



GUIDE FOR THE HELLO COURSE SYLLABUS

September 2024

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INTRODUCTION

Welcome to the Hello Course Syllabus Platform

As educators at International Balkan University, we are committed to fostering an environment of excellence and innovation in teaching and learning. The Hello Course Syllabus platform is a pivotal tool in this mission, designed to streamline the creation, management, and dissemination of course syllabi across our institution. This guidance document aims to equip you with a comprehensive understanding of how to effectively use the platform to enhance the clarity and accessibility of course expectations and content for both instructors and students.

The course syllabus serves as a foundational blueprint for course planning and student engagement, outlining the educational goals, resources, responsibilities, and evaluation criteria integral to each course. With the integration of the Hello Course Syllabus into our academic system starting the 2024/2025 Academic Year, we are moving towards a more digital, organized, and transparent educational environment. This document will walk you through the step-by-step process of utilizing the platform, from initial login to detailed syllabus creation, ensuring that you can maximize its potential to support your teaching and your students' learning experiences.

Let this guide be your companion as you navigate the features of the Hello Course Syllabus platform, empowering you to prepare thorough and effective course syllabi that not only meet but exceed our educational standards.

WHAT IS A HELLO COURSE SYLLABUS?

Effective teaching and quality courses are crucial for student success at the university; thus, instructors are expected to enhance education and training. Using course syllabuses is one of the positive ways to achieve an effective teaching process. In its simplest form, the course syllabus is expressed as the "outline of a course". The syllabus is an informal contract prepared to inform both the instructor and the student about the goals and expectations that shape the learning environment. Therefore, students should have easy access to course syllabi. As of the 2024/2025 Academic Year, the Course Syllabus Model has been integrated into the Hello system.

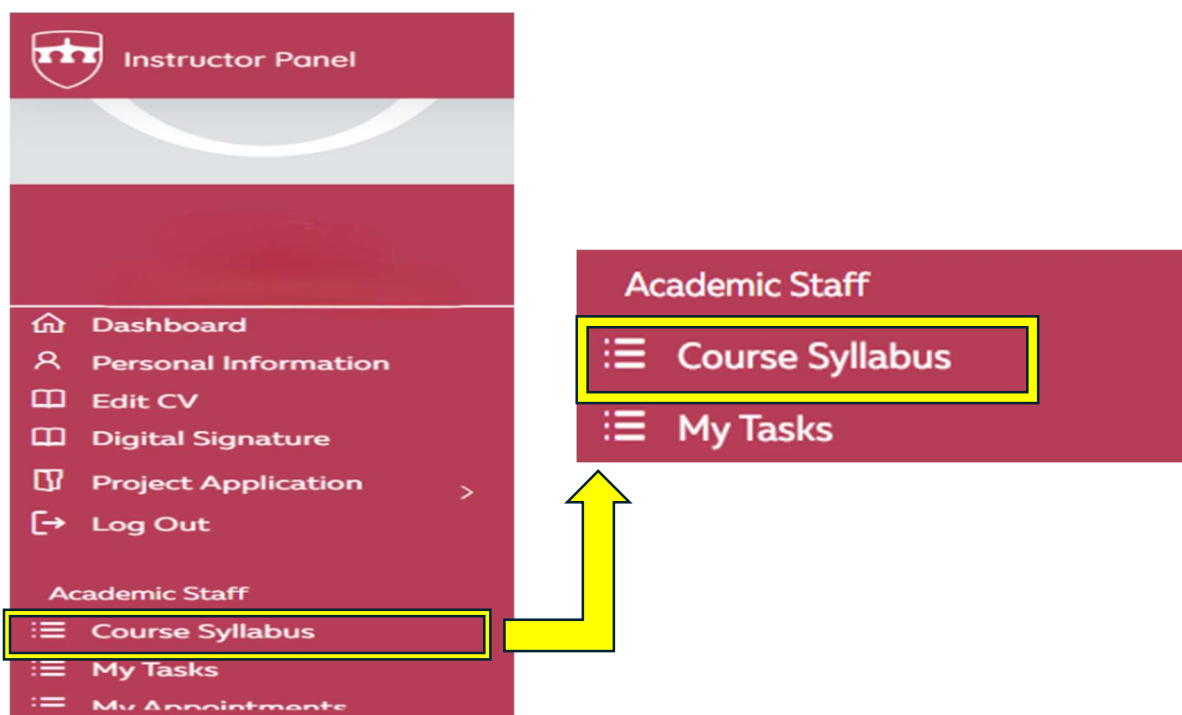
Hello Course Syllabus, is a platform that allows you to prepare and manage our university's course syllabus online. This system makes it easier for you to organize and share course planning, content, and evaluation criteria in a digital environment. Hello Course Syllabus, contributes to the more efficient and organized execution of your education processes. Preparing your course syllabus via an online platform creates a more transparent and accessible education environment for both faculty members and students.

