SOP Template: Course Preparation and Syllabus Upload

This SOP details the process for **course preparation and syllabus upload**, encompassing the creation of course content, structuring of modules, integration of learning objectives, and the systematic upload of the syllabus to the learning management system. It ensures that all instructional materials are accurately prepared, organized, and accessible to students before the course commencement, promoting clarity and consistency in academic delivery.

1. Purpose

To outline the standardized steps required for preparing courses and uploading syllabi to the learning management system (LMS), ensuring instructional consistency and timely student access.

2. Scope

This SOP applies to all faculty and staff responsible for course development, syllabus preparation, and the setup of course materials within the LMS.

3. Responsibilities

Role	Responsibility
Course Instructor	Prepare course materials, syllabus, and module structure.
Program Coordinator	Review and approve course content and syllabus for completeness and accuracy.
IT/LMS Support	Provide technical assistance for LMS access and troubleshooting.

4. Procedure

1. **Course Content Preparation**
   - Draft the course outline, including key topics and learning objectives.
   - Organize content into logical modules or units.
   - Align readings, assignments, and assessment criteria with each module.
   - Ensure all content is up-to-date and aligns with program standards.
2. **Syllabus Development**
   - Use the standardized syllabus template provided by the institution.
   - Include course description, objectives, grading policy, schedule, and required materials.
   - Specify policies regarding attendance, academic integrity, and communication.
   - Review syllabus for completeness and accuracy.
3. **Approval Process**
   - Submit the completed syllabus and course outline to the Program Coordinator for review.
   - Incorporate any required revisions as per feedback.
   - Obtain final approval before proceeding to upload.
4. **LMS Upload**
   - Log in to the Learning Management System using institutional credentials.
   - Navigate to the upcoming course section/dashboard.
   - Upload the finalized syllabus as a PDF or Word document in the designated syllabus area.
   - Upload supplementary course materials and organize them within the LMS modules as per the course structure.
   - Confirm that all links, files, and resources are accessible and appropriately named.
5. **Verification and Communication**
   - Verify that the syllabus and materials are visible to enrolled students in the LMS.
   - Notify students, via LMS announcement or email, that materials are available and provide any initial instructions or orientation details.
6. **Ongoing Updates**
   - Regularly review course materials for necessary updates or corrections as the course continues.
   - Communicate any material changes or syllabus updates to students promptly via the LMS.

5. Documentation & Records

- Retain copies of all syllabi and course materials in institutional archives per academic policy.
- Maintain records of approvals and revisions made during the preparation process.

6. Revision History

Date	Version	Description of Change	Author
2024-06-27	1.0	Initial SOP template created	AI-generated