



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

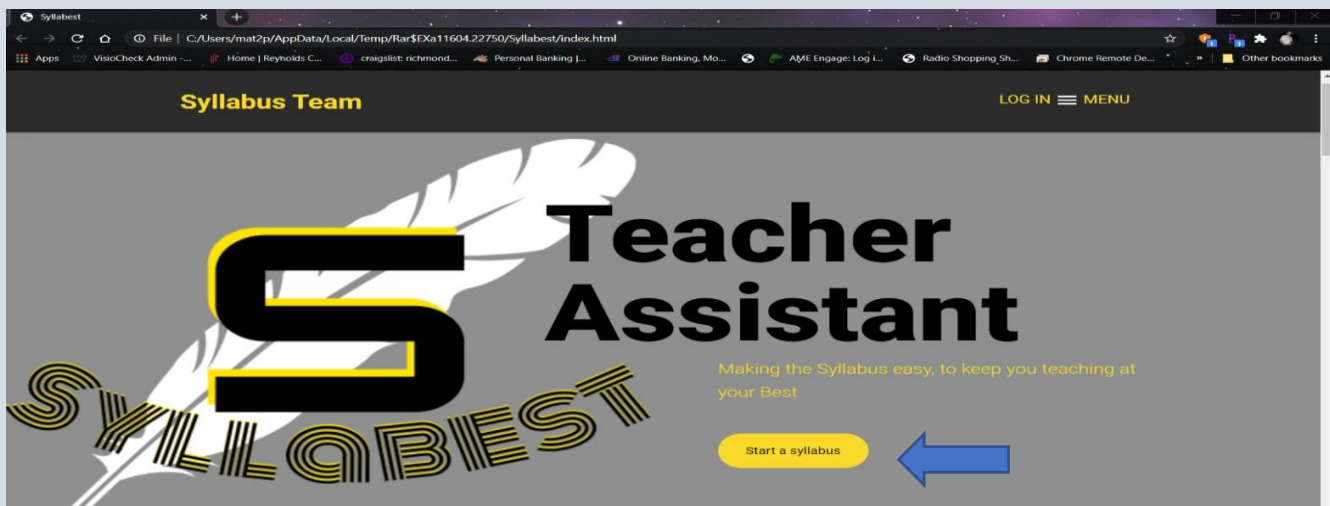
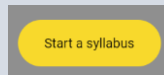


Quick tour of the SyllaBest website

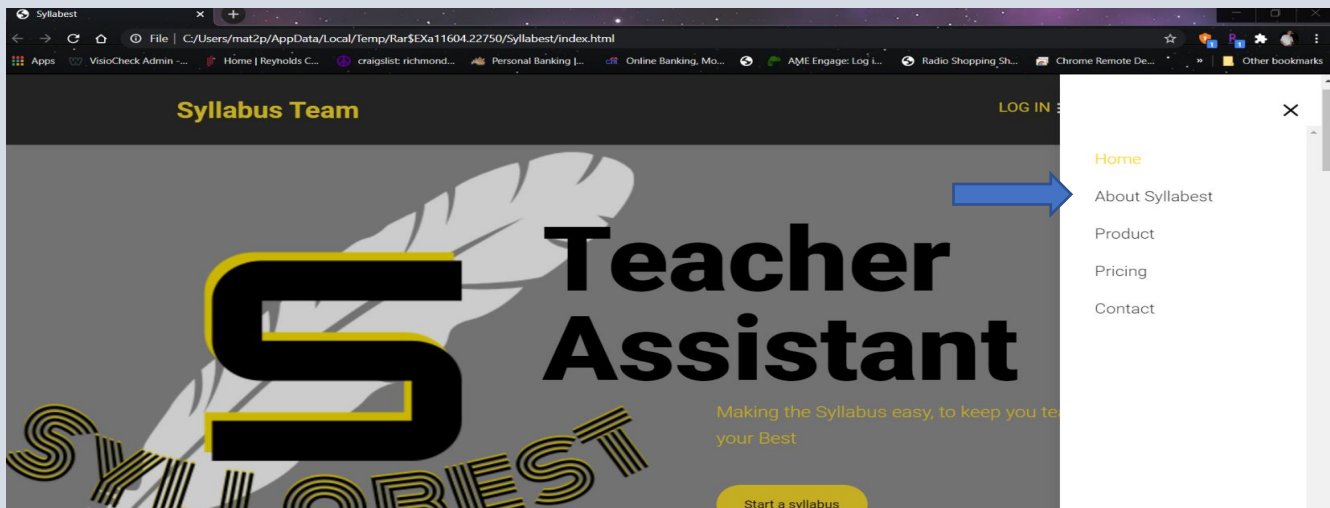
The Menu

Launch the Application

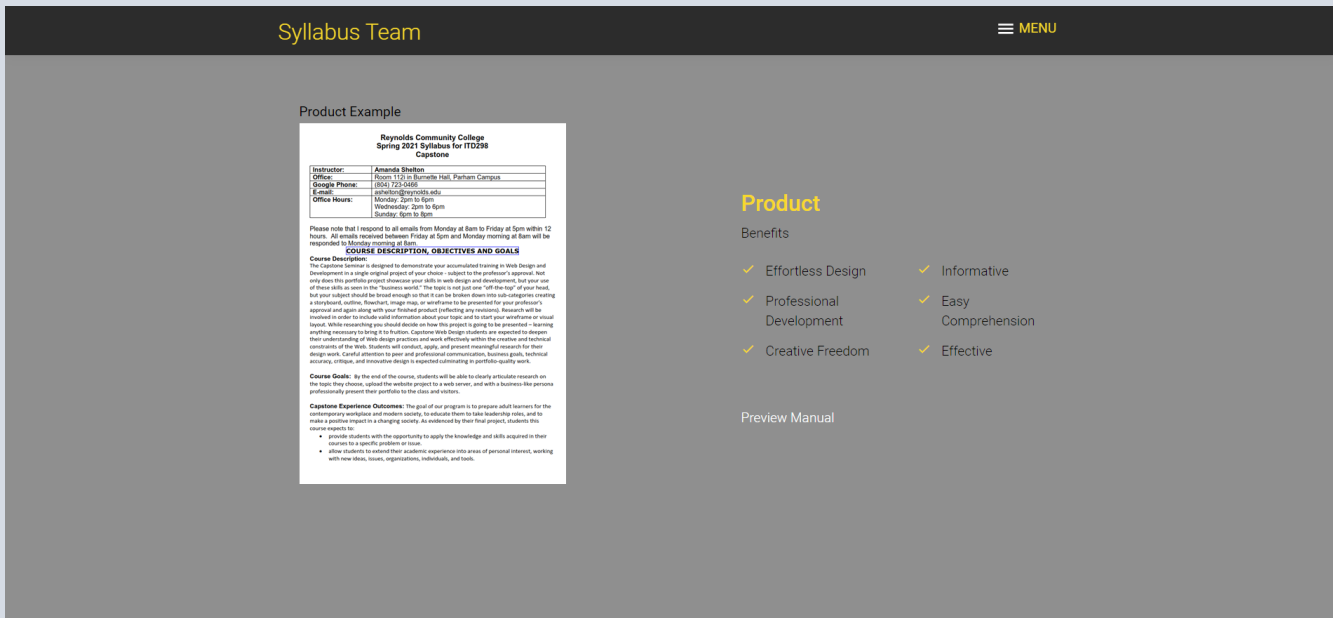
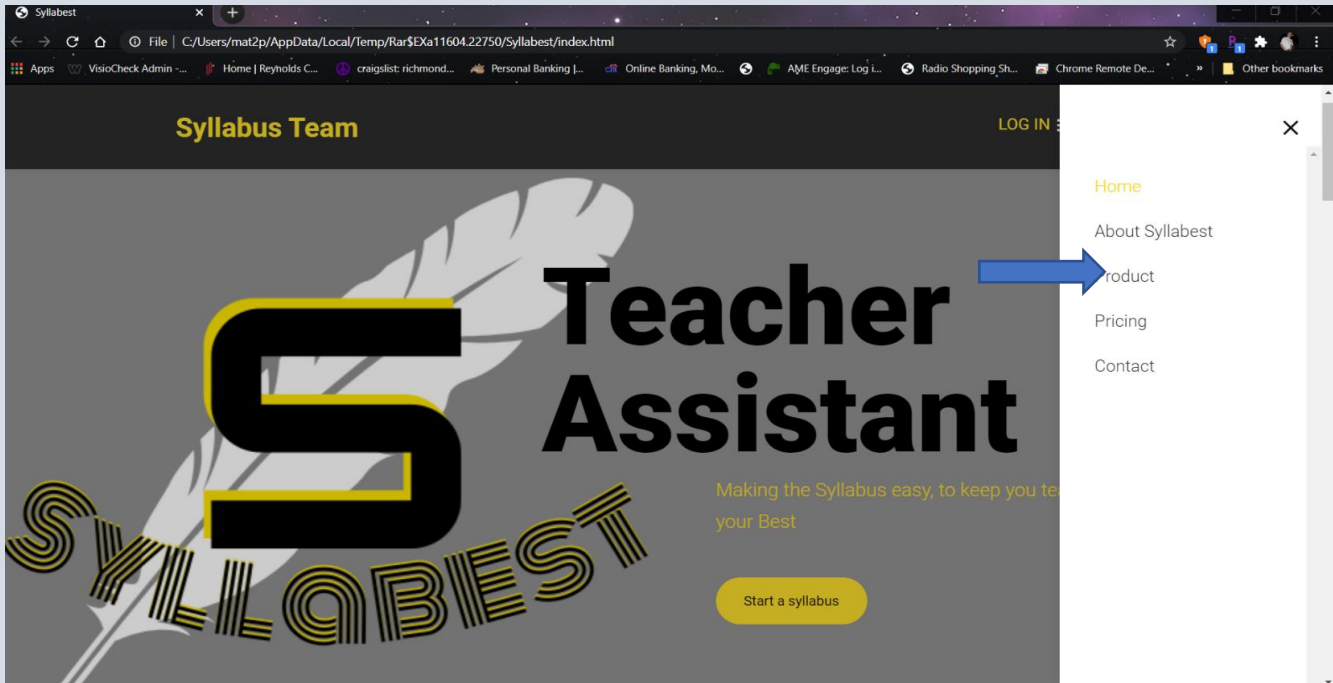
Double-click on the Start a Syllabus Button on the webpage



