginia Department of Health has advised that the spread of the potential spread of the Coronavirus. If you are in the virus, I ask that you contact me immediately by phone or email to inform me of your condition. I advise that you do not attend classes and you are provided with information from a medical professional. You will need to provide me with documentation of the diagnosis from your health care provider, and I will work with you to ensure that you continue to progress in the course.

In the event that the college must close for an extended period of time, our class will continue, but it will be taught online. As your instructor, I will contact you via email and through Canvas. Announcements to notify you of the plan to progress through the

course. Please understand that you will need to check emails and Canvas every day for these communications. I will do the same. The Virginia Department of Health has advised all state agencies of the potential spread of the Coronavirus.

I also am instructing you to visit http://www.reynolds.edu/campus_health/health.aspx daily to remain informed of the college response to the pandemic.

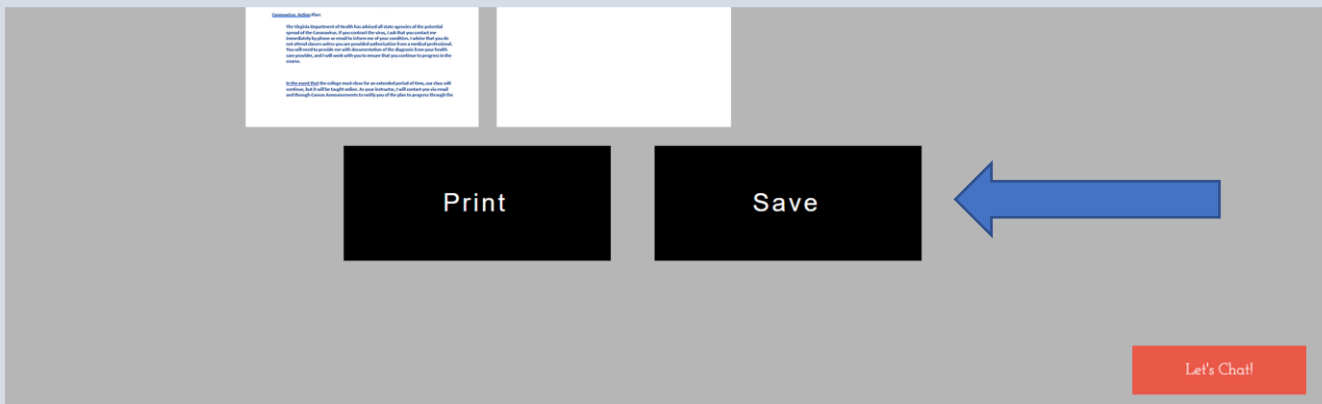
Schedule
See Canvas -> Syllabus for the complete list of assignments and due dates.