HOW TO USE HELLO COURSE SYLLABUS?

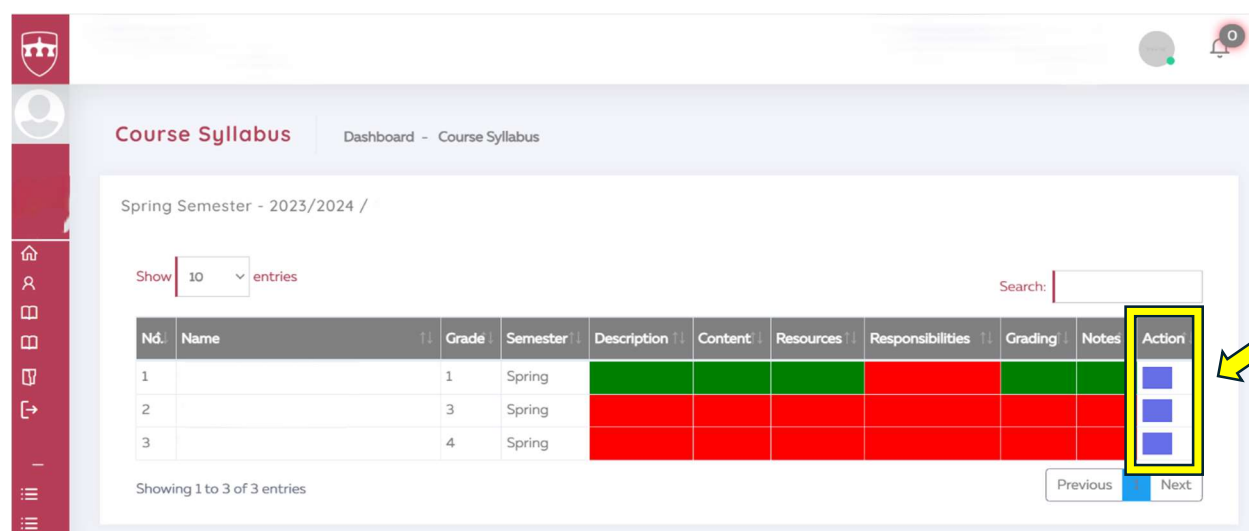
Following specific steps is crucial for accurate data. Please carefully review the images and instructions.

COURSE SYLLABUS

Open your Hello system. The instructor Panel is on the left side. The second part of the Instructor Panel is Academic Staff. In the first tab of Academic Staff is located "Course Syllabus" as shown in the picture below.