About SyllaBest

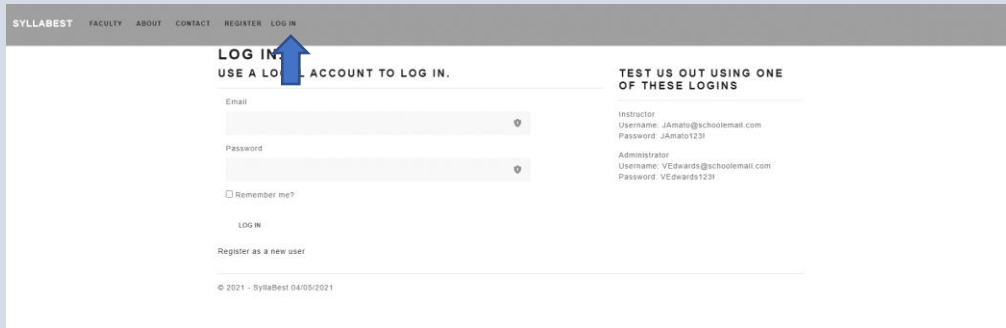


Product Information



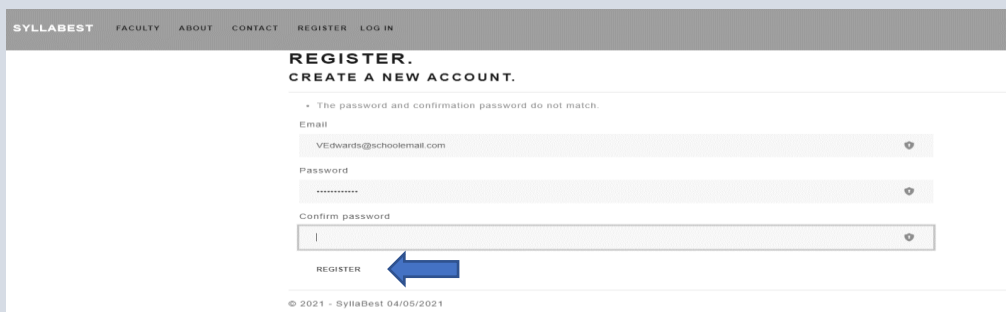
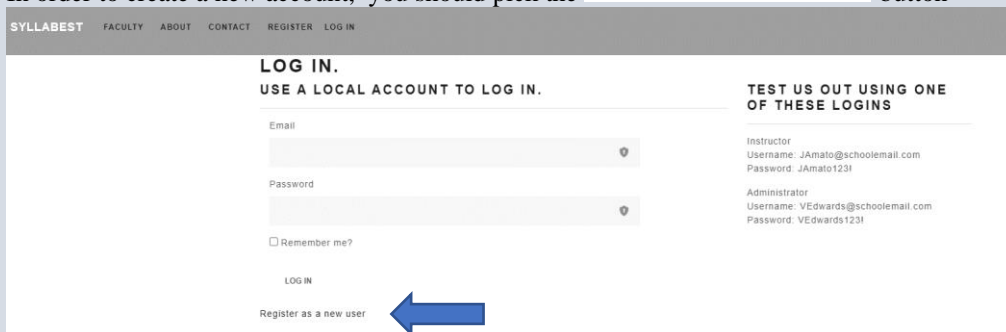
Logging into SyllaBest Application

Logging into SyllaBest



Creating a New Account in SyllaBest

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

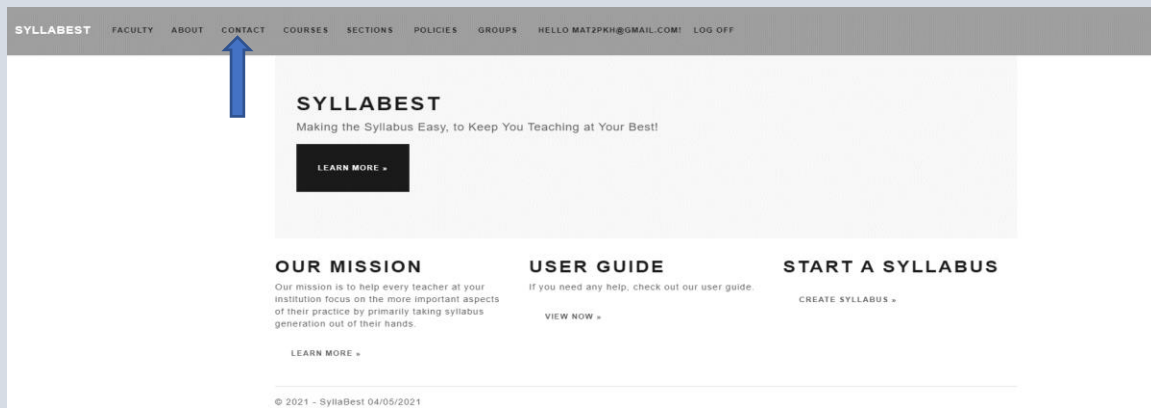


Input your email as well as new password and hit

REGISTER

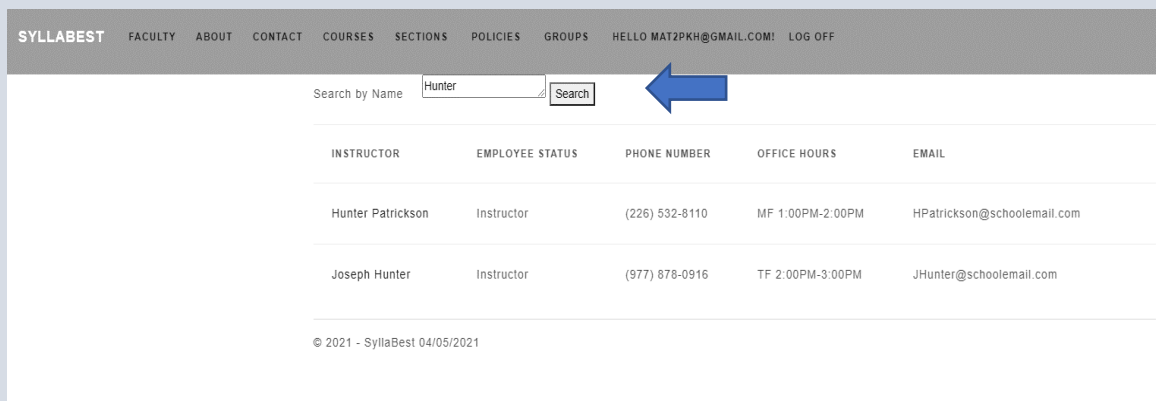
Adding, Edit or Delete Faculty Members

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



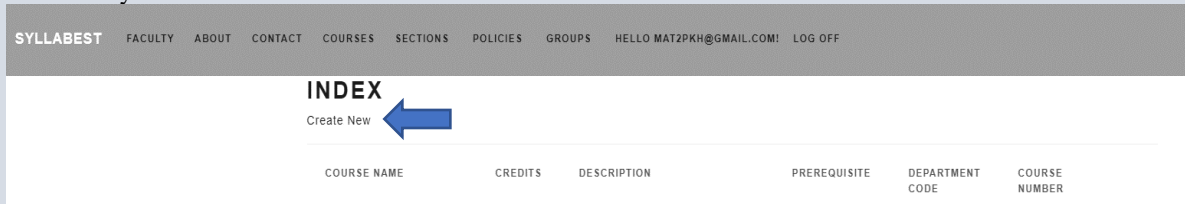
Faculty Search

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 the 'Create' form for adding a new faculty member. The form has the following fields: Instructor, Employee Status, Phone Number, Office Hours, and Email. Below the form, there is a blue arrow pointing to a black 'Save' button.

