

## Posting Your PY 101 Syllabus on the OIRA Online Syllabus Management Site

To create a syllabus on the Office of Institutional Research & Assessment's (OIRA) site:

*MyBama*

*Faculty tab*

*OIRA resources window*

*Link in window to access OIRA resources*

*Link to Online syllabus management*

*Link to Create/edit syllabi for your courses*

You will see that there are certain rote sections (like severe weather policy) that are already populated for you. In addition, you can cut-paste sections from a WORD syllabus or from a website into the appropriate section on the online syllabus.

You have until the first day of class to post your syllabus and make modifications to the online syllabus. After that date, your syllabus is considered a contract with students. For that reason, it is wise to include a statement that aspects of the course (especially the schedule) may be changed and that you will notify students of any alterations.