

Bluegrass Community and Technical College
Office of Academic Affairs

Naming Course Syllabi for the Server

1. To name your syllabus:

If the course, for example, is MA 111 Section J001, instructor Smith, then the file name would appear: **MA111-J001Smith**

Please do not leave any spaces; include dash.

2. To rename an existing file:

Locate the file.

Right click once on the file.

Select "rename" from the drop box.

Rename the file following the directions above.

3. If you need to list multiple sections that use a generic syllabus, the Area/Program Coordinator would **name the syllabi** this way:

MA111-A

The Coordinator would also be responsible for **sending a word document** to the drive to denote which sections were covered by the multiple section syllabi.

The Area/Program Coordinator would **name the additional word document** this way:

MA111-Multiple Sections

Example text in the document: In Fall 2015, the MA111-A syllabus is used for the following sections: J001-J010.

Copying Syllabi to the Server

Coordinators/Staff Assistants/Assistant Deans

1. In Windows Explorer highlight the file you want to copy by clicking on it once **OR**
2. Open My Computer and go to the folder, then file you want to copy by clicking on it once.
3. Click on the **Edit** menu and select **Copy**.
4. Open **My Computer**. Under Network Drives, double click on the "S" drive; double click on Faculty; then double click on syllabi.
OR click <\\BL-File\Departments\Faculty\Syllabi>
5. Double click on the correct semester folder (**Fall-2015**).
6. Double-click on the appropriate division folder (**CHLSS**).
7. Click on the **Edit** menu and select **Paste**.
8. A copy of the file should appear in the window. At this point, you are done.

Karen Dearborn will do an overall review.