The administrator can then input the instructors and hit

Save

Or go back to the main faculty page

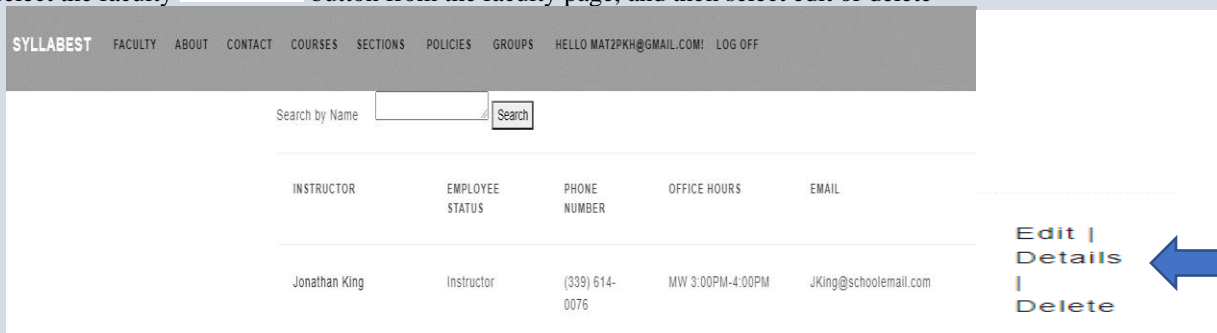
Back to List

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.

The screenshot shows the SyllaBest homepage. At the top is a navigation bar with links: SYLLABEST, FACULTY, ABOUT, CONTACT, COURSES, SECTIONS, POLICIES, GROUPS, HELLO MAT2PKH@GMAIL.COM!, and LOG OFF. The main content area features the SyllaBest logo and tagline 'Making the Syllabus Easy, to Keep You Teaching at Your Best!' with a 'LEARN MORE »' button. Below this are three sections: 'OUR MISSION' (describing the mission to help teachers), 'USER GUIDE' (with a 'VIEW NOW »' button), and 'START A SYLLABUS' (with a 'CREATE SYLLABUS »' button). The footer shows '© 2021 - SyllaBest 04/05/2021'.

Adding a New Course

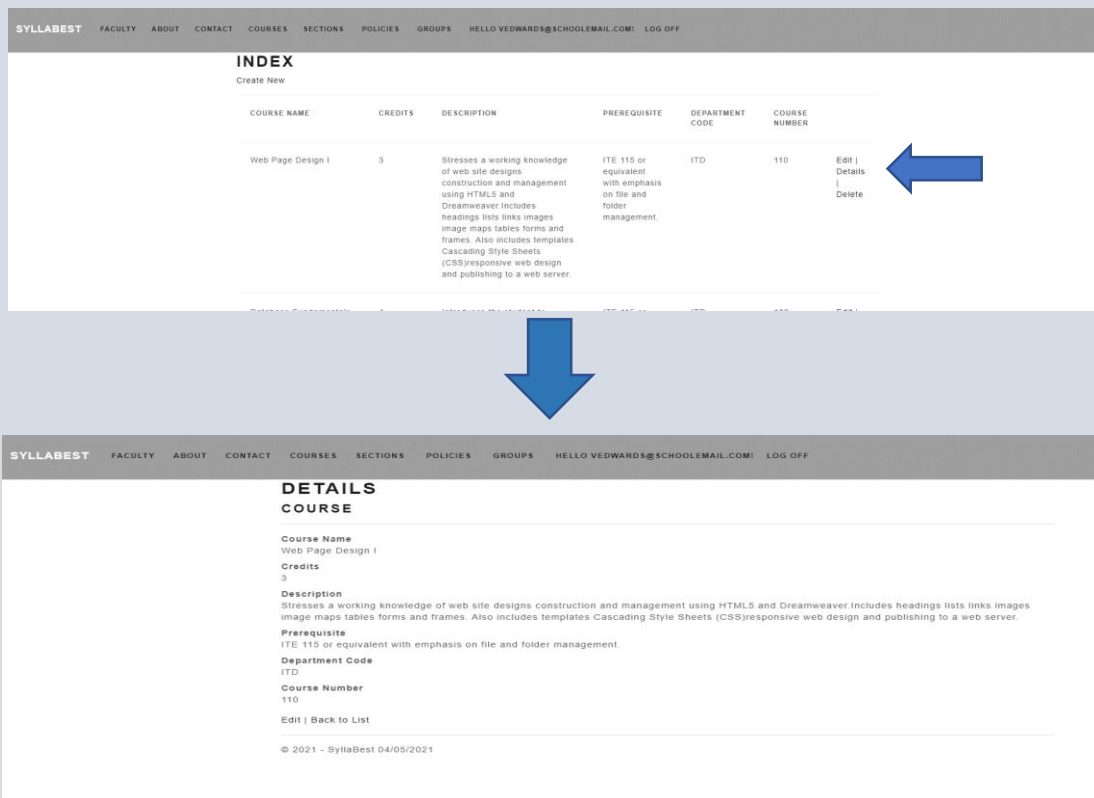
After selecting the courses option, the user should select the **Create New** button at the top of the page to add new courses.

The screenshot shows the 'INDEX' page in SyllaBest. At the top is the same navigation bar as the previous screenshot. Below the navigation bar is the 'INDEX' heading and a 'Create New' button. A table lists the following course:

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

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
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

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](#)

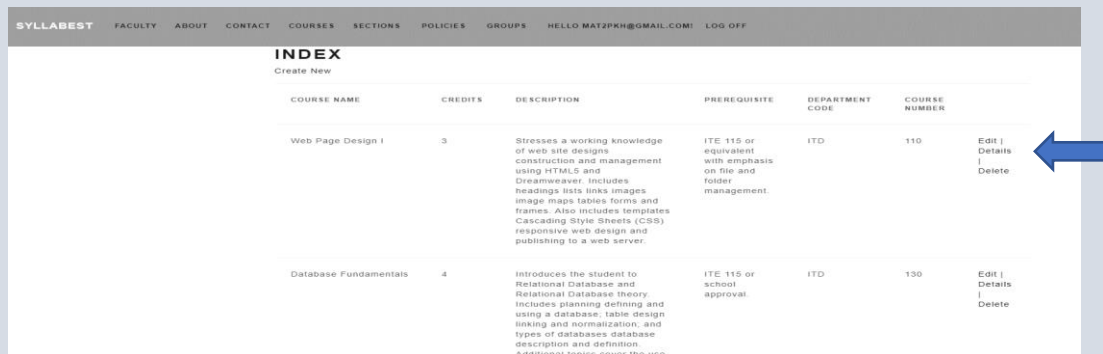
© 2021 - SyllaBest 04/05/2021

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



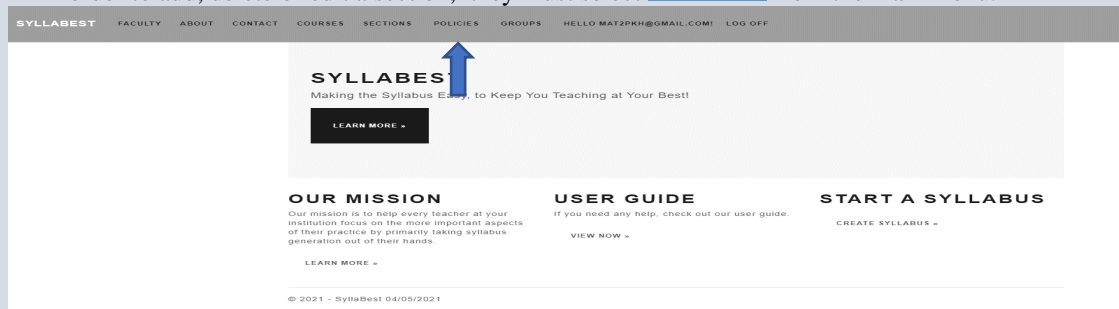
SYLLABEST FACULTY ABOUT CONTACT COURSES SECTIONS POLICIES GROUPS HELLO MATZPKH@GMAIL.COM! LOG OFF