Scroll down and click on

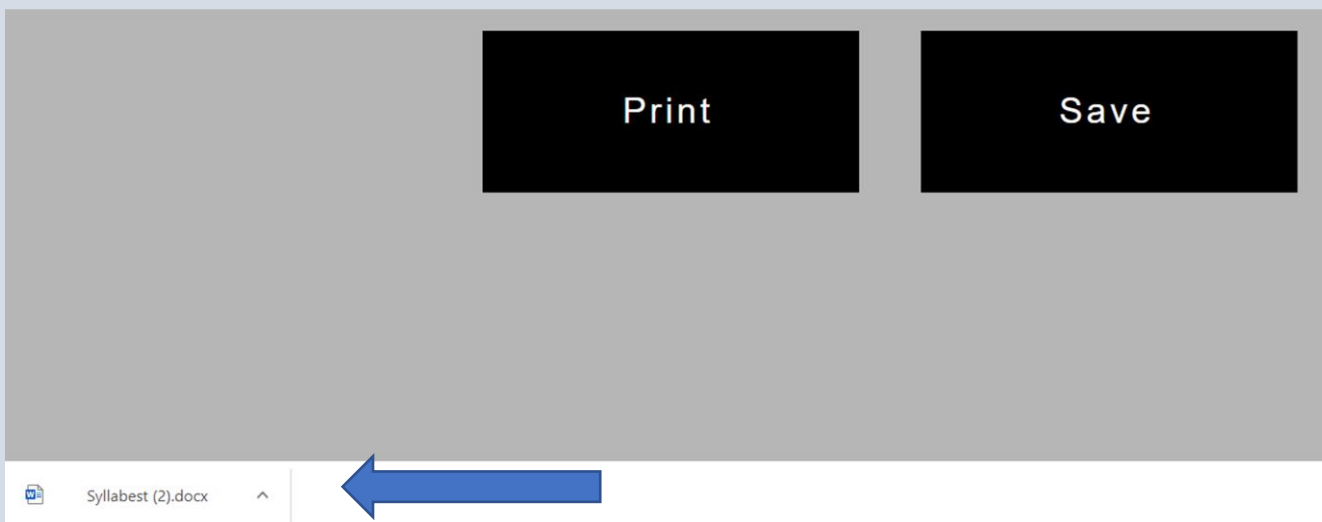
Save

,located next to

Print



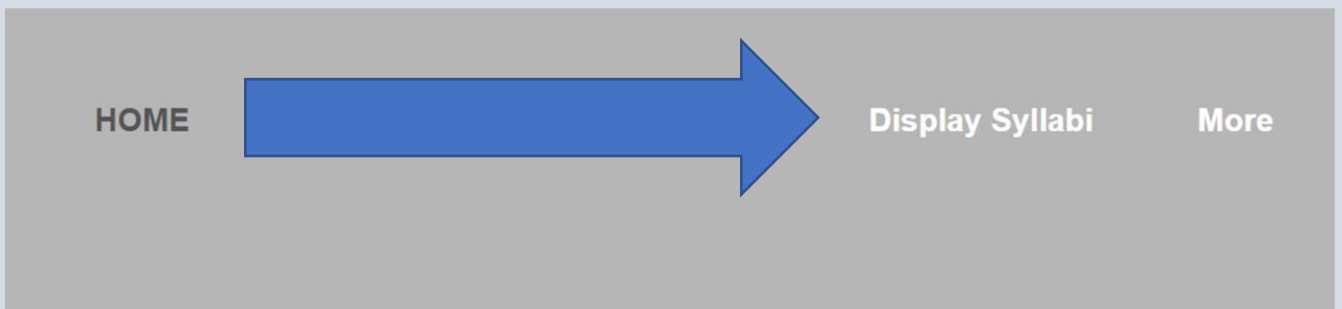
Click on the file that appears at the bottom left of the screen. The file will be titled Syllabest.



From here an instructor will be prompted to open their syllabus in a word processor software of their choosing. They can then use their software to save it to their computer.


Printing a Syllabus

Locate **Display Syllabi** and click on the link.



Under **Display Syllabi**, all generated syllabi can be located. Click on the pages you want to print.

The picture below is only an example of what an instructor's Displayed Syllabi page may look like



SyllaBest

Creating Syllabi the Easy Way!

Reynolds Community College
Spring 2021 Syllabi for ITD298
Classroom

Instructor:	Amanda Sullivan
Office:	Room 113 in Durham Hall, Piedmont Campus
Office Hours:	Tu, 12:15-1:45
E-mail:	asullivan@reynolds.edu
Office Hours:	Monday, 2pm to 5pm
	Wednesday, 2pm to 5pm
	Sunday, 6pm to 8pm

Please note that I respond to all emails from Monday at 9am to Friday at 5pm within 12 hours. All emails received between Friday at 5pm and Monday morning at 9am will be responded to Monday morning at 9am.

COURSE DESCRIPTION, OBJECTIVES AND GOALS

Course Description:
The Capstone Seminar is designed to incorporate your accumulated learning in Web Design and Development in a single original project of your choice. Student will be the professor's supervisor. Not only does this portfolio project showcase your skills in web design and development, but your use of those skills as seen in the "business world." The topic is not just any "whatever" of your hand, but your subject should be broad enough so that it can be broken down into sub-categories creating a consistent outline. Visuals, images, maps, all will have to be presented to your professor's approval and agree along with your finished product (perfecting any revisions). Research will be needed in order to include valid information about your topic and to learn our writing and visual layout. While researching you should decide on how this project is going to be presented - meaning anything necessary to bring it to fruition. Capture these design details and are expected to deepen their understanding of Web Design practices and work effectively within the creative and technical constraints of the Web. Students will identify, apply, and present meaningful research for their design work. Careful attention to peer and professional communication, business plan, technical accuracy, and innovative design is expected culminating in portfolio quality work.

Course Goals: By the end of the course, students will be able to clearly articulate research on the topic they choose, utilize the subject project to a web browser, and with a business-like persona professionally present their portfolio to the class and visitors.

Capstone Experience Outcomes: The goal of our program is to prepare adult learners for the contemporary workplace and modern society, to educate them to take leadership roles, and to make a positive impact in a changing society. As evidenced by their final project, students will:

- provide students with the opportunity to apply the knowledge and skills acquired in their courses to a specific problem at hand.
- allow students to extend their academic experience into areas of personal interest, working with non-class, social, organizations, individuals, and team.

Learning Objectives:

- encourage students to think critically and creatively about academic, professional, or social issues and to further develop their analysis and ethical leadership skills necessary to address and help solve these issues.
- provide students with the opportunity to refine research skills and demonstrate their proficiency in written and/or oral communication skills.
- have students demonstrate their achievement of the Community College outcomes and their ability to extend and apply this knowledge and skill in the workplace of their personal and professional goals.

