Guide for Creating a Syllabus with Links

Creating a syllabus in Oncourse with internal page linking will allow students to go to specific sections of the syllabus with ease.

In the Resources tool in Oncourse, go to Add and choose Create HTML Page:

Create the syllabus in the text editor, include a Table of Contents:
Highlight the text of the first section:

**Teaching in an Online Environment**

Table of Contents
Instructor
Description
Learning Objectives
Required Materials
Naming Conventions
Test Considerations: Time Zone

**Instructor**
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Click the anchor icon:
Create the Anchor Name with the same name as the section heading, click OK:

An Anchor has been created:
Highlight the corresponding section name in the Table of Contents:

Click the link icon:
Choose Link to anchor in the text, click OK:

Select the corresponding Anchor Name, click OK:

Continue this process until all anchors and links have been created; click Continue and HTML page will be saved in Resources.
Right click and copy the URL of the HTML page:

Go to the Syllabus tool and choose Redirect:

Paste the URL in the required box, click Save, and the syllabus will display!
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Note: by adding the text "Return to top of page" and creating an anchor of the title of the syllabus, you can link the various sections in the same manner.