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

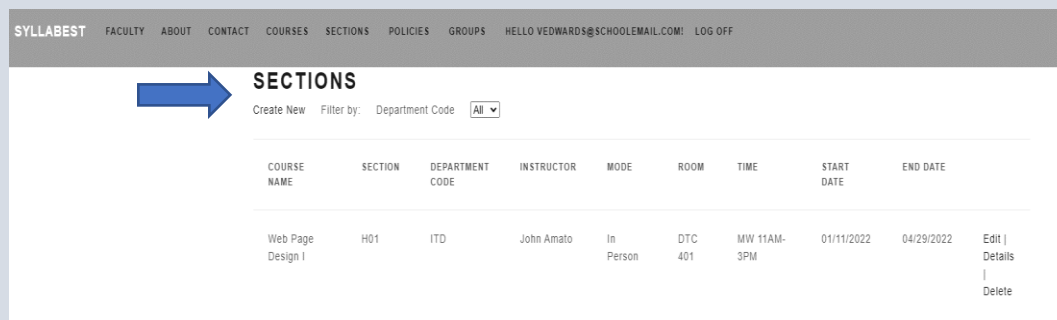
Adding, Edit or Delete Sections

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,

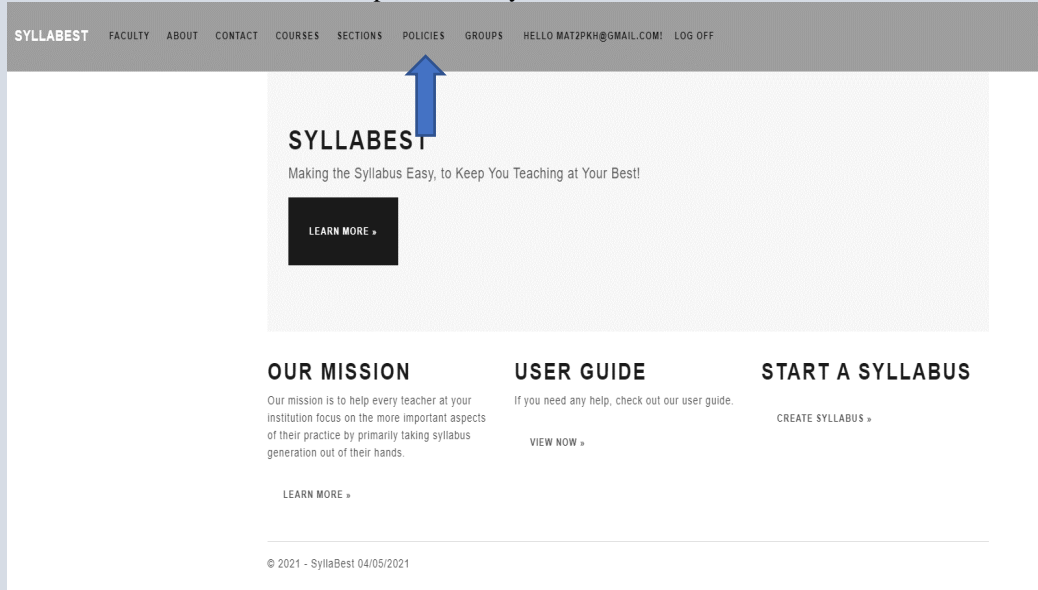
Edit |
Details
|
Delete

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

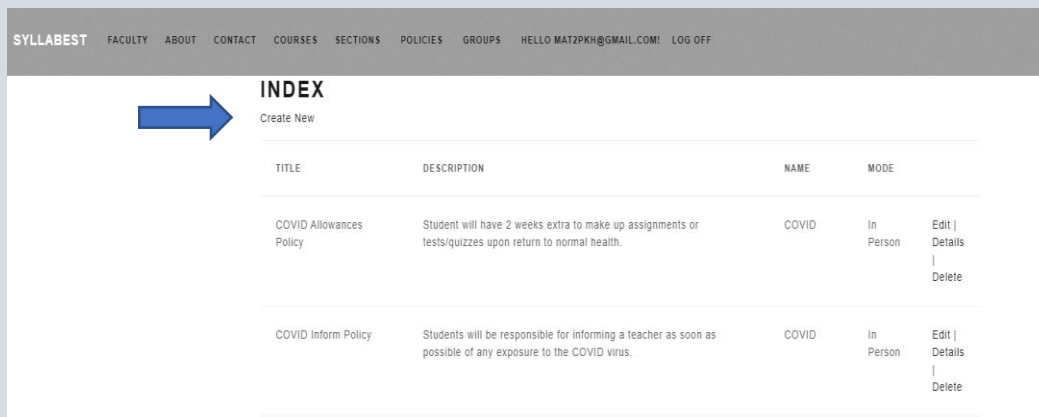
Adding, Edit or Delete Policies

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.

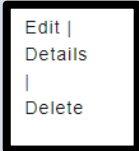


The administrator can then add data to the following fields:

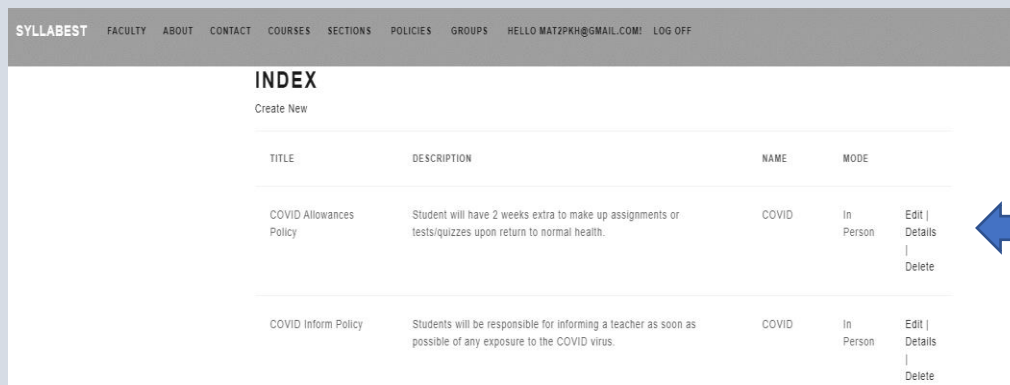
The administrator can then input the instructors and hit  or can go back to the main policies page 

Edit or Delete Policies

If the administrator needs to edit or delete,



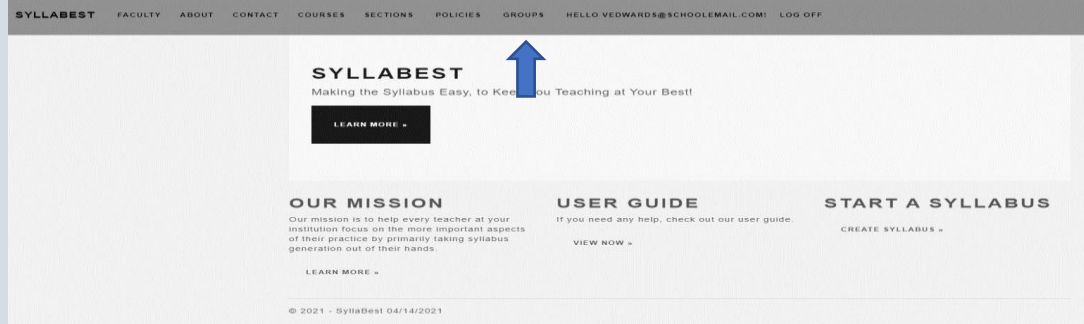
he can select the option from the policies page, and then select edit or delete



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	Edit Details Delete
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	Edit Details Delete