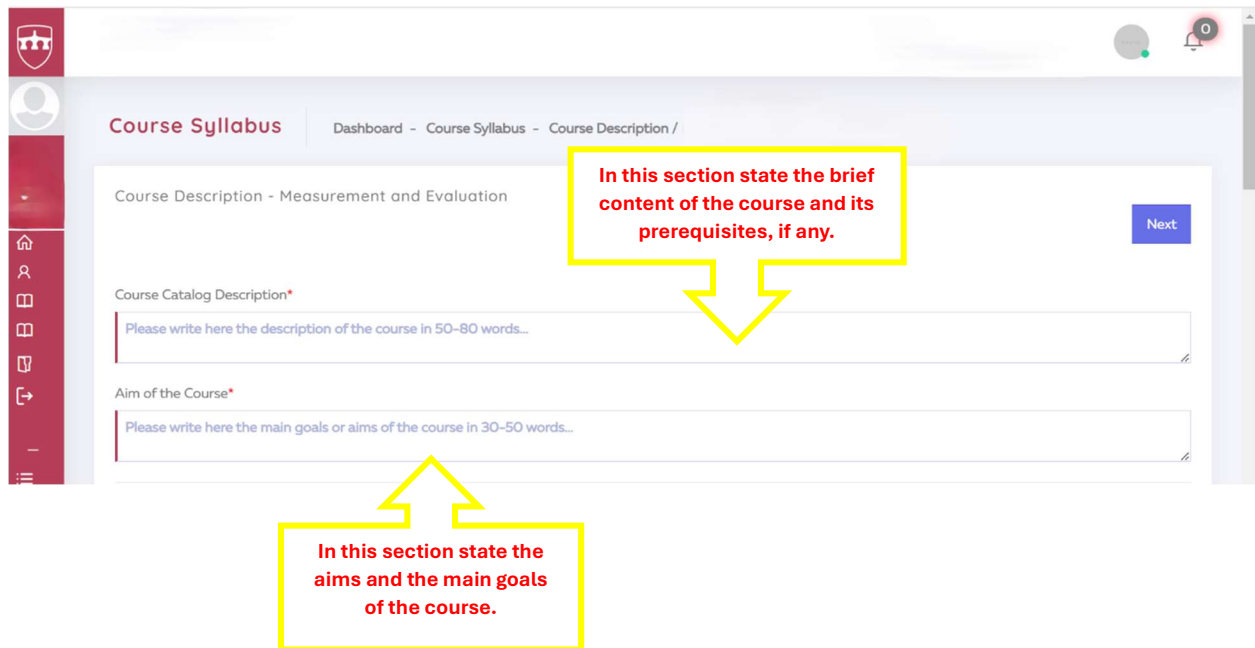


After clicking the "Course Syllabus" tab, you will be directed to the following page. You are required to create separate course syllabi for the courses you are taking this semester. The red boxes in the table in this section indicate the fields that need to be filled in. The essential information that should be included in the course syllabus is as follows: course description, course content, resources to be used, student responsibilities, grading criteria, and detailed information about the students.



COURSE DESCRIPTION

After clicking on the edit bar in the "Action" row, you can start filling out the course syllabus. The first stage consists of four sections with all fields required to be filled in. The first section includes the course description according to the curriculum and aim of the course.



The screenshot shows the 'Course Syllabus' form with the 'Course Description' section. The breadcrumb trail is 'Dashboard - Course Syllabus - Course Description /'. The section title is 'Course Description - Measurement and Evaluation'. There is a 'Next' button on the right. Two yellow callout boxes provide instructions: one points to the 'Course Catalog Description*' field with the text 'In this section state the brief content of the course and its prerequisites, if any.', and another points to the 'Aim of the Course*' field with the text 'In this section state the aims and the main goals of the course.'.

Course Syllabus Dashboard - Course Syllabus - Course Description /

Course Description - Measurement and Evaluation

Next

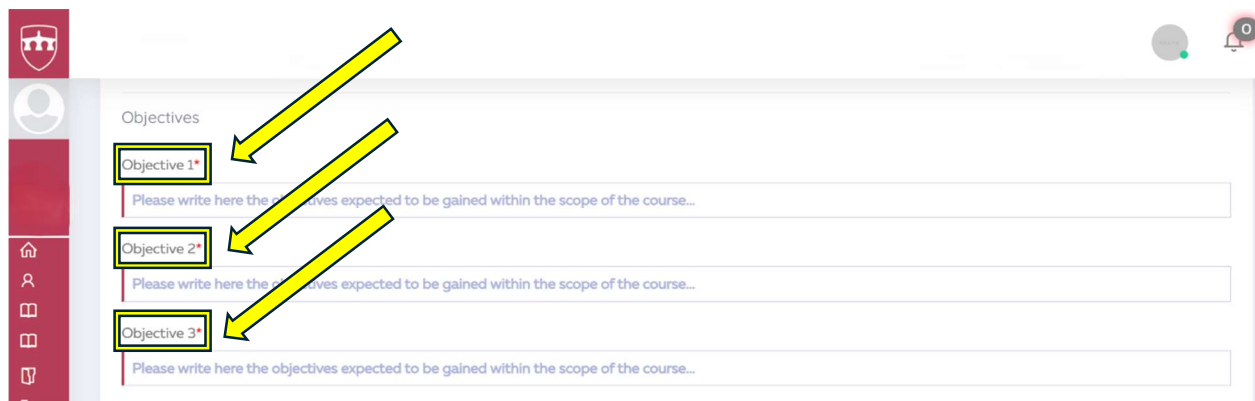
Course Catalog Description*

Please write here the description of the course in 50-80 words...