Learning Objectives:

- improve present skills in web design and development, accumulate a higher level of knowledge in these areas, and add other skills to explore a "real world" issue requiring the topic for additional content research.
- locate the necessary information for the site through research.
- create a web site using a self-designed template and make use of HTML5 semantic tags, external CSS for formatting and layout, knowledge of color theory, a suitable layout, and a consistent navigation (syntax).
- include some jQuery modules in your creation (syntax).
- produce web pages using the HTML5 canvas, embedded social media widgets and consistent navigation (syntax).
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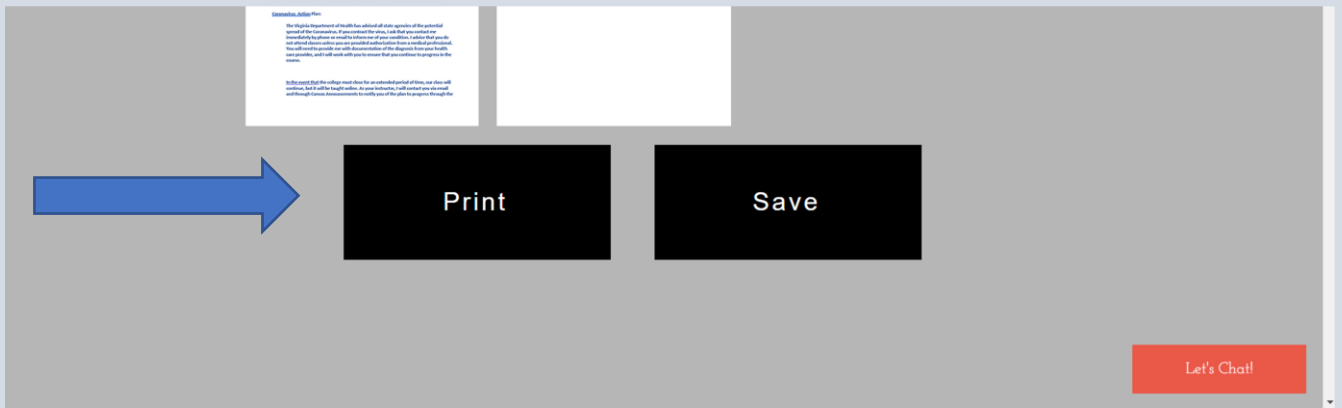
Schedule
See Canvas -> Syllabus for the complete list of assignments and due dates.

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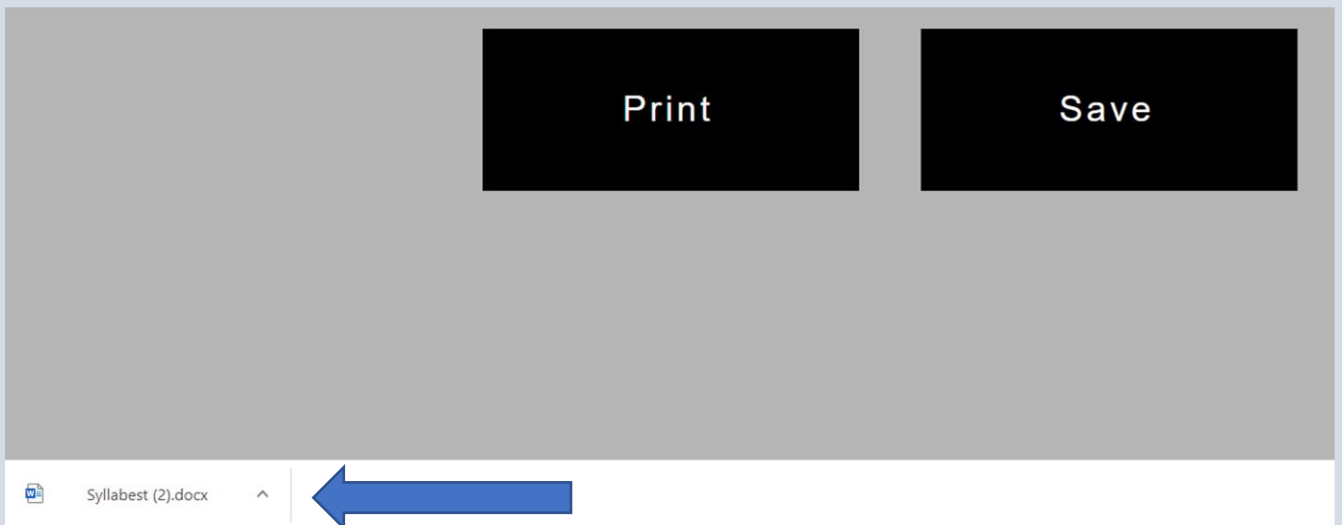
Print

located next to

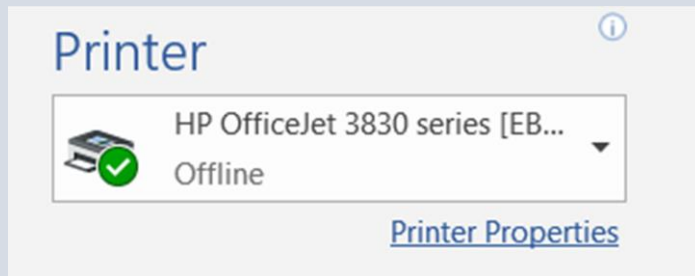
Save



Click on the file that appears at the bottom left of the screen. The file will be titled Syllabest.



