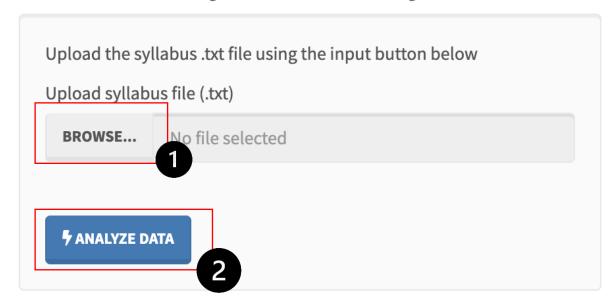
Advanced Syllabus Analyzer: Instructions

1. Clean and Transform Syllabus into UTF-8 Text File

- In the syllabus, only keep sections:
 - o General Course Information
 - Course Description
 - o Course Prerequisites
 - o Required and Recommended Material
 - Assessment Strategy
 - o Course Schedule
- Transform into UTF-8
 - 1. Use the "Save As" option under the file menu.
 - 2. Click "Save As," then choose "Plain Text (.txt)" from the "File Format" dropdown menu.
 - After clicking "Save" you'll get a new window asking about the text encoding.
 - 4. Select "Other Encoding" and choose UTF-8 from the right-side menu.
 - 5. Click OK.

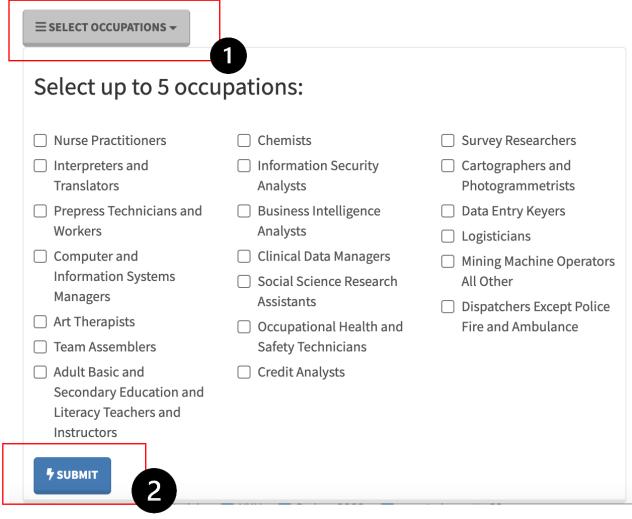
2. Upload the Text file to the Analyzer

Advanced Syllabus Analyzer



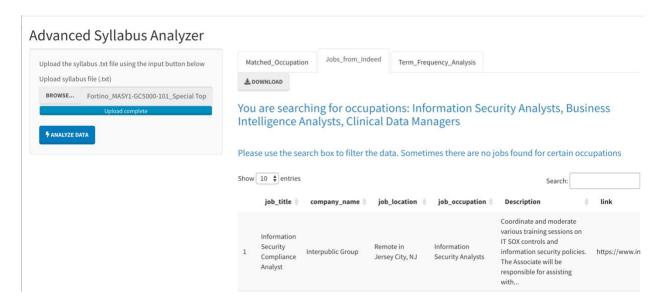
- 1) Click the *Browse* button to select the target syllabus file.
- 2) Click the *Analyze Data* button, and the results will be showed in the right tabs

3. Select Occupations



- After viewing the results, Click the Select Occupations button and select <u>up</u>
 to 5 occupations.
- 2) Click the Submit button to view the scraped jobs result

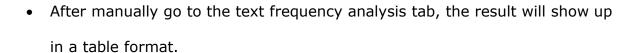
4. View the Scraped Jobs and Download the Results



- The text in blue shows the current occupations presented. Please use the search box and enter keywords such as the job occupation, company name, job location to filter the data table.
- The Download button above the data table enables user to download the result in csv format.

Note: Before going to the text frequency page, please wait until the scraped job results show up. After viewing the results, please click the Text_Frequency_Analysis to go to that tab.

5. Text Frequency Analysis Result



If you have any questions or concerns regarding how to use the module, please feel free to contact me by **yd1540@nyu.edu.**