Aim of the Course*

Please write here the main goals or aims of the course in 30-50 words...

Following the course description are objectives expected to be achieved within the scope of the course. At least three objectives should be determined for each course. In these sections, you need to write the objectives expected to be gained within the scope of the course. Additional sections can be added if necessary.



The screenshot shows the 'Objectives' section of the form. It has a title 'Objectives' and three input fields labeled 'Objective 1*', 'Objective 2*', and 'Objective 3*'. Each field has a placeholder text: 'Please write here the objectives expected to be gained within the scope of the course...'. Three yellow arrows point to each of the three objective input fields.

Objectives

Objective 1*

Please write here the objectives expected to be gained within the scope of the course...

Objective 2*

Please write here the objectives expected to be gained within the scope of the course...

Objective 3*

Please write here the objectives expected to be gained within the scope of the course...

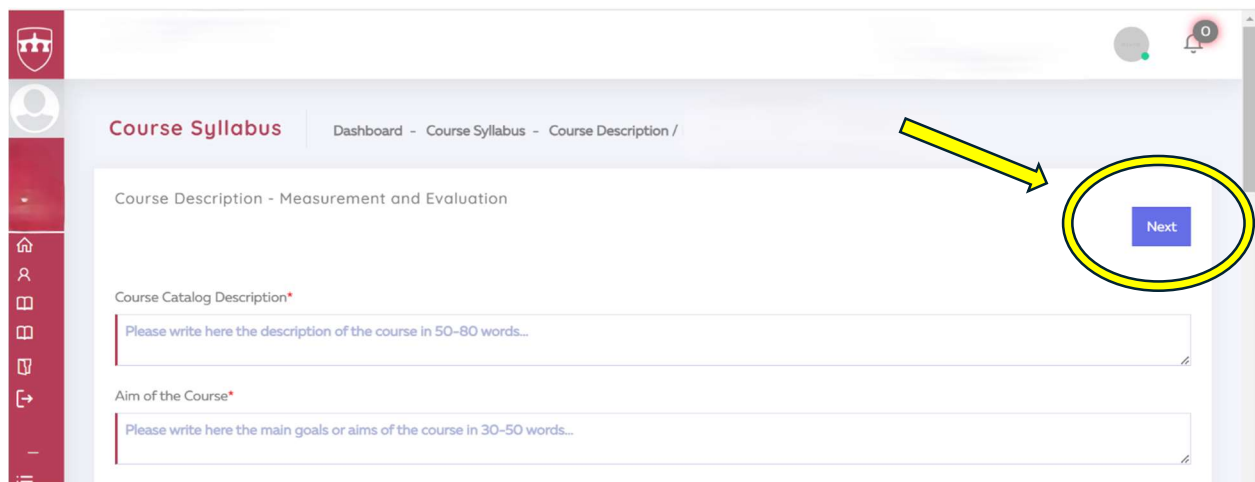
Learning outcomes are located immediately below the objectives. Remember that there are some important differences between objectives and learning outcomes. Learning objectives are specific, measurable statements that describe what students are expected to achieve during a lesson or course. They are typically written from the instructor's perspective and focus on what will be taught. Learning outcomes are statements that describe what students are expected to know, do, or value as a result of the learning experience. They are written from the student's perspective and focus on what students will have achieved.

The screenshot shows the 'Learning Outcomes' section of the syllabus form. It features a sidebar on the left with icons for home, user, and various document types. The main content area is titled 'Learning Outcomes' and contains three text input fields, each preceded by a label: 'Learning Outcome 1*', 'Learning Outcome 2*', and 'Learning Outcome 3*'. Each label is enclosed in a yellow box, and a yellow arrow points from the box to the corresponding text field. Below each label is a placeholder text: 'Please write here the the learning outcomes expected to be achieved within the scope of the course...'. The top right of the form has a user profile icon and a notification bell icon.

