

## **Portable Professor II**

Online Syllabus – Add Links to A Course Page

# Online Syllabus – Add Links to A Course Page

- Click on the My Courses tab

ST. JOHN'S CENTRAL

Logout Options Help My St. John's My Courses SJUSIS/SERVICES Campus Life Library e-mail calendar groups

My St. John's  
Welcome, Faculty1 Test

My Calendar  
For Your Information  
University Announcements  
My Headlines

University Resources  
Academic Calendar  
Commencement 2004  
Holiday Schedule  
Undergraduate Bulletin  
Graduate Bulletin  
Registrar  
Course Listings  
Student Handbook  
Bookstore  
Campus Map  
Campus Ministry  
Career Center

FRIDAY  
May 14, 2004

You have 0 appointments in your calendar today.

Today's Announcements

- For Your Information
  - Queens Bookstore E-Mail & Contact Information
  - SJU Bookstores (Queens & Staten Island Campuses)
  - Writing Center Launches New Web Site
  - More personal announcements...
- University Announcements
  - Summer 2004 Dining Hours
  - Summer Bookstore Hours
  - Capital Campaign
  - "Excellence in Technology"

St. John's Central Status Page

- St. John's Central Status Page

Vincentian Center

Vincentian Center for Church and Society



St. Vincent de Paul

# Online Syllabus – Add Links to A Course Page

- Click on the course you wish to add links to or modify.



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## My Courses

May 14, 2004

My Courses Course Schedule for: All Terms

Faculty Resources  
Center for Teaching & Learning  
IRB Human Subjects Research Form  
Academic Bulletin  
Commencement  
eReserves  
Course Listings  
WebCT

University Resources  
Academic Calendar  
Bookstore  
Campus Map  
Campus Ministry

Courses I'm Teaching: **Course Grouping**

Spring 2003:	Sec.	Dept.	Instructor(s)
<a href="#">EDIT</a> <a href="#">+</a> ORG ADM SPE-LANG HEAR PRG/PS	EDU-82.2-0	Admini Instruction - EDU	Faculty1 Test <a href="mailto:factest1@stjohns.edu">factest1@stjohns.edu</a>
<a href="#">+</a> ORIENTATION			
Spring 2004:			
<a href="#">EDIT</a> <a href="#">+</a> ORG ADM SPE-LANG HEAR PRG/PS	EDU-82.2-0	Admini Instruction - EDU	Faculty1 Test <a href="mailto:factest1@stjohns.edu">factest1@stjohns.edu</a>

• [Click Here for the St. John's Central Faculty Guide](#)  
This is a user guide to help you to better use and understand St. John's Central

# Online Syllabus – Add Links to A Course Page

- You can upload a Word document with 20, 50 or 100 more links.

See Hot Sheets:

- “Adding a Hyperlink to a Word Document”
- “Uploading Files to your Facpub Account”.

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## Add/Edit Course Links

Your Location: [My Courses](#) / [Course Homepage](#) / Add/Edit Course Links

Link	Title/Description	URL (e.g. - http://www.myaddress.edu)
1	<input type="text" value="The Federal Courts"/>	<input type="text" value="http://www.fjc.gov/federal/co"/>
2	<input type="text" value="SearchEngineWatch"/>	<input type="text" value="http://www.searchenginevatd"/>
3	<input type="text" value="Learn The Net"/>	<input type="text" value="http://www.learnthenet.com"/>
4	<input type="text" value="RayZollo"/>	<input type="text" value="http://geocities.yahoo.com/r"/>
5	<input type="text" value="Library"/>	<input type="text" value="http://libraries.stjohns.edu/a"/>
6	<input type="text"/>	<input type="text"/>

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# Online Syllabus – Add Links to A Course Page

- Create Word document with the URL's for students to access
- Save the doc as a Web page and upload into your Facpub account.
- In Facpub left-click on the Web page icon and select “Properties”
- A “Properties” dialogue box will appear. Where it specifies “location” copy the URL.
- Return to the “Add/Edit Course Links” page on your Course Homepage.

