Syllabus Instructions

Follow these instructions to modify the CTLD Syllabus Word document. For additional assistance, please contact the Center for Teaching & Learning Design (CTLD) by email at ctld@stockton.edu or phone at (609) 626-3828.

Please note that a Table was utilized on the first page to format the content and images.

Title Page

x   Replace sample text with course information. Include your contact and your School information.

x   The Table of Contents relies on the use of Styles a-7 C(o-14T (i)-3L)-14Dl oo e fi e d5 7 m a o 2 y S33.es(o)Poaen1onaoe Schedule, etc.) If you need to create a new section, make sure the section title uses CTLD Heading 1. As you add or remove content from the syllabus, the Table of Content must also be updated

1. Click the Table of Contents
2. Click ! Update Table (found above the table or on the MS Word menu under References)
3. Select Update entire table and click on OK

x   To a

2. On the MS Word menu, click on Picture Format.

3. Click Change Picture and From Online Sources

4. Search for an image, select it and click Insert

General Instructions