

Math - Documentation
Updating Individual Course Details
Adding Syllabi for Courses

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Course Schedule Page

Syllabi

To work with syllabi, all syllabi .pdf files can be loaded either the media manager, or via the file upload link in the editor.

1. File Naming Standard

If the file is named appropriately, it can then be displayed also within the course schedule, which could be useful to students. **Just by NAMING the file appropriately it will AUTOMATICALLY be displayed in the Course Schedule Module.**

semester-school-subject-course.extension
semester-school-subject-course-section.extension

where semester = MYYYY and "M" should be replaced with the semester month equivalents:

Spring: 1
Summer: 7
Fall: 9
Winter: 0

If the section is not supplied, the syllabus will be treated as a default syllabus for the course and be loaded for any sections which do not have one uploaded. The extension can be doc, docx, pdf, txt, etc. (.pdf is recommended)

Example for course: Spring, 2017, 01-640-026 (no section supplied)

12017-01-640-026.pdf

File needs to be put in the **syllabi Directory** (Can use media manager)

The image shows two screenshots from a CMS interface. The top screenshot shows a navigation menu with 'Content' and 'Components' tabs. A dropdown menu is open under 'Content', showing options like 'Articles', 'Categories', 'Featured Articles', and 'Media'. To the right, a file directory tree is visible, with the 'syllabi' folder highlighted. The bottom screenshot shows the 'Media' manager interface. It has an 'Upload' button, a 'Create New Folder' button, and a 'Delete' button. Below these are 'Media Folders' (academics, course_descriptions, cmsr) and a 'Preview' section showing the current folder path as 'Root: images/syllabi'.

Scroll DOWN the page to find SYLLABI Folder.

Click on Syllabi Folder

Click Upload (this will upload into the Syllabi Folder)

Example of how it could work and display on the Course Schedule Screen:

Using file: 12017-01-640-026.pdf
(no section defined)

Course Schedule

Show entries Search:

COURSE	CR	COURSE TITLE	CROSS LISTING
+ 01:640:001	1.5	Computational Skills	
+ 01:640:011	2	Precalc Pt 1 Wkshop	
+ 01:640:012	2	Precalc Pt 2 Wkshop	
+ 01:640:025	3	Elementary Algebra	
- 01:640:026	3	Intermediate Algebra	

Prerequisites: 01:640:024 OR 01:640:025 OR 01:640:027

SECTION	PROFESSOR	SCHEDULE	SYLLABUS
02 (00240)	LINDBOE, T	Thu 1:10PM-2:30PM MU-301 (CAC) Tue 1:10PM-2:30PM MU-301 (CAC)	Lec Syllabus
03 (02288)	PAPALI, G	Tue 2:50PM-4:10PM CA-A4 (CAC) Thu 2:50PM-4:10PM CA-A4 (CAC)	Lec Syllabus
04 (02363)	LINDBOE, T	Mon 1:10PM-2:30PM HH-B5 (CAC) Wed 1:10PM-2:30PM HH-B5 (CAC)	Lec Syllabus
05 (00238)	PATEL, SAJU	Wed 2:50PM-4:10PM HH-B4 (CAC) Mon 2:50PM-4:10PM HH-B4 (CAC)	Lec Syllabus
06 (03562)	EVANS, JUDITH	Thu 2:50PM-4:10PM FH-A2 (CAC) Tue 2:50PM-4:10PM FH-A2 (CAC)	Lec Syllabus
08 (00239)	SCHWARTZ, S	Mon 8:40AM-10:00AM LSH-B110 (LIV) Thu 8:40AM-10:00AM LSH-B110 (LIV)	Lec Syllabus
09 (03358)	PATEL, SAJU	Mon 10:20AM-11:40AM BE-111 (LIV) Thu 10:20AM-11:40AM BE-221 (LIV)	Lec Syllabus
10 (04695)	HIRSCH, LEWIS	Thu 12:00PM-1:20PM LSH-B105 (LIV) Mon 12:00PM-1:20PM LSH-B105 (LIV)	Lec Syllabus
16 (07727)	MUKHERJEE, A	Wed 5:35PM-6:55PM HCK-127 (D/C) Mon 5:35PM-6:55PM HCK-127 (D/C)	Lec Syllabus
18 (00241)	SAFRAN, STEVEN	Thu 9:15AM-10:35AM HCK-201 (D/C) Mon 9:15AM-10:35AM HCK-201 (D/C)	Lec Syllabus
19 (02439)	SAFRAN, STEVEN	Mon 10:55AM-12:15PM WAL-203 (D/C) Thu 10:55AM-12:15PM WAL-203 (D/C)	Lec Syllabus
22 (00242)	BENEDICT, K	Mon 6:10PM-7:30PM HH-A3 (CAC) Wed 6:10PM-7:30PM HH-A3 (CAC)	Lec Syllabus