The file will appear on a new page. Choose your printer from the printer drop-down menu



Click on the textbox and type in the amount of desired copies to be printed. Click on this page to begin printing selected syllabi.

Print

Copies:

Print

Printer

HP OfficeJet 3830 series [EB...]

Offline

Printer Properties

Settings

Print All Pages

The whole thing

Pages:

Print One Sided

Only print on one side of the...

Collated

1,2,3 1,2,3 1,2,3

Portrait Orientation

Letter

8.5" x 11"

Normal Margins

Top: 1" Bottom: 1" Left: 1" Ri...

1 Page Per Sheet

Page Setup

Reynolds Community College Spring 2021 Syllabus for ITD298 Capstone

Instructor:	Amanda Shelton
Office:	Room 112i in Burnette Hall, Parham Campus
Google Phone:	(804) 723-0466
E-mail:	ashelton@reynolds.edu
Office Hours:	Monday: 2pm to 6pm Wednesday: 2pm to 6pm Sunday: 6pm to 8pm

Please note that I respond to all emails from Monday at 8am to Friday at 5pm within 12 hours. All emails received between Friday at 5pm and Monday morning at 8am will be responded to Monday morning at 8am.

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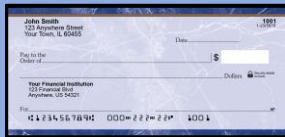
- provide students with the opportunity to apply the knowledge and skills acquired in their courses to a specific problem or issue.
- allow students to extend their academic experience into areas of personal interest, working with new ideas, issues, organizations, individuals, and tools.

Pricing

Plans	Free	Introductory	Standard	Premium
Cost	\$0.00	\$1,999.99	\$3,499.99	\$6,499.99
Number Users Allowed	50 users	Unlimited users	Unlimited users	Unlimited users
Customer Service	limited	24 hours / 7 days a week	24 hours / 7 days a week	24 hours / 7 days a week
Time	30 days	4 months	1 year	2 years

Methods of Payment

Check



Credit Cards



Appendix A

General Public License

- Version 1.1, February 1999 Copyright (C) 1991, 1999 Free Software Foundation, Inc. 59 Temple Place, Suite 330, Boston, MA 02111-1307 USA Everyone is permitted to copy and distribute verbatim copies of this license document, but changing it is not allowed. [This is the first released version of the Lesser GPL. It also counts as the successor of the GNU Library Public License, version 2, hence the version number 2.1.]

Preamble

The licenses for most software are designed to take away your freedom to share and change it. By contrast, the GNU General Public Licenses are intended to guarantee your freedom to share and change free software—to make sure the software is free for all its users.

This license, the Lesser General Public License, applies to some specially designated software packages—typically libraries—of the Free Software Foundation and other authors who decide to use it. You can use it too, but we suggest you first think carefully about whether this license or the ordinary General Public License is the better strategy to use in any case, based on the explanations below.

When we speak of free software, we are referring to freedom of use, not price. Our General Public Licenses are designed to make sure that you have the freedom to distribute copies of free software (and charge for this service if you wish); that you receive source code or can get it if you want it; that you can change the software and use pieces of it in new free programs; and that you are informed that you can do these things.

To protect your rights, we need to make restrictions that forbid distributors to deny you these rights or to ask you to surrender these rights. These restrictions translate to certain responsibilities for you if you distribute copies of the library or if you modify it.

For example, if you distribute copies of the library, whether gratis or for a fee, you must give the recipients all the rights that we gave you. You must make sure that they, too, receive or can get the source code. If you link other code with the library, you must provide complete object files to the recipients, so that they can relink them with the library after making changes to the library and recompiling it. And you must show them these terms, so they know their rights.

We protect your rights with a two-step method: (1) we copyright the library, and (2) we offer you this license, which gives you legal permission to copy, distribute and/or modify the library.

To protect each distributor, we want to make it very clear that there is no warranty for the free library. Also, if the library is modified by someone else and passed on, the recipients should know that what they have is not the original version, so that the original author's reputation will not be affected by problems that might be introduced by others.

Finally, software patents pose a constant threat to the existence of any free program. We wish to make sure that a company cannot effectively restrict the users of a free program by obtaining a restrictive license from a patent holder. Therefore, we insist that any patent license obtained for a version of the library must be consistent with the full freedom of use specified in this license.