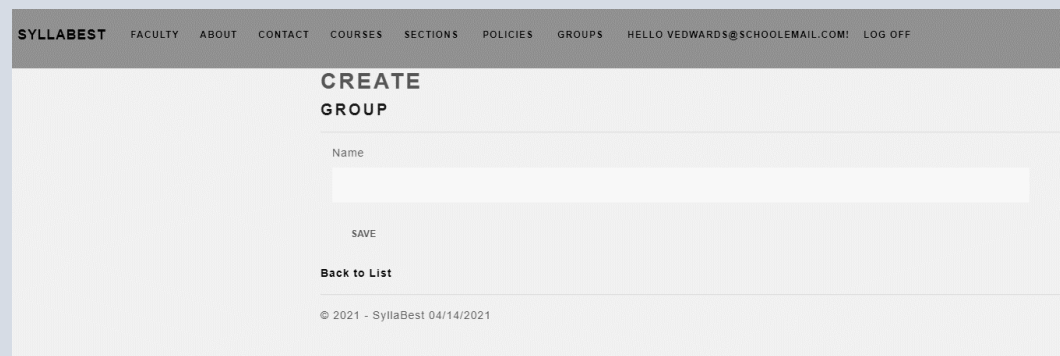
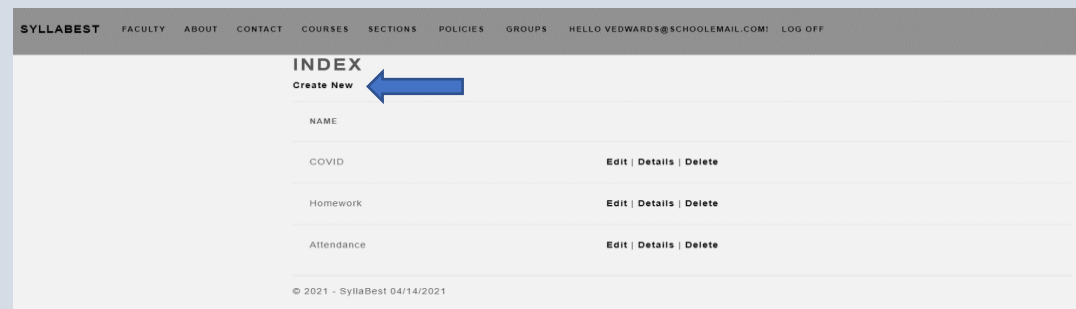
Adding, Edit or Delete Group

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.



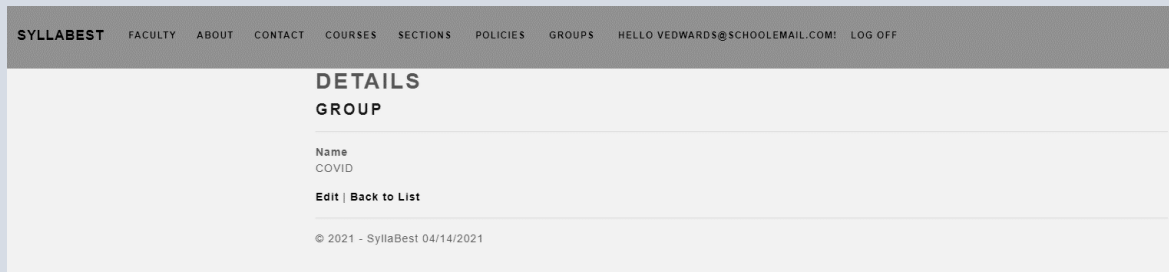
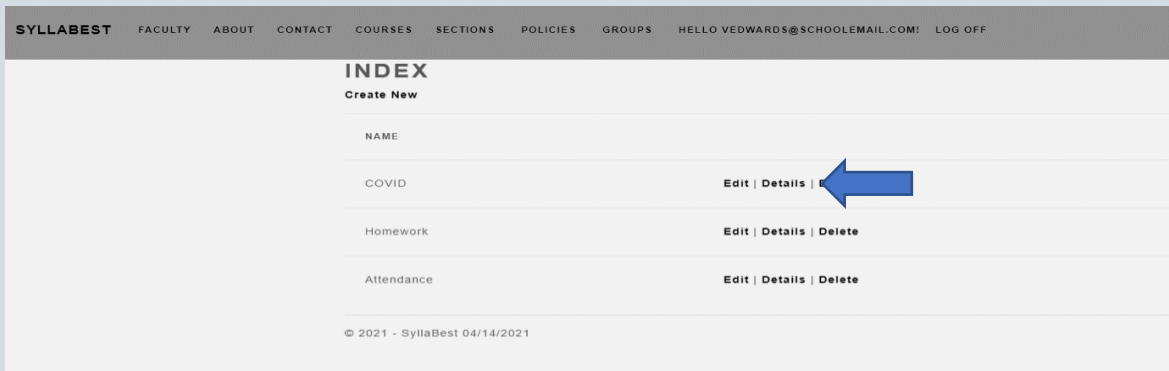
The administrator can then add data to the following fields:

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

Displaying a Group

In order to display the class click

Details

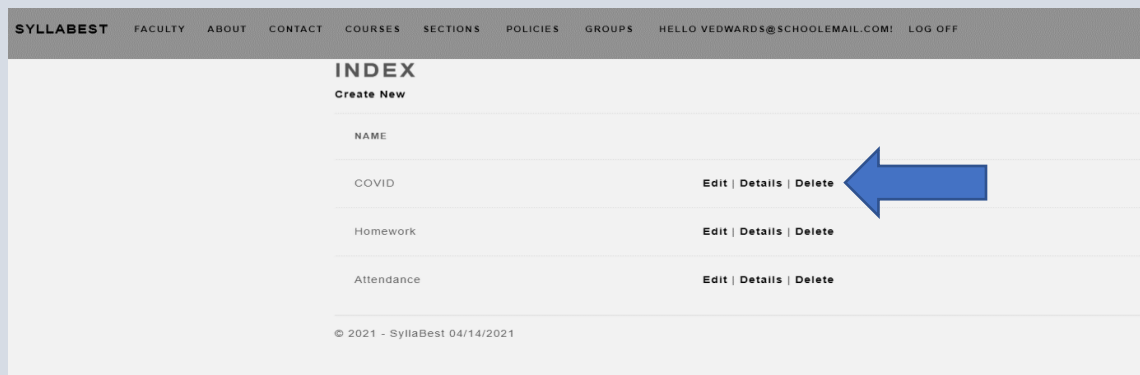


Edit or Delete Groups

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



Creating a Syllabus

Start by clicking

CREATE 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 »

Locate

Create New

SYLLABEST
FACULTY
ABOUT
CONTACT
COURSES
SECTIONS
POLICIES
GROUPS
HELLO VEDWARDS@SCHOOLEMAIL.COM!
LOG OFF

INDEX


Create New


ADMINISTRATIVE	COURSE NAME	TITLE
© 2021 - SyllaBest 04/19/2021		


Select the appropriate courseID for the syllabi you are generating as well as the appropriate policyID.


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

CREATE COURSEPOLICY

CourseId 

Web Page Design I 

PolicyId 

COVID Allowances Policy 

Administrative ☐

CREATE

Back to List

© 2021 - SyllaBest 04/19/2021

Then choose whether the policy is administrative or not by toggling the checkbox

Administrative

☐


CREATE

and the click **CREATE** Thus adding a policy. Note you may complete this step multiple times to create more policies associated with your course.


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


CREATE COURSEPOLICY


CourseId

Web Page Design I 

PolicyId

COVID Allowances Policy 

Administrative 

☐ 

CREATE

Back to List

© 2021 - SyllaBest 04/19/2021

Displaying Your Syllabus

You must now find your course under **SECTIONS**, and then select your specific course. In this

example we select

Web Page
Design I

SYLLABEST FACULTY ABOUT CONTACT COURSES SECTIONS POLICIES GROUPS HELLO VEDWARDS@SCHOOLEMAIL.COM! LOG OFF									
SECTIONS									
Create New Filter by: Department Code <input type="button" value="All"/>									
COURSE NAME	SECTION	DEPARTMENT CODE	INSTRUCTOR	MODE	ROOM	TIME	START DATE	END DATE	
Web Page Design I	H01	ITD	John Amato	In Person	DTC 401	MW 11AM-3PM	01/11/2022	04/29/2022	Edit Details Delete



SYLLABEST FACULTY ABOUT CONTACT COURSES SECTIONS POLICIES GROUPS HELLO VEDWARDS@SCHOOLEMAIL.COM! LOG OFF									
Press F11 to exit full screen									
ITD-110-H01									
CONTACT INFORMATION									
INSTRUCTOR: John Amato									
PHONE: (431) 514-2231									
EMAIL: JAmato@schoolemail.com									
OFFICE HOURS: WF 8:00AM-9:00AM									
MEETING INFORMATION									
DURATION: 01/11/2022 - 04/29/2022									
MODE: In Person									
ROOM: DTC 401									
TIME: MW 11AM-3PM									
COURSE INFORMATION									
COURSE: Web Page Design I									
CREDITS: 3									
PREREQUISITES: ITE 115 or equivalent with emphasis on file and folder management.									
COURSE 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.									
COURSE POLICIES									
© 2021 - SyllaBest 04/19/2021									


Saving a Syllabus

Click to Print This Page

In order to save the syllabus, you must click [Click to Print This Page](#), then choose

SYLLABEST FACULTY COURSES SECTIONS POLICIES GROUPS MANAGE POLICIES HELLO VEDWARD@SCHOOLMAIL.COM LOG OFF

ITE-140-OA02



CONTACT INFORMATION

INSTRUCTOR: Brian Barnes
PHONE: (781) 258-8378
EMAIL: BBarnes@schoolmail.com
OFFICE HOURS: TUE 9:00AM-10:00AM

MEETING INFORMATION

DURATION: 01/05/2022 - 05/03/2022
MODE: In Person
ROOM: QTC 421
TIME: T 7:00PM-8:40PM

COURSE INFORMATION

COURSE: Spreadsheet Software (Excel)
CREDITS: 3
PREREQUISITES: ITE 110 or school approval
COURSE: Covers the use of spreadsheet software to create spreadsheets with formatted cells and cell ranges control pages multiple sheets charts and macros. Topics include type and edit text in a cell enter data on multiple worksheets work with formulas and functions create charts PivotTables and styles insert headers and footers and filter data. Covers MOS Excel objectives.