Using file: 12017-01-640-025-02.pdf (for section 2 only)

+ 01:640:012	2	Precalc Pt 2 Wkshop
- 01:640:025	3	Elementary Algebra

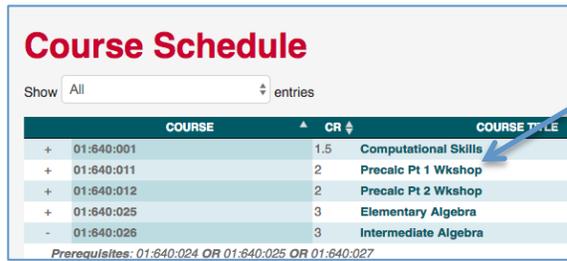
Prerequisites: 01:640:001

SECTION	PROFESSOR	SCHEDULE	SYLLABUS
02 (07691)	KINKHABWALA, R	Mon 11:30AM-12:50PM HH-A7 (CAC) Thu 11:30AM-12:50PM HH-A7 (CAC)	Lec Syllabus
04 (02362)	COLLINS, E	Wed 4:30PM-5:50PM FH-B6 (CAC) Mon 4:30PM-5:50PM FH-B6 (CAC)	Lec --
05 (07692)	BURNS, SANDRA	Mon 6:10PM-7:30PM FH-A6 (CAC) Wed 6:10PM-7:30PM FH-A6 (CAC)	Lec --
06 (03257)	SCHWARTZ, S	Tue 2:15PM-3:35PM HCK-112 (D/C) Thu 2:15PM-3:35PM HCK-112 (D/C)	Lec --

Section 20 Note: Students Wanting This Section; must Register for 640: 001: 20; ind. #05673 & Will Automatically; be Registered for 640: 025: 20

20 (02669)	PAPALI, G	Tue 1:10PM-2:30PM CA-A3 (CAC) Thu 1:10PM-2:30PM CA-A3 (CAC)	Lec --
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Adjusting Links on Course Schedule Page



	COURSE	CR	COURSE TITLE
+	01:640:001	1.5	Computational Skills
+	01:640:011	2	Precalc Pt 1 Wkshop
+	01:640:012	2	Precalc Pt 2 Wkshop
+	01:640:025	3	Elementary Algebra
-	01:640:026	3	Intermediate Algebra

Prerequisites: 01:640:024 OR 01:640:025 OR 01:640:027

This link can be 'built' using a .csv file. This way the link will go directly to that course detail page.

This .csv file should only be modified when a BRAND NEW course is added to the system. This file can be modified, then re-uploaded to the media folder.

Fields used:

Each field should be separated by a ','

Comma's can not be used in the course names or other fields.

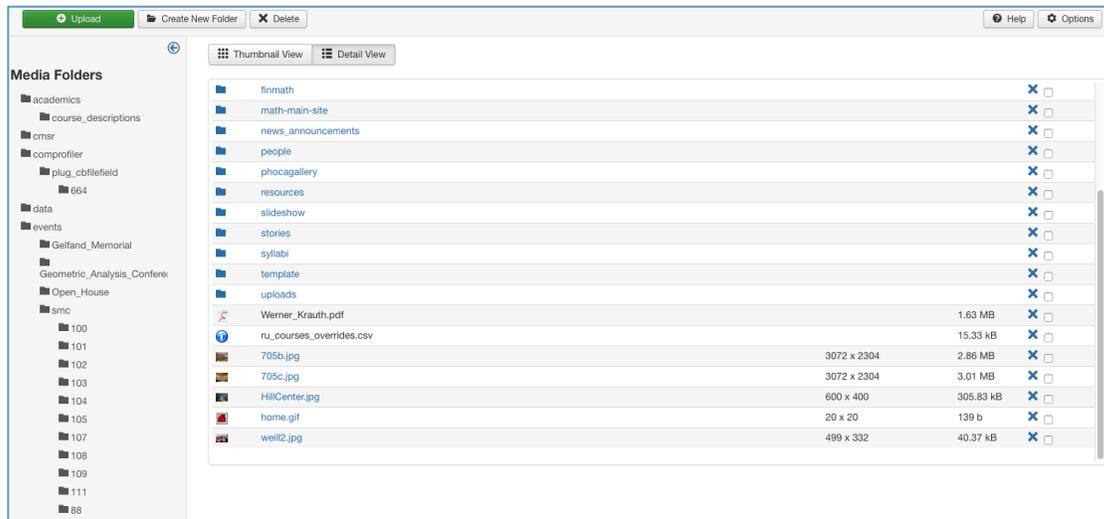
Course Code: *:01:640:001

Course Name: Computational Skills

URL: <https://www.sas.rutgers.edu/cms/math/academics/undergraduate/course-pages/1113-01-640-001computational-skills>

Upload .csv File

To upload a new .csv file the initial file must be 'deleted first', then uploaded.