Most GNU software, including some libraries, is covered by the ordinary GNU General Public License. This license, the GNU Lesser General Public License, applies to certain designated libraries, and is quite different from the ordinary General Public License. We use this license for certain libraries in order to permit linking those libraries into non-free programs.

When a program is linked with a library, whether statically or using a shared library, the combination of the two is legally speaking a combined work, a derivative of the original library. The ordinary General Public License therefore permits such linking only if the entire combination fits its criteria of freedom. The Lesser General Public License permits more lax criteria for linking other code with the library. We call this license the "Lesser" General Public License because it does Less to protect the user's freedom than the ordinary General Public License. It also provides other free software developers Less of an advantage over competing non-free programs. These disadvantages are the reason we use the ordinary General Public License for many libraries. However, the Lesser license provides advantages in certain special circumstances. For example, on rare occasions, there may be a special need to encourage the widest possible use of a certain library, so that it becomes a de-facto standard. To achieve this, non-free programs must be allowed to use the library. A more frequent case is that a free library does the same job as widely used non-free libraries. In this case, there is little to gain by limiting the free library to free software only, so we use the Lesser General Public License. In other cases, permission to use a particular library in non-free programs enables a greater number of people to use a large body of free software. For example, permission to use the GNU C Library in non-free programs enables many more people to use the whole GNU operating system, as well as its variant, the GNU/Linux operating system. Although the Lesser General Public License is Less protective of the users' freedom, it does ensure that the user of a program that is linked with the Library has the freedom and the wherewithal to run that program using a modified version of the Library. The precise terms and conditions for copying, distribution and modification follow. Pay close attention to the difference between a "work based on the library" and a "work that uses the library". The former contains code derived from the library, whereas the latter must be combined with the library in order to run.

GNU LESSER GENERAL PUBLIC LICENSE TERMS AND CONDITIONS FOR COPYING, DISTRIBUTION AND MODIFICATION

This License Agreement applies to any software library or other program which contains a notice placed by the copyright holder or other authorized party saying it may be distributed under the terms of this Lesser General Public License (also called "this License"). Each licensee is addressed as "you". A "library" means a collection of software functions and/or data prepared to be conveniently linked with application programs (which use some of those functions and data) to form executables. The "Library", below, refers to any such software library or work which has been distributed under these terms. A "work based on the Library" means either the Library or any derivative work under copyright law: that is to say, a work containing the Library or a portion of it, either verbatim or with modifications and/or translated straightforwardly into another language. (Hereinafter, translation is included without limitation in the term "modification".) "Source code" for a work means the preferred form of the work for making modifications to it. For a library, complete source code means all the source code for all modules it contains, plus any associated interface definition files, plus the scripts used to control compilation and installation of the library. Activities other than copying, distribution and modification are not covered by this License; they are outside its scope. The act of running a program using the Library is not restricted, and output from such a program is covered only if its contents constitute a work based on the Library (independent of the use of the Library in a tool for writing it). Whether that is true depends on what the Library does and what the program that uses the Library does.

You may copy and distribute verbatim copies of the Library's complete source code as you receive it, in any medium, provided that you conspicuously and appropriately publish on each copy an appropriate copyright notice and disclaimer of warranty; keep intact all the notices that refer to this License and to the absence of any warranty; and distribute a copy of this License along with the Library.

You may charge a fee for the physical act of transferring a copy, and you may at your option offer warranty protection in exchange for a fee.

You may modify your copy or copies of the Library or any portion of it, thus forming a work based on the Library, and copy and distribute such modifications or work under the terms of Section 1 above,

if you also meet all these conditions:

- a) The modified work must itself be a software library.
- b) You must cause the files modified to carry prominent notices stating that you changed the files and the date of any change.
- c) You must cause the whole of the work to be licensed at no charge to all third parties under the terms of this License.
- d) If a facility in the modified Library refers to a function or a table of data to be supplied by an application program that uses the facility, other than as an argument passed when the facility is invoked, then you must make a good faith effort to ensure that, in the event an application does not supply such function or table, the facility still operates, and performs whatever part of its purpose remains meaningful. (For example, a function in a library to compute square roots has a purpose that is entirely well-defined independent of the application. Therefore, Subsection 2d requires that any application-supplied function or table used by this function must be optional: if the application does not supply it, the square root function must still compute square roots.)

These requirements apply to the modified work as a whole. If identifiable sections of that work are not derived from the Library, and can be reasonably considered independent and separate works in themselves, then this License, and its terms, do not apply to those sections when you distribute them as separate works. But when you distribute the same sections as part of a whole which is a work based on the Library, the distribution of the whole must be on the terms of this License, whose permissions for other licensees extend to the entire whole, and thus to each and every part regardless of who wrote it.