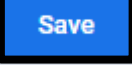
COURSE POLICIES

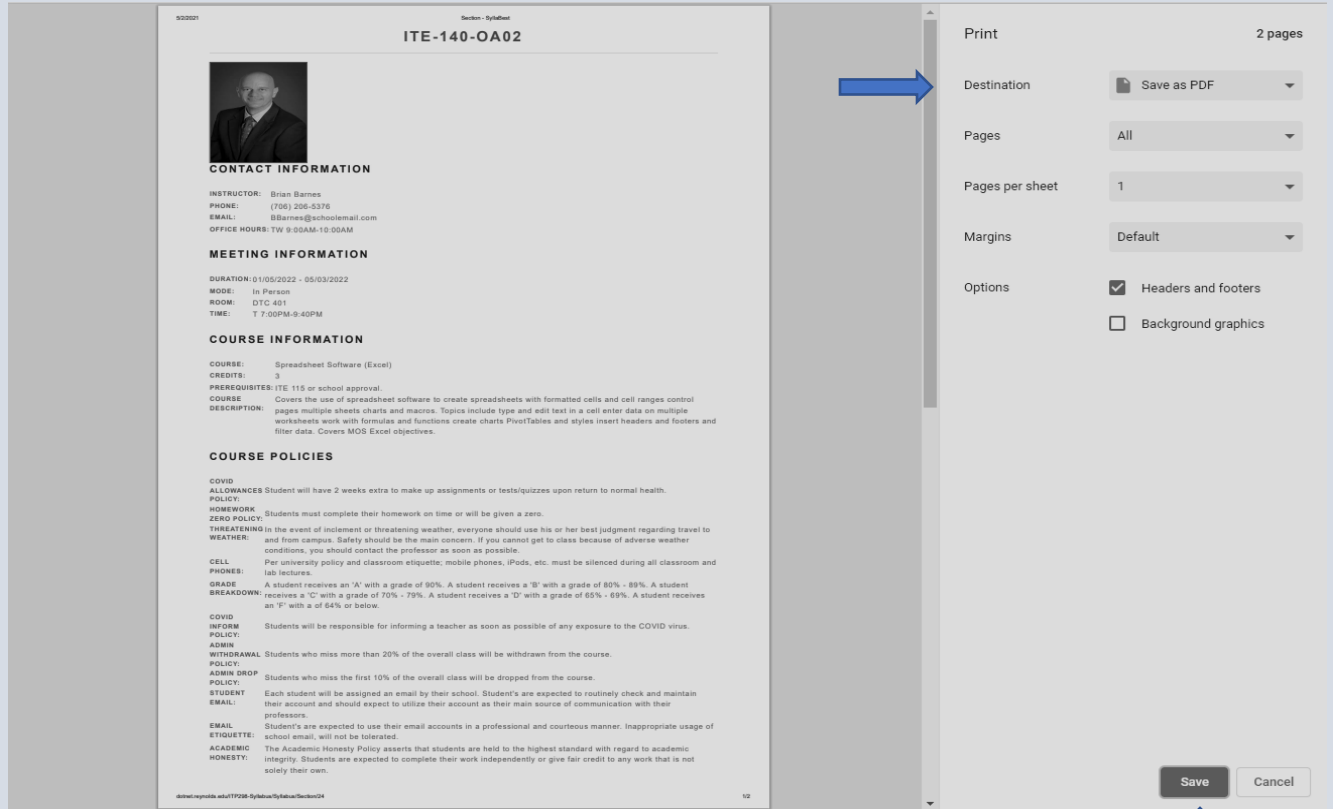
COVID ALLOWANCES Student will have 2 weeks extra to make up assignments or tests/quizzes upon return to normal health.
POLICY:
HOMERWORK: Students must complete their homework on time or will be given a zero.
THREATENING in the event of inclement or threatening weather, everyone should use his or her best judgment regarding travel to and from campus.
WEATHER: Safety should be the main concern. If you cannot get to class because of adverse weather conditions, you should contact the professor as soon as possible.
CELL: Per university policy and classroom etiquette, mobile phones, iPads, etc. must be silenced during all classroom and lab lectures.
PROFESSOR: A student receives an 'A' with a grade of 90% - 100%. A student receives a 'B' with a grade of 80% - 89%. A student receives a 'C' with a grade of 70% - 79%. A student receives a 'D' with a grade of 60% - 69%. A student receives an 'F' with a grade of 50% or below.
GRADE: A student receives an 'A' with a grade of 90% - 100%. A student receives a 'B' with a grade of 80% - 89%. A student receives a 'C' with a grade of 70% - 79%. A student receives a 'D' with a grade of 60% - 69%. A student receives an 'F' with a grade of 50% or below.
COURSE: Students will be responsible for informing a teacher as soon as possible of any exposure to the COVID virus.
INFORM: Students will be responsible for informing a teacher as soon as possible of any exposure to the COVID virus.
POLICY: Students who miss more than 25% of the overall class will be withdrawn from the course.
WITHDRAWAL: Students who miss more than 25% of the overall class will be withdrawn from the course.
ADMIN: Students who miss the first 10% of the overall class will be dropped from the course.
ADMIN DROP: Students who miss the first 10% of the overall class will be dropped from the course.
STUDENT: Each student will be assigned an email by their school. Student's are expected to routinely check and maintain their account and should expect to utilize their account as their main source of communication with their professors.
EMAIL: Student's are expected to use their email accounts in a professional and courteous manner. Inappropriate usage of school email, will not be tolerated.
ETIQUETTE: The Academic Honesty Policy asserts that students are held to the highest standard with regard to academic integrity. Students are expected to complete all assignments and exams with the highest level of academic integrity. Students are expected to complete all assignments and exams with the highest level of academic integrity.
ACADEMIC: The Academic Honesty Policy asserts that students are held to the highest standard with regard to academic integrity. Students are expected to complete all assignments and exams with the highest level of academic integrity.
HONESTY: The Academic Honesty Policy asserts that students are held to the highest standard with regard to academic integrity. Students are expected to complete all assignments and exams with the highest level of academic integrity.

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The user will then choose

Then choose  Save as PDF under Destination and then click .



The screenshot displays the SyllaBest interface. On the left, a syllabus document titled "ITE-140-OA02" is shown, featuring contact information for Brian Barnes, meeting details, and course policies. On the right, a sidebar contains print and save options. The "Destination" dropdown is set to "Save as PDF". At the bottom of the sidebar, a blue arrow points from the "Save as PDF" option to the "Save" button.

ITE-140-OA02

CONTACT INFORMATION

INSTRUCTOR: Brian Barnes
 PHONE: (706) 206-5376
 EMAIL: BBarnes@schoolemail.com
 OFFICE HOURS: TW 9:05AM-10:05AM

MEETING INFORMATION

DURATION: 01/05/2022 - 05/03/2022
 MODE: In Person
 ROOM: DTC 401
 TIME: T 7:00PM-9:40PM

COURSE INFORMATION

COURSE: Spreadsheet Software (Excel)
 CREDITS: 3
 PREREQUISITES: ITE 115 or school approval.
 COURSE DESCRIPTION: Covers the use of spreadsheet software to create spreadsheets with formatted cells and cell ranges control pages multiple sheets charts and macros. Topics include type and edit text in a cell enter data on multiple worksheets work with formulas and functions create charts PivotTables and styles insert headers and footers and filter data. Covers MOS Excel objectives.