Work with Course Article

Sample Article on Front End

The screenshot shows a course article titled "01:640:026 - Intermediate Algebra". It includes links to syllabi and course materials, and details for three sections of Elementary Algebra. Blue arrows point from a callout box to these elements:

- Course Title**: Points to the main course title "01:640:026 - Intermediate Algebra".
- Link to Syllabi**: Points to the "Syllabus: Fall 2016" and "Math 026 Final Exam Review Exercises: Spring 2016*" links.
- Link to Course Materials / Test Review Pages**: Points to the "Current Semester" section.
- Pulled from our Course Plugin to show details on when course is taught for CURRENT semester**: Points to the schedule information for the three Elementary Algebra sections.

Course Pages

01:640:026 - Intermediate Algebra

- [Syllabus: Fall 2016](#)
- [Math 026 Final Exam Review Exercises: Spring 2016*](#)

*This document requires Acrobat 5.0 or above in order to view it.

Current Semester

Elementary Algebra (01: 640: 025, Spring 2017)

Elementary Algebra (section 02)

Index Number: 07691
Credits: 3
Professor: KINKHABWALA, R
Schedule:
• [L] Mon 11:30AM-12:50PM HH-A7 (CAC)
• [L] Thu 11:30AM-12:50PM HH-A7 (CAC)

Elementary Algebra (section 04)

Index Number: 02362
Credits: 3
Professor: COLLINS, E
Schedule:
• [L] Mon 4:30PM-5:50PM FH-B6 (CAC)
• [L] Wed 4:30PM-5:50PM FH-B6 (CAC)

Elementary Algebra (section 05)

Index Number: 07692
Credits: 3
Professor: BURNS, SANDRA
Schedule:
• [L] Wed 6:10PM-7:30PM FH-A6 (CAC)
• [L] Mon 6:10PM-7:30PM FH-A6 (CAC)

Edit Article

(or copy an article that already exists)

The screenshot shows a search interface with a search bar containing "640:026". Below the search bar, there are columns for "Status" and "Title". A search result is displayed for "01:640:026 - Intermediate Algebra" with the alias "01-640-026-inte" and category "Course Descriptions". An "Edit" button is visible above the search result.

640:026

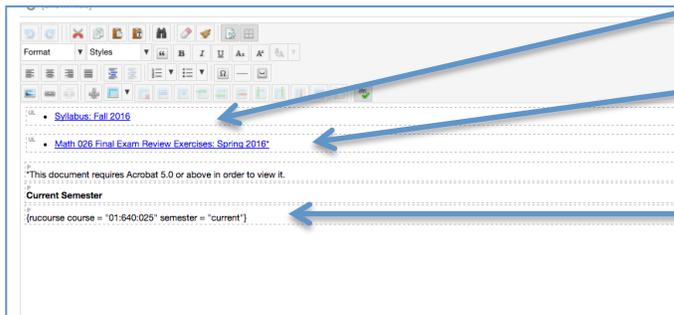
Search Tools

Clear

Status Title

Edit

01:640:026 - Intermediate Algebra (Alias: 01-640-026-inte)
Category: Course Descriptions

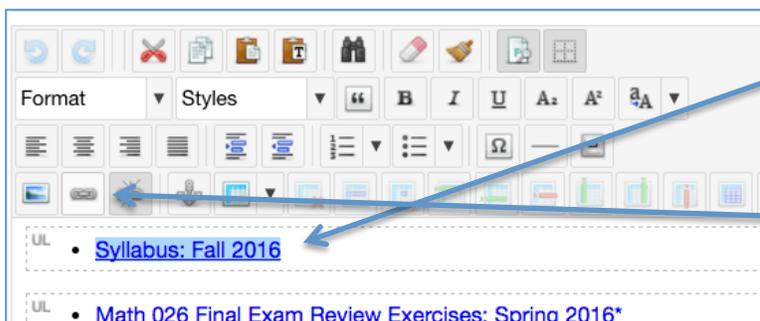


Syllabi Link

Link to more Course Details / Exam info

Course Plugin that pulls the current course schedule.