Thus, it is not the intent of this section to claim rights or contest your rights to work written entirely by you; rather, the intent is to exercise the right to control the distribution of derivative or collective works based on the Library. In addition, mere aggregation of another work not based on the Library with the Library (or with a work based on the Library) on a volume of a storage or distribution medium does not bring the other work under the scope of this License.

3. You may opt to apply the terms of the ordinary GNU General Public License instead of this License to a given copy of the Library. To do this, you must alter all the notices that refer to this License, so that they refer to the ordinary GNU General Public License, version 2, instead of to this License. (If a newer version than version 2 of the ordinary GNU General Public License has appeared, then you can specify that version instead if you wish.) Do not make any other change in these notices.

Once this change is made in each copy, it is irreversible for that copy, so the ordinary GNU General Public License applies to all subsequent copies and derivative works made from that

4. You may copy and distribute the Library (or a portion or derivative of it, under Section 2) in object code or executable form under the terms of Sections 1 and 2 above if you accompany it with the complete corresponding machine-readable source code, which must be distributed under the terms of Sections 1 and 2 above on a medium customarily used for software interchange.

If distribution of object code is made by offering access to copy from a designated place, then offering equivalent access to copy the source code from the same place satisfies the requirement to distribute the source code, even though third parties are not compelled to copy the source along with the object code.

5. A program that contains no derivative of any portion of the Library but is designed to work with the Library by being compiled or linked with it, is called a "work that uses the Library". Such a work, in isolation, is not a derivative work of the Library, and therefore falls outside the scope of this License.

However, linking a "work that uses the Library" with the Library creates an executable that is a derivative of the Library (because it contains portions of the Library), rather than a "work that uses the library". The executable is therefore covered by this License. Section 6 states terms for distribution of such executables.

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If such an object file uses only numerical parameters, data structure layouts and accessors, and small macros and small inline functions (ten lines or less in length), then the use of the object file is unrestricted, regardless of whether it is legally a derivative work. (Executables containing this object code plus portions of the Library will still fall under Section 6.)

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a) Accompany the work with the complete corresponding machine-readable source code for the Library including whatever changes were used in the work (which must be distributed under Sections 1 and 2 above); and, if the work is an executable linked with the Library, with the complete machine-readable "work that uses the Library", as object code and/or source code, so that the user can modify the Library and then relink to produce a modified executable containing the modified Library. (It is understood that the user who changes the contents of definitions files in the Library will not necessarily be able to recompile the application to use the modified definitions.)

- b) Use a suitable shared library mechanism for linking with the Library. A suitable mechanism is one that (1) uses at run time a copy of the library already present on the user's computer system, rather than copying library functions into the executable, and (2) will operate properly with a modified version of the library, if the user installs one, as long as the modified version is interface-compatible with the version that the work was made with.
- c) Accompany the work with a written offer, valid for at least three years, to give the same user the materials specified in Subsection 6a, above, for a charge no more than the cost of performing this distribution.
- d) If distribution of the work is made by offering access to copy from a designated place, offer equivalent access to copy the above specified materials from the same place.
- e) Verify that the user has already received a copy of these materials or that you have already sent this user a copy.
- f) For an executable, the required form of the "work that uses the Library" must include any data and utility programs needed for reproducing the executable from it. However, as a special exception, the materials to be distributed need not include anything that is normally distributed (in either source or binary form) with the major components (compiler, kernel, and so on) of the operating system on which the executable runs, unless that component itself accompanies the executable.

It may happen that this requirement contradicts the license restrictions of other proprietary libraries that do not normally accompany the operating system. Such a contradiction means you cannot use both them and the Library together in an executable that you distribute.

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END OF TERMS AND CONDITIONS

Appendix B

Acknowledgements

General Acknowledgements for all the Program Designers, Web Designers and Micro Applications Designers.

Web Design Team

Sarah Pernell



Sarah Pernell is part of the web development team at SyllaBest. Sarah has only two years within this line of work but has excelled tremendously. She enjoys having creative freedom with the client's goals and vision in mind. She is experienced in building websites from the ground up. Sarah takes the time to work through the website code line by line for the Best results. Sarah's goal is to bring your business and dreams alive by connecting you to your clientele in the most used platform today, the internet.

La'Mon Stith



La'Mon Stith is another member of the web development team at SyllaBest. He was born February 2, 1999 in Richmond, VA. His grandmother was La'Mon's babysitter. His grandmother discovered that he had Autism at the age of 2. She became his advocate. She enrolled him in Henrico County Public School at the age of 2½. He had supportive speech and occupational services at home as well as school. He needed these services because he was non-verbal and some activities that other babies did such as playing, bouncing a ball, and tying his shoes, was learned through occupational therapy. He finally learned how to speak one word at a time at the age of 6. He was a visual person, and he had comprehension and social skills issues. Therefore, he uses language by observing how his peers and others use words. Social skills is something that is scary to him because he is very shy. He is considered a high functioning Autistic. His accomplishments are as follows: He earned an academic diploma from Highland Springs High school. He also earned the rank of Eagle Scout in Boy Scout Troop 476. He got his driver's license at the age of 19. He studied piano for 4 years and drums for 6 years. He worked at Wawa for one year, and he currently attends Reynolds Community College. Once He graduates, He want to do some type of work with computers. His hobbies include playing video games and watching tv. His accomplishments are inspirational. He is an asset to our team here at SyllaBest.

