

# Athens State Syllabus Template

The template below is a **guide** that includes all of the required elements specific to syllabus best practices. The Syllabus Template is formatted for ADA accessibility and includes best practices. We recommend that you maintain the heading structure and modify the text for your course.

## Step by Step Process

1. **Edit your Course Syllabus in Word** – Save your edited syllabus as a Word document for future editing and updating. You will update and modify this document each time you teach your course. Also, accessibility changes are much easier to perform in Word.
2. **Share the Syllabus in your course as a PDF Document** – When you have finished your edits, save your Syllabus as a PDF document and upload it to your course site.

## Editing your document

### ***Please note:***

- ***Some sections of the Syllabus Template cannot be edited or deleted.*** Sections that can be edited are highlighted (in grey or yellow). To replace/delete text, simply highlight and begin typing.
- ***Please edit or delete all highlighted sections.***
- ***You must turn off highlighting BEFORE saving your document as a PDF.*** To turn off highlighting, select the **Review** tab in the top menu bar. In right corner, under the **Restrict Editing** tab, deselect the box entitled ***“Highlight the regions I can edit.”***
- **To Copy from your existing Syllabus & paste in this template:**
  1. Open both your existing syllabus and this template in Word.
  2. Highlight the text you wish to copy, right-click, and choose **“Copy.”**
  3. Right-Click on the desired location in the new Syllabus and select **“Paste”**.
- **To add a New Content Section** – Locate the section entitled **“Additional Information and Policies.”** Click in the grey highlighted field below and add additional content. ***Take care not to delete college requirements***

## Accessible Tables

**Important:** Be sure that any new content you create conforms to accessibility guidelines. This is especially true when creating tables. For more info, please visit these links:

- [Checking Accessibility in Word](#)
- [How to Create an Accessible table in Word](#)