

## New Course Shell and Syllabus Template FAQs

### New Course Shell

1. Can I copy an old course shell into the new shell? *Yes. After the content is in the new shell, you will need to move content to the appropriate folders and delete/hide unwanted links.*
2. Which menu items are required? *The following menu items should be visible to students at all times:*
  - *Welcome*
  - *Start Here*
  - *Syllabus*
  - *Course Materials*
  - *Grades*
  - *All items beneath Student Resources*
3. Which menu items are optional? *Any menu item that is hidden by default is optional. These items are denoted by a gray box with a slash next to the item's name.*
4. Can I add items to the menu? *We are looking to implement a common course look and feel for all JSCC courses. This consistency will result in a higher quality educational experience for students. Instructors are discouraged from adding items to the menu.*
5. Can I rearrange items on the menu? *For the sake of consistency, instructors are discouraged from rearranging menu items.*
6. Can I delete items from the menu? *You may delete or hide any **optional** menu item. Required menu items must remain visible.*
7. Can I use my own course banner? *We are looking to implement a common course look and feel for all JSCC courses. All course banners should have the newly designed JSCC purple logo.*
8. How long does it take to set up the new course shell? *Depending on how many files you have, instructors have reported it takes anywhere from 3-5 hours.*

9. Where can I get additional training on the new course shell? *You can self-enroll in the [Instructional Design training organization](#) on Blackboard where there are trainings on setting up the new shell and other trainings.*

## Course Syllabus Template

1. Can I just use my old syllabus template? *We are looking to implement a common course look and feel for all JSCC courses. This consistency will result in a higher quality educational experience for students. Please implement the new template starting Fall 2023.*
2. How can I edit the new syllabus template? *The syllabus templated is a “protected” document. You are able to edit any section of the template that is highlighted in yellow. Other items cannot be edited or deleted.*
3. Which items on the syllabus template are required? *Any items that cannot be edited are required.*
4. Will the shading and gray brackets show when I print the document? *No, the shading and brackets do not appear when the document is printed or converted to a PDF.*
5. Where can I find the instructions for the new syllabus template? *The syllabus template has a companion guide. You can find the guide in the INSTRUCTOR RESOURCES sections of [Instructional Design training organization](#) and the new course shell.*

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