

CREATORPRO

BEST PRACTICES FOR DESIGNING SYLLABI

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CreatorPro offers faculty a seamless way to compose and edit their course syllabi. The user friendly interface exports an HTML output that can be embedded directly in a course within Blackboard.

This document will cover the basic functionality of the CreatorPro interface, as well as some best practices to consider while using the platform to create your syllabi.

ON DEMAND COURSE

The FIU Online On-Demand series allows you to browse all available Blackboard topics and automatically enroll yourself in any or all of the available topics. The On-demand series is hosted in Blackboard Learn and can be accessed using the credentials you currently use. To enroll in the CreatorPro On-Demand Course visit the [Professional Development](#) page on our website.

The CreatorPro On-Demand Course guides you through the following key elements when using the tool:

- Getting Started
- Navigation Bar
- Editing Text
- File Manager
- Adding a Textbook
- Creating Tables
- CreatorPro Documentation
 - Using the Wizard
 - Versioning
 - New Enhancement Features

CREATORPRO ORIENTATION SESSION

In addition to the On-Demand course, FIU Online hosted a CreatorPro Orientation session providing participants with a platform overview and some best practices when utilizing the tool. Please feel free to reference the [session recordings](#) while creating your syllabi.

BEST PRACTICES

GETTING STARTED

- Always make sure you are creating/editing the syllabus folio for the right course and section.
 - If you are teaching multiple sections of the same course, you will need to create one folio at a time and then clone your content to each separate section accordingly.
 - Please note that if your sections are cross-listed, you will only need to create one syllabus folio as students will all be paired together in one Blackboard shell.
 - Have your syllabus mapped out on a word document to serve a map of how you would like for it to look once finalized in CreatorPro.
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SYLLABUS TEMPLATE

- Once you click on “create folio”, our syllabus template will populate to assist you in building out yours sections.
 - As a best practice, the university policy sections should not be removed so students can be aware of pertinent university information such as, academic integrity, netiquette and accessibility accommodations.
 - Take advantage of the wizard feature to build your syllabus folio as it will navigate you step-by-step through each section of the syllabus template.
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QUESTION MARK HINTS

- Throughout the syllabus template you will find “question mark” icons above each group heading. These are tips and hints for you to follow while working on your syllabus that will assist you in filling out each section accordingly.
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URLS & EMAILS

- Create meaningful links (i.e. avoid hyperlinking phrases such as “click here” or “link”)
 - All hyperlinked URLs and content from the file manager should open in a new window
 - List your FIU email for all external communication outside of Blackboard
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HIDE VS. DELETE

- CreatorPro allows you the flexibility of deleting or hiding sections within your folio. Although your first reaction may be to delete sections you will not be using, the best practice is to hide those sections as it is always easier to unhide an item than to recreate one once deleted.

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COPYING FROM WORD

- If you want to add text that is copied from a word processor program such as Word or Pages, use CreatorPro's paste feature and paste content directly into the "Paste as Plain Text" dialog box. This will avoid undoing any text formatting made before this content was pasted into the syllabus.

TABLES AND THE COURSE CALENDAR

- To ensure your tables and course calendar sections of the syllabus are built correctly, have your syllabus mapped out on a Microsoft Word document to serve as a map of how you would like for it to look once finalized in CreatorPro.

SAVE, PREVIEW AND PUBLISH

- **Save:**
 - This button saves all edits you have recently made to the syllabus. It is imperative that you save your work frequently in order to avoid having to start over from scratch.
 - Please note that using the "Publish" option will **not** automatically save your changes.
- **Preview:**
 - The Preview button generates a preview of your most recently saved version of the syllabus but will **not** publish it.
 - The preview will open in a new browser tab or window.
- **Publish:**
 - If your syllabus has been previously published, the "Published Link" button will allow you to view the published link where your syllabus is located.
 - Once the link is embedded in the course, you will not need to change it.
 - If you edit the syllabus later in the semester, you will need to save and publish it; but you will **not** need to update the link in your course.
- **Publish Folio:**
 - The "Publish Folio" button integrates the most recently saved edits to your CreatorPro syllabus and applies these edits to the available syllabus through the published link.

CLONING

- Cloning is not covered in the On-Demand course. Please reference the orientation session recording for some quick How To's and Best Practices when utilizing this feature.
- Cloning should be done **AFTER** you have finalized and published your syllabus folio.
- Before performing a clone, please make sure of the following:
 - The "To" and "From" course sections have been identified.
 - The "To" section does not have any populated content. Please note that all content will be overwritten in the destination course once the clone is performed

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- You properly select the fields you would like copied over to your destination course section.
- Once clone is performed, remember to save and publish your new folio.
- Any changes/updated you make to your new section will not populate in the section your cloned from. Both sections are stand-alone syllabus folios in which will need to be maintained independently.

REVISIONS

- Revisions should only be used as a last resort option for restoring your work.
- Loading a revision will replace the current version of the folio with the selected revision.
- Best practices before loading a revision to your excising syllabus folio:
 - Preview the Revision you wish to load to make sure it's the correct one
 - Compare the revision version with the one you are currently working on to make sure it's the one you wish to load.
 - Note that loading selected revision will not keep your current saved updates. Once the revision is loaded it will override your current work and take the place of your current folio.

SUPPORT

- For assistance with your fully online and/or hybrid course(s), contact your Instructional Designer.
- For assistance with your web-assisted course contact our Support Services:

| Email and Live Chat Support | Phone Support | Office Support (On Campus) |
|---|--------------------------------|---------------------------------|
| 7 Days a week (8am – Midnight) | 7 Days a week (8am – Midnight) | Monday – Friday from 8am – 10pm |
| Live Chat and Email | Telephone: 305-348-3630 | Modesto A. Maidique Campus |
| Support Center | Toll-Free 1-877-3-ELEARN | MANGO Building, 5th Floor |