COURSE POLICIES

COVID ALLOWANCES Student will have 2 weeks extra to make up assignments or tests/quizzes upon return to normal health.
POLICY: Students must complete their homework on time or will be given a zero.
HOMEWORK ZERO POLICY: Students must complete their homework on time or will be given a zero.
THREATENING In the event of inclement or threatening weather, everyone should use his or her best judgment regarding travel to and from campus. Safety should be the main concern. If you cannot get to class because of adverse weather conditions, you should contact the professor as soon as possible.
WEATHER: Per university policy and classroom etiquette, mobile phones, iPods, etc. must be silenced during all classroom and lab lectures.
CELL PHONE: Per university policy and classroom etiquette, mobile phones, iPods, etc. must be silenced during all classroom and lab lectures.
GRADE BREAKDOWN: A student receives an 'A' with a grade of 90%. A student receives a 'B' with a grade of 80% - 89%. A student receives a 'C' with a grade of 70% - 79%. A student receives a 'D' with a grade of 65% - 69%. A student receives an 'F' with a grade of 64% or below.
COVID INFORM POLICY: Students will be responsible for informing a teacher as soon as possible of any exposure to the COVID virus.
ADMIN WITHDRAWAL POLICY: Students who miss more than 20% of the overall class will be withdrawn from the course.
ADMIN DROP POLICY: Students who miss the first 10% of the overall class will be dropped from the course.
STUDENT EMAIL: Each student will be assigned an email by their school. Student's are expected to routinely check and maintain their account and should expect to utilize their account as their main source of communication with their professors.
EMAIL ETIQUETTE: Student's are expected to use their email accounts in a professional and courteous manner. Inappropriate usage of school email, will not be tolerated.
ACADEMIC HONESTY: The Academic Honesty Policy asserts that students are held to the highest standard with regard to academic integrity. Students are expected to complete their work independently or give fair credit to any work that is not solely their own.

Print 2 pages

Destination Save as PDF

Pages All

Pages per sheet 1

Margins Default

Options

☒ Headers and footers

☐ Background graphics

Save **Cancel**


Printing a Syllabus

[Click to Print This Page](#)

In order to print the syllabus, the user needs click

SYLLABEST
FACULTY
COURSES
SECTIONS
POLICIES
GROUPS
MANAGE POLICIES
HELLO VEDWARDS@SCHOOLEMAIL.COM!
LOG OFF

ITD-110-H01



CONTACT INFORMATION

INSTRUCTOR: John Amato
PHONE: (431) 514-2231
EMAIL: JAmato@schoolemail.com
OFFICE HOURS: WF 8:00AM-9:00AM

MEETING INFORMATION

DURATION: 01/11/2022 - 04/20/2022
MODE: In Person
ROOM: DTC 451
TIME: MW 11AM-3PM

COURSE INFORMATION

COURSE: Web Page Design I
CREDITS: 3
PREREQUISITES: ITE 115 or equivalent with emphasis on file and folder management.
COURSE: Stresses a working knowledge of web site designs construction and management using HTML5 and Dreamweaver Includes headings
DESCRIPTION: 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.

COURSE POLICIES

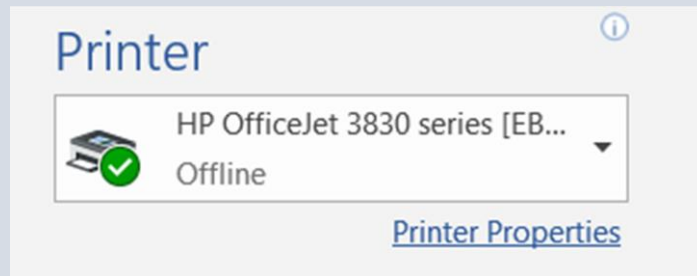
COVID ALLOWANCES: Student will have 2 weeks extra to make up assignments or tests/quizzes upon return to normal health.
POLICY:
HOMEWORK ZERO: Students must complete their homework on time or will be given a zero.
POLICY:
HOMEWORK: Students will be allowed to turn in homework up to a week late with a 20% penalty.
ALLOWED LATE FOR WEEK POLICY:
THREATENING: In the event of inclement or threatening weather, everyone should use his or her best judgment regarding travel to and from campus. Safety should be the main concern. If you cannot get to class because of adverse weather conditions, you should contact the professor as soon as possible.
WEATHER: Students who are subscribed to the university's alert system, will be notified of any school closure or late starts due to weather via text message or school email.
CELL PHONES: Per university policy and classroom etiquette, mobile phones, iPods, etc. must be silenced during all classroom and lab lectures.
LAPTOPS: Personal laptops can be used for note taking during class with the consent of the professor teaching the class.
DIGITAL TEXTBOOK: Professors will inform students of what digital textbook will need to be purchased to complete the course. A student must purchase a code to access their digital textbook. A digital textbook code can be purchased at the campus store.
GRADE: A student receives an 'A' with a grade of 90%. A student receives a 'B' with a grade of 80% - 89%. A student receives a 'C' with a grade of 70% - 79%. A student receives a 'D' with a grade of 65% - 69%. A student receives an 'F' with a grade of 64% or below.
BREAKDOWN: Students will be responsible for informing a teacher as soon as possible of any exposure to the COVID virus.
COVID INFORM POLICY:
ADMIN WITHDRAWAL: Students who miss more than 20% of the overall class will be withdrawn from the course.
POLICY:
ADMIN DROP: Students who miss the first 10% of the overall class will be dropped from the course.
POLICY:
STUDENT EMAIL: Each student will be assigned an email by their school. Students are expected to routinely check and maintain their account and should expect to utilize their account as their main source of communication with their professors.
EMAIL ETIQUETTE: Students are expected to use their email accounts in a professional and courteous manner. Inappropriate usage of school email, will not be tolerated.
ACADEMIC: The Academic Honesty Policy asserts that students are held to the highest standard with regard to academic integrity. Students are expected to complete their work independently or give fair credit to any work that is not solely their own.
HONESTY: When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.
PLAGIARISM:

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




Copies: 1

Click on the  Print icon on this page to begin printing selected syllabi.



Print


Print



Print

Copies: 1

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.

COURSE DESCRIPTION, OBJECTIVES AND GOALS

Course Description:
The Capstone Seminar is designed to demonstrate your accumulated training in Web Design and Development in a single original project of your choice - subject to the professor's approval. Not only does this portfolio project showcase your skills in web design and development, but your use of these skills as seen in the "business world." The topic is not just one "off-the-top" of your head, but your subject should be broad enough so that it can be broken down into sub-categories creating a storyboard, outline, flowchart, image map, or wireframe to be presented for your professor's approval and again along with your finished product (reflecting any revisions). Research will be involved in order to include valid information about your topic and to start your wireframe or visual layout. While researching you should decide on how this project is going to be presented – learning anything necessary to bring it to fruition. Capstone Web Design students are expected to deepen their understanding of Web design practices and work effectively within the creative and technical constraints of the Web. Students will conduct, apply, and present meaningful research for their design work. Careful attention to peer and professional communication, business goals, technical accuracy, critique, 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, upload the website project to a web server, 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 this course expects to:

- 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.

Output Example

ITE-140-OA02



CONTACT INFORMATION

INSTRUCTOR: Brian Barnes
 PHONE: (708) 206-5378
 EMAIL: BBarnes@schoolemail.com
 OFFICE HOURS: TW 9:00AM-10:00AM

MEETING INFORMATION

DURATION: 01/05/2022 - 05/03/2022
 MODE: In Person
 ROOM: DTC 401
 TIME: T 7:00PM-9:40PM

COURSE INFORMATION

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 CREDITS: 3
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 COURSE DESCRIPTION: Covers the use of spreadsheet software to create spreadsheets with formatted cells and cell ranges control pages multiple sheets charts and macros. Topics include type and edit text in a cell enter data on multiple worksheets work with formulas and functions create charts PivotTables and styles insert headers and footers and filter data. Covers MOS Excel objectives.

COURSE POLICIES

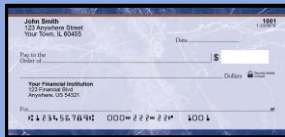
COVID
 ALLOWANCES Student will have 2 weeks extra to make up assignments or tests/quizzes upon return to normal health.
POLICY:
HOMEWORK
 ZERO POLICY: Students must complete their homework on time or will be given a zero.
THREATENING In the event of inclement or threatening weather, everyone should use his or her best judgment regarding travel to and from campus.
WEATHER: Safety should be the main concern. If you cannot get to class because of adverse weather conditions, you should contact the professor as soon as possible.
CELL
PHONES: Per university policy and classroom etiquette; mobile phones, iPods, etc. must be silenced during all classroom and lab lectures.
GRADE
BREAKDOWN: A student receives an 'A' with a grade of 90%. A student receives a 'B' with a grade of 80% - 89%. A student receives a 'C' with a grade of 70% - 79%. A student receives a 'D' with a grade of 65% - 69%. A student receives an 'F' with a grade of 64% or below.
COVID
INFORM
POLICY: Students will be responsible for informing a teacher as soon as possible of any exposure to the COVID virus.
ADMIN
WITHDRAWAL Students who miss more than 20% of the overall class will be withdrawn from the course.
POLICY:
ADMIN DROP
POLICY: Students who miss the first 10% of the overall class will be dropped from the course.
STUDENT
EMAIL: Each student will be assigned an email by their school. Student's are expected to routinely check and maintain their account and should expect to utilize their account as their main source of communication with their professors.
EMAIL
ETIQUETTE: Student's are expected to use their email accounts in a professional and courteous manner. Inappropriate usage of school email, will not be tolerated.
ACADEMIC
HONESTY: The Academic Honesty Policy asserts that students are held to the highest standard with regard to academic integrity. Students are expected to complete their work independently or give fair credit to any work that is not solely their own.