# Online Syllabus – Add Links to A Course Page

- The URL that is pasted into the specified area should look like line 6.



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## Add/Edit Course Links

Your Location: [My Courses](#) / [Course Homepage](#) / Add/Edit Course Links

Link	Title/Description	URL (e.g. - http://www.myaddress.edu)
1	Speech Syllabus	http://facpub.stjohns.edu/~c
2	SearchEngineWatch	http://www.searchenginewatd
3	Learn The Net	http://www.learnthenet.com
4	RayZollo	http://geocities.yahoo.com/r
5	Library	http://libraries.stjohns.edu/a
6	Links for Criminal Justice	ftp://estudio@facpub.stjohns.edu/~eStudio/Links for Criminal Justice Students.doc.

Clear Fields Save Changes Cancel

[ftp://estudio@facpub.stjohns.edu/~eStudio/Links for Criminal Justice Students.doc.](ftp://estudio@facpub.stjohns.edu/~eStudio/Links for Criminal Justice Students.doc)

# Online Syllabus – Add Links to A Course Page

- You will need to replace the “ftp” with “http” and delete the “estudio@” text.
- Name the document
- Click Save Changes

ST. JOHN'S CENTRAL

Logout Options Help? My St. John's My Courses SJUSIS/SERVICES Campus Life Library e-mail calendar groups

## Add/Edit Course Links

Your Location: [My Courses](#) / [Course Homepage](#) / Add/Edit Course Links

Link	Title/Description	URL (e.g. - http://www.myaddress.edu)
1	<input type="text" value="The Federal Courts"/>	<input type="text" value="http://www.fjc.gov/federal/coi"/>
2	<input type="text" value="SearchEngineWatch"/>	<input type="text" value="http://www.searchenginewatcl"/>
3	<input type="text" value="Learn The Net"/>	<input type="text" value="http://www.learnthenet.com"/>
4	<input type="text" value="RayZollo"/>	<input type="text" value="http://geocities.yahoo.com/r"/>
5	<input type="text" value="Library"/>	<input type="text" value="http://libraries.stjohns.edu/a"/>
6	<input type="text" value="Links for Criminal Justice"/>	<input type="text" value="http://facpub.stjohns.edu/~e"/>

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<http://facpub.stjohns.edu/~eStudio/Links for Criminal Justice Students.doc>

# Online Syllabus – Add Links to A Course Page

- This is how your link and course page will appear.

The screenshot displays the 'ST. JOHN'S CENTRAL' website interface. At the top, there is a navigation bar with links for 'My St. John's', 'My Courses', 'SJUSIS/SERVICES', 'Campus Life', and 'Library'. To the right of these are icons for 'e-mail', 'calendar', and 'groups'. Below the navigation bar, the page title is 'Course Homepage' and the date is 'May 14, 2004'. A breadcrumb trail shows 'Your Location: My Courses / Course Homepage'. The main content area is titled 'ORIENTATION Homepage' for 'Spring 2003', with the instructor listed as 'Faculty1 Test' and email 'factest1@stjohns.edu'. A 'Course Links' section, with an 'Add/Edit' button, lists several links: 'The Federal Courts', 'SearchEngineWatch', 'Learn The Net', 'RayZollo', 'Library', and 'Links for Criminal Justice'. To the right of the course links is a 'Course Tools' section with links for 'Message Board', 'Calendar', 'Course Chat', and 'E-mail Class'. On the left side, there are sections for 'My Courses', 'Faculty Resources' (including 'Center for Teaching & Learning', 'IRB Human Subjects Research Form', 'Academic Bulletin', 'Commencement', 'eReserves', 'Course Listings', and 'WebCT'), and 'University Resources'. A black arrow points from the 'University Resources' section to the 'Links for Criminal Justice' link in the 'Course Links' section.

# Online Syllabus – Add Links to A Course Page

- By clicking on the Course Link, this page will appear displaying the new links on your Course page for student access.

