

# How to Post a Syllabus in eCourseware

## Center for Teaching and Learning (CTL)

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## General Information

### **Purpose**

The Center for Teaching and Learning welcomes you to our orientation for eCourseware. This guide will instruct in how to use eCourseware

### **Audience**

Faculty and staff using eCourseware.

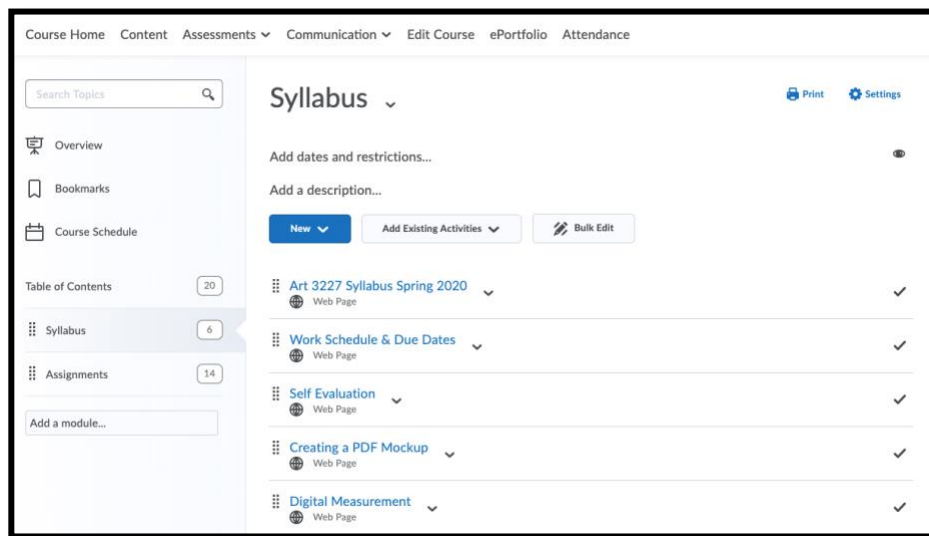
## Creating a Syllabus/Adding Course Content

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The **Content** area contains the bulk of your material to be presented to your class. You can create your syllabus here using modules. You may divide the content into **Modules and Topics**.

Links to documents such as Word, Excel, PowerPoint, movie or audio files, and other course tools can be placed within the Content area.

Tools such as Video Note and Ensemble Video integration can be used here as well.



### Create a Module

1. Click the **Table of Contents** link in the Table of Contents panel.
2. On the Table of Contents page, enter your new module title in the **Add a module...** field, which is below the Table of Contents title and any existing modules.
3. Press **Enter** or click outside the field to add the module.

### Create a Topic

1. Click on the module you want to create a new topic for from the Table of Contents panel.
2. Select the **New** button and from the **drop-down menu** select **Upload Files**.
3. Browse to find the file(s) on your computer. Double click the file's name to select it.
4. Click **Add**.

## To Upload a Syllabus Into eCourseware

Once the syllabus module has been created, you will then have access to upload your desired files.

1. Click new.
2. Select Upload Files from the drop-down menu.
3. Select My Computer to upload files from your computer.
4. Drag & Drop or upload files.
5. Click **Add**.

# Locating Help Resources

Upon completing the training covered in this course, faculty, staff, and students are able to receive additional training help and resources. Such help can be located as follows:

## Service Desk Request

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### Submitting a Ticket

- Login URL:
  - [Here is a link to our service desk ticketing system](#)
  - After logging in, choose the link **Request Help or Services**.
  - Choose Request Help or Services.

### Call the ITS Service Desk (901.678.8888) any day of the week! (Excluding Some Holidays)

- The ITS Service Desk hours will be as follows:
  - Monday - Friday 8:00 am - 8:00 pm
  - Saturday 10:00 am - 2:00 pm
  - Sunday 1:00 pm - 5:00 pm
- You can contact the Service Desk for assistance with technical login problems or issues. Incoming calls after hours will be handled by voicemail services. If you require assistance after 8:00 pm, please leave a message or submit a service request.
- Messages will be checked regularly and receive priority response the following business day. You may also email The Center for Teaching and Learning, [umtech@memphis.edu](mailto:umtech@memphis.edu) (using this email will automatically generate a help desk ticket).

## Important Links

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- [Explore the umTech Website](#)
- [Center for Teaching and Learning \(CTL\) Website](#)
- [Search our Training and Documentation](#)