University or School 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.

When a "work that uses the Library" uses material from a header file that is part of the Library, the object code for the work may be a derivative work of the Library even though the source code is not. Whether this is true is especially significant if the work can be linked without the Library, or if the work is itself a library. The threshold for this to be true is not precisely defined by law.

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.)

Otherwise, if the work is a derivative of the Library, you may distribute the object code for the work under the terms of Section 6. Any executables containing that work also fall under Section 6, whether they are linked directly with the Library itself.

6. As an exception to the Sections above, you may also combine or link a "work that uses the Library" with the Library to produce a work containing portions of the Library, and distribute that work under terms of your choice, provided that the terms permit modification of the work for the customer's own use and reverse engineering for debugging such modifications.

You must give prominent notice with each copy of the work that the Library is used in it and that the Library and its use are covered by this License. You must supply a copy of this License. If the work during execution displays copyright notices, you must include the copyright notice for the Library among them, as well as a reference directing the user to the copy of this License. Also, you must do one of these things:

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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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.

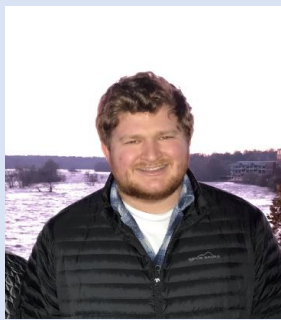
La'Mon Stith



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



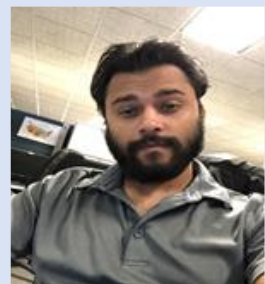
Colin Betancourt is a programmer for the SyllaBest team, and is pursuing a computer programming certificate at Reynolds Community College. Currently, Colin works as a cashier and self-checkout at BJ's Wholesale club, for about two years. Programming has always been a passion of his since high school, 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.

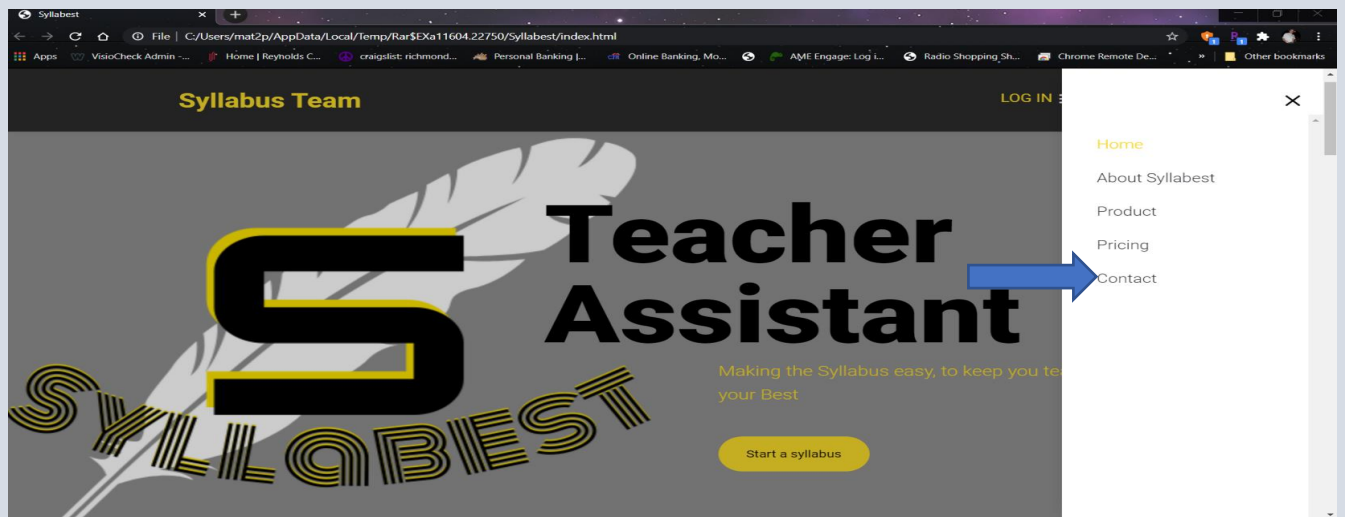
Appendix C

Contact Us

Email

SyllaBestTeam@gmail.com

See Our website to contact us.



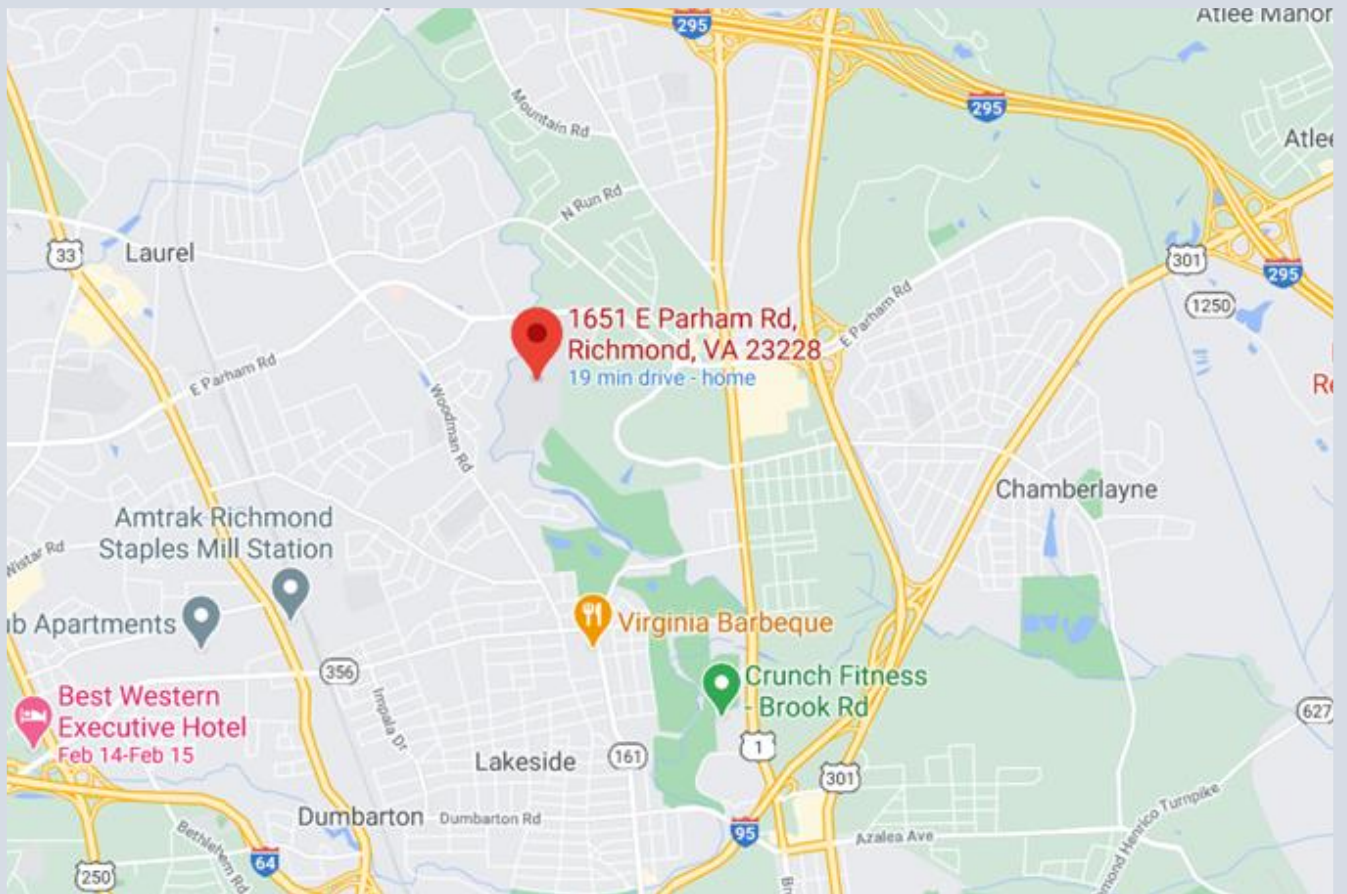
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