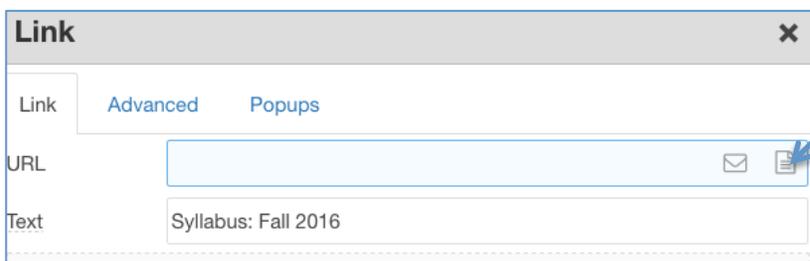
Upload Syllabi in Article



Type the Text for the Name of the file

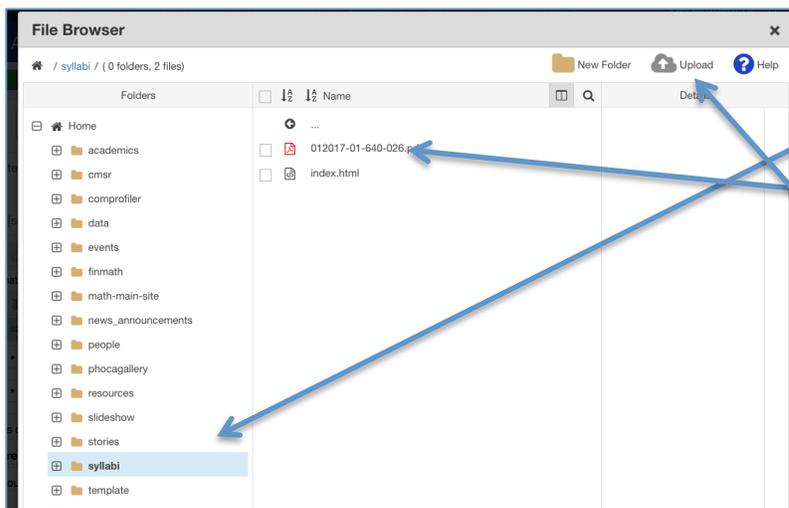
Highlight the Text

Click on the 'link'



Click on the 'Paper Icon'.

This will take you to where you can find a FILE to link to (or upload)



Click the Syllabi Folder

Select the file (if it was already upload)

Click Upload to upload a new file

Change the Article Create Date

If the article was created as a COPY, then the create date should be altered to reflect the current date.

The screenshot shows the top section of an article editing interface. The title field contains "Teaching Schedule - Undergraduate - Spring 2017 (TEST)". Below the title are several tabs: "Content", "Images and Links", "Options", "Publishing", "Configure Edit Screen", and "Permissions". The "Publishing" tab is currently selected. Below the tabs, there are fields for "Start Publishing" (with a date and time of 2016-09-26 15:06:19) and "Finish Publishing".

Click on the PUBLISHING Tab

This screenshot shows the same article editing interface as above, but with a calendar pop-up open over the "Created Date" field. The calendar is for September 2016. The "Created Date" field currently shows "2016-09-26 15:06:19". The "Created By" field shows "Michelle Martel".

wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
34					1	2	3
35	4	5	6	7	8	9	10
36	11	12	13	14	15	16	17
37	18	19	20	21	22	23	24
38	25	26	27	28	29	30	

Click on Created Date

Click on 'Today'

Click on the actual date (Calendar will close)

Add Course Schedule Details

Course Schedule Details

• [Syllabus: Fall 2016](#)

• [Math 026 Final Exam Review Exercises: Spring 2016*](#)

*This document requires Acrobat 5.0 or above in order to view it.

Current Semester

{rucourse course = "01:640:025" semester = "current"}

{rucourse course = "01:640:025" semester = "current"}

Required, type these words as above

Course # in "

Semester → required
Current → will always display schedule for the 'current semester'

Display of Course Schedule on Course Detail Page:

Course Pages

01:640:026 - Intermediate Algebra

• [Syllabus: Fall 2016](#)

• [Math 026 Final Exam Review Exercises: Spring 2016*](#)

*This document requires Acrobat 5.0 or above in order to view it.

Current Semester

Elementary Algebra (01: 640: 025, Spring 2017)

Elementary Algebra (section 02)

Index Number: 07691
Credits: 3
Professor: KINOHAWALA, R
Schedule:
• [L] Mon 11:30AM-12:50PM HH-A7 (CAC)
• [L] Thu 11:30AM-12:50PM HH-A7 (CAC)

Elementary Algebra (section 04)

Index Number: 02362
Credits: 3
Professor: COLLINS, E
Schedule:
• [L] Mon 4:30PM-5:50PM FH-B6 (CAC)
• [L] Wed 4:30PM-5:50PM FH-B6 (CAC)

Elementary Algebra (section 05)

Index Number: 07692
Credits: 3
Professor: BURNS, SANDRA
Schedule:
• [L] Wed 6:10PM-7:30PM FH-A6 (CAC)
• [L] Mon 6:10PM-7:30PM FH-A6 (CAC)