The end of this stage is designated for teaching methods and techniques. In this section, specify the methods and techniques you will apply throughout the term.

The screenshot shows the 'Teaching Methods' section of the syllabus form. It features a sidebar on the left with icons for home, user, and various document types. The main content area is titled 'Teaching Methods' and contains a paragraph of instructional text: 'Brief information about the learning methods and techniques planned throughout the course will increase the student's readiness. The course flow can be mentioned, as well as how laboratory or studio hours, if any, will be conducted. Additionally, if any website or online learning management system will be used in the course, adding information about its effective use would be useful.' Below this text are three text input fields, each preceded by a label: 'Teaching Method 1*', 'Teaching Method 2*', and 'Teaching Method 3*'. Each label is enclosed in a yellow box, and a yellow arrow points from the box to the corresponding text field. Below each label is a placeholder text: 'Please write here the the learning outcomes expected to be achieved within the scope of the course...'. At the bottom of the form, there are two buttons: 'Reset Form' (blue) and 'Save Changes' (green). A yellow arrow points to the 'Save Changes' button. The top right of the form has a user profile icon and a notification bell icon.

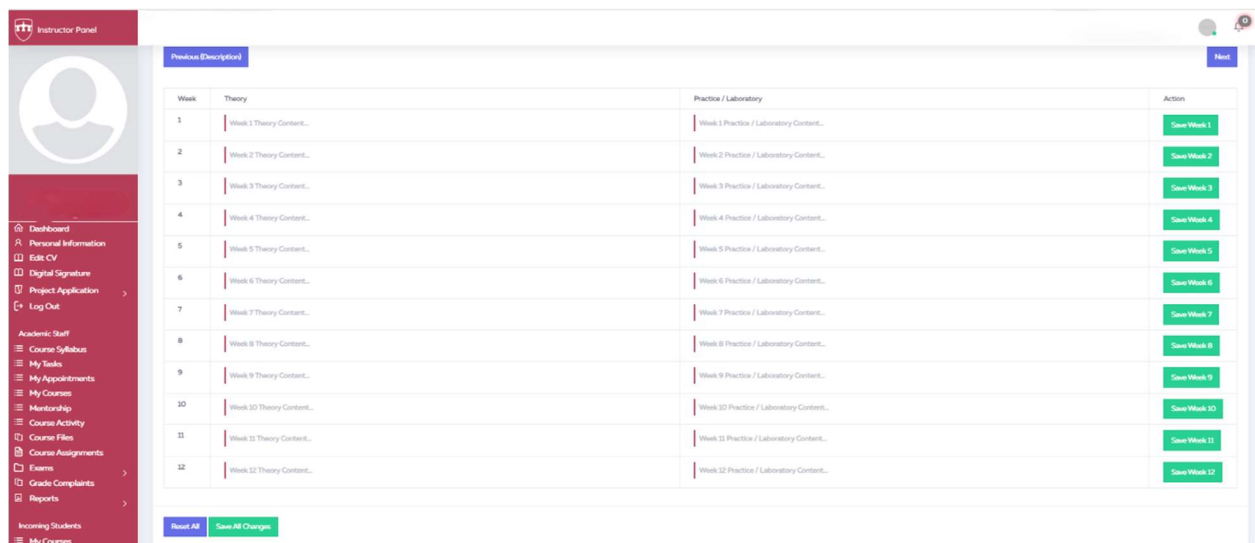
When you have completed all fields, remember to save your changes by clicking the "Save Changes" button. After saving the information, you can click on the "Next" tab located in the upper right corner to proceed to the next step.



The screenshot shows the 'Course Syllabus' form in the system. The breadcrumb trail is 'Dashboard - Course Syllabus - Course Description /'. The form title is 'Course Description - Measurement and Evaluation'. There are two text input fields: 'Course Catalog Description*' with a placeholder 'Please write here the description of the course in 50-80 words...' and 'Aim of the Course*' with a placeholder 'Please write here the main goals or aims of the course in 30-50 words...'. A yellow arrow points to a blue 'Next' button in the top right corner, which is also circled in yellow.