Programming Team

Colin Betancourt



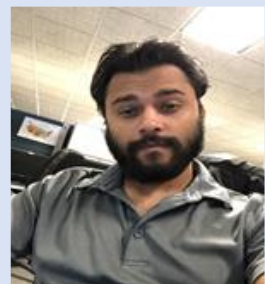
Colin Betancourt is a programmer for the SyllaBest team, and is pursuing a computer programming certificate at Reynolds Community College. Currently, Colin works as a cashier and self-checkout at BJ's Wholesale club, for about two years. Programming has always been a passion of his since high school, where he took AP Computer Science and scored a four on the exam. After High School, Colin attended VCU as a Computer Science major, and completed 45 credits before having to withdraw due to medical reasons. Getting a bachelor's in Computer Science is still a long-term goal of his, but he is completing this certification, so that he can find better work in a field he is interested in and likes.....

Stacy Cunningham



Stacy Cunningham is a programmer on the SyllaBest team, and she is finishing her Associates Degree in Computer Programming at J. Sergeant Reynolds. She is the General Manager of a restaurant, where efficiency and accuracy are of the upmost importance to being successful. By combining her experience in customer service with her programming abilities, Stacy provides her clients with user-friendly, effective solutions. With an eagerness to expand her knowledge and gain hands-on experience in the field, she hopes to obtain a career turning clients' ideas into reality.

Deo Pokhrel



Deo Pokhrel is a member of the programming team at SyllaBest. He is currently seeking an Associates Degree in Computer Science at Reynolds Community College. He attended George Wythe High School. He is originally from [Jhapa, Nepal](#). He is seeking to learn more about the computer field and better understand computer systems.

Microcomputer Applications Team

Jeff Iannucci



Jeff Iannucci is a member of SyllaBest's Microsoft Application team. He's on the verge of finishing his Associate's degree at J. Sargeant Reynold's Community College in the Spring of 2021. Jeff was a manager at Merrick Cinemas on Long Island for 3 years and then worked as a site manager at AHRC Nassau for 3 years. At AHRC Jeff managed a caseload of 30 people with developmental disabilities and his responsibilities included coordinating and writing life plans, accurately attesting to medical billing, helping those he supported find jobs in the community and updating and maintaining various forms of documentation. Jeff hopes to find a job in IT upon graduation and plans to work his hardest to be an ideal employee and move up in whichever company he finds employment.

Patrick Hall



Patrick Hall is a member of the computer applications team at SyllaBest. He is an experienced optician, micro-applications, and statistician. He has worked in eye care as well as data management for over 20 years. Driven by years of hands-on experience in the computer and business fields, he takes pride in providing the best job possible. As a Program Technician, his goals include to further educate himself, be more efficient, and improve his computer and technical skills. He has a bachelor's degree in Mathematics at Virginia Commonwealth University, and he is getting an associate degree in Business Information Systems at J. Sergeant Reynolds Community College.

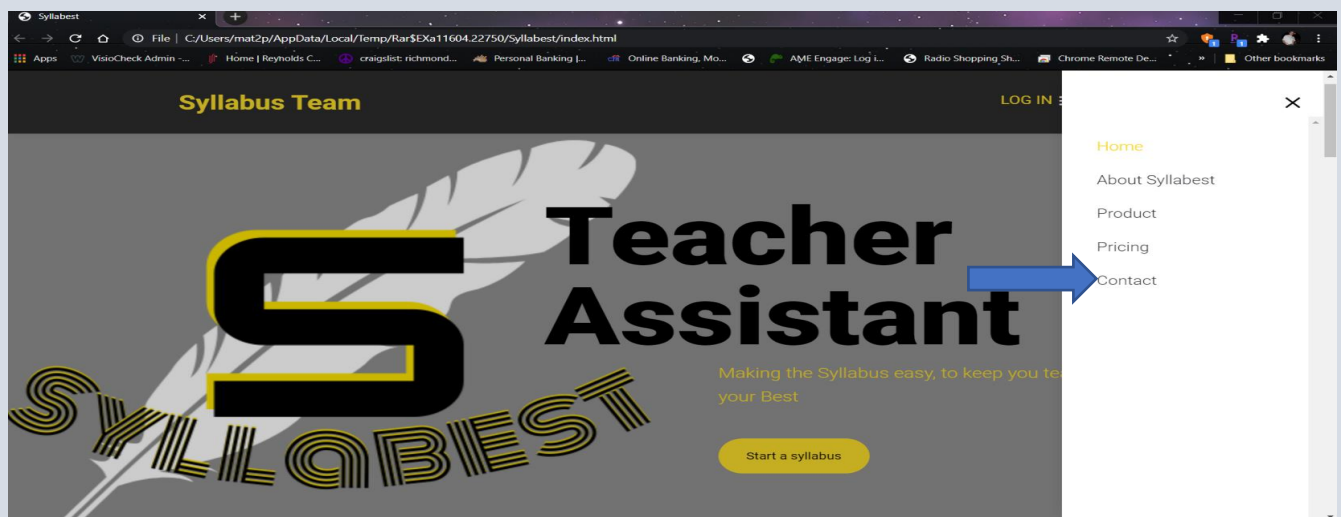
Appendix C

Contact Us

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See Our website to contact us.



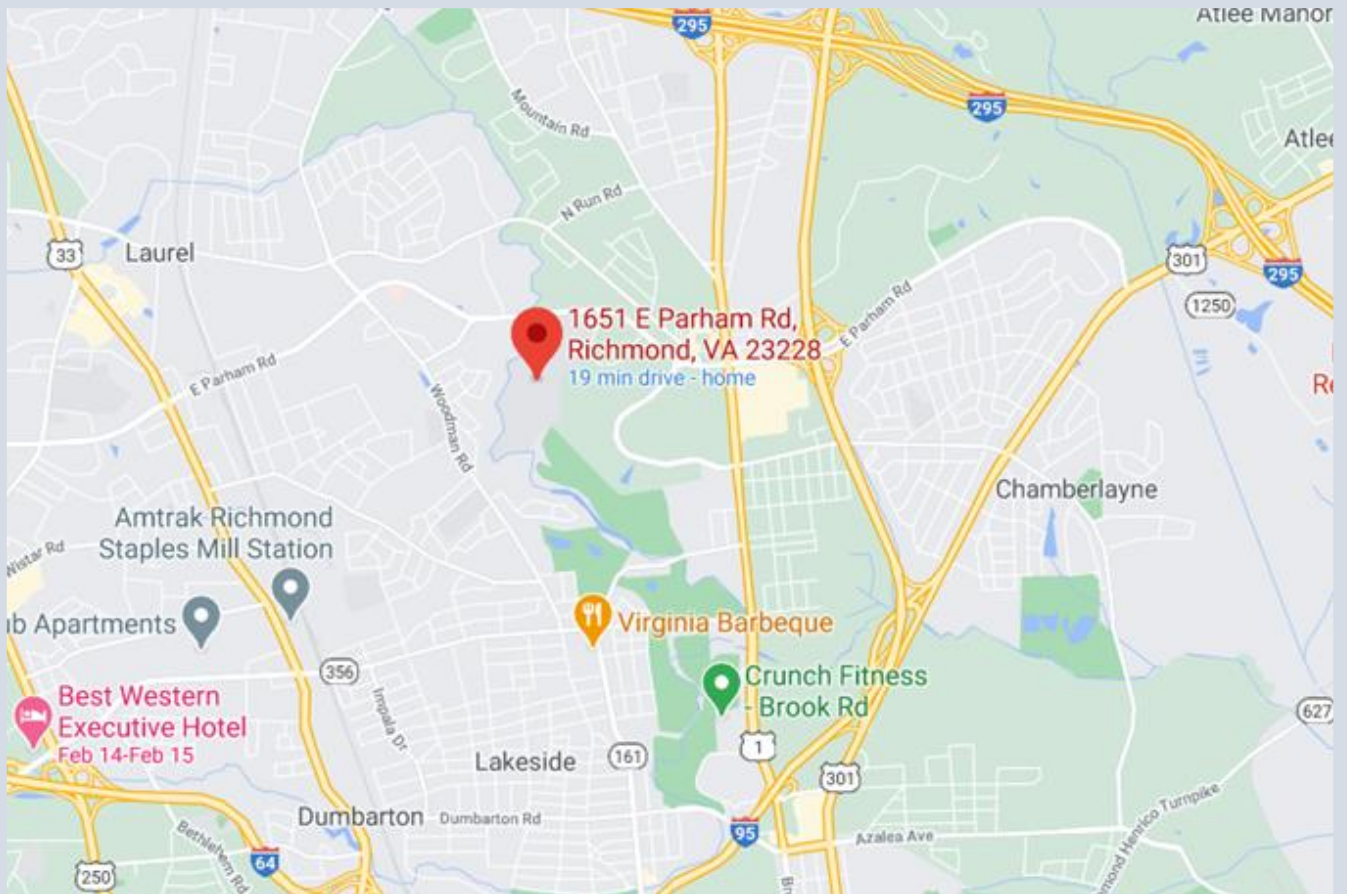
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