B. COURSE WEEKLY CONTENT


The second stage is the Weekly Course Schedule. At this stage, the course topics/content to be covered by week are specified. The theoretical content of the course is stated in the first column and the practical content in the second column. There are twelve weeks in total. Midterm and final weeks are not included.




The screenshot shows the 'Weekly Course Schedule' form. The breadcrumb trail is 'Dashboard - Course Syllabus - Course Description /'. The form title is 'Weekly Course Schedule'. It features a table with 12 rows, each representing a week. The table has four columns: 'Week', 'Theory', 'Practice / Laboratory', and 'Action'. The 'Action' column contains a green 'Save Week' button for each row. At the bottom of the table, there are two buttons: 'Reset All' and 'Save All Changes'.

Week	Theory	Practice / Laboratory	Action
1	Week 1 Theory Content...	Week 1 Practice / Laboratory Content...	Save Week 1
2	Week 2 Theory Content...	Week 2 Practice / Laboratory Content...	Save Week 2
3	Week 3 Theory Content...	Week 3 Practice / Laboratory Content...	Save Week 3
4	Week 4 Theory Content...	Week 4 Practice / Laboratory Content...	Save Week 4
5	Week 5 Theory Content...	Week 5 Practice / Laboratory Content...	Save Week 5
6	Week 6 Theory Content...	Week 6 Practice / Laboratory Content...	Save Week 6
7	Week 7 Theory Content...	Week 7 Practice / Laboratory Content...	Save Week 7
8	Week 8 Theory Content...	Week 8 Practice / Laboratory Content...	Save Week 8
9	Week 9 Theory Content...	Week 9 Practice / Laboratory Content...	Save Week 9
10	Week 10 Theory Content...	Week 10 Practice / Laboratory Content...	Save Week 10
11	Week 11 Theory Content...	Week 11 Practice / Laboratory Content...	Save Week 11
12	Week 12 Theory Content...	Week 12 Practice / Laboratory Content...	Save Week 12

Please indicate the theoretical content of the course here.




Click here to save the information




Week	Theory	Practice / Laboratory	Action
1	<input type="text" value="Week 1 Theory Content..."/>	<input type="text" value="Week 1 Practice / Laboratory Content"/>	<button style="background-color: #28a745; color: white; padding: 5px;">Save Week 1</button>
2	<input type="text" value="Week 2 Theory Content..."/>	<input type="text" value="Week 2 Practice / Laboratory Content"/>	<button style="background-color: #28a745; color: white; padding: 5px;">Save Week 2</button>
3	<input type="text" value="Week 3 Theory Content..."/>	<input type="text" value="Week 3 Practice / Laboratory Content"/>	<button style="background-color: #28a745; color: white; padding: 5px;">Save Week 3</button>
4	<input type="text" value="Week 4 Theory Content..."/>	<input type="text" value="Week 4 Practice / Laboratory Content"/>	<button style="background-color: #28a745; color: white; padding: 5px;">Save Week 4</button>
5	<input type="text" value="Week 5 Theory Content..."/>	<input type="text" value="Week 5 Practice / Laboratory Content"/>	<button style="background-color: #28a745; color: white; padding: 5px;">Save Week 5</button>
6	<input type="text" value="Week 6 Theory Content..."/>	<input type="text" value="Week 6 Practice / Laboratory Content"/>	<button style="background-color: #28a745; color: white; padding: 5px;">Save Week 6</button>


Please indicate the practical content of the course here.



C. COURSE RESOURCES

The "Next" button will direct you to the "Course Resources" stage. In this section, you are required to specify the main and auxiliary resources for the course.

 Instructor Panel



- [Dashboard](#)
- [Personal Information](#)
- [Edit CV](#)
- [Digital Signature](#)

Course Syllabus

Dashboard - Course Syllabus - Course Resources / Measurement and Evaluation

Course Resources - Measurement and Evaluation

Previous (Weekly Content)

Add New Resource

Next

No.	Resource Name	Type	File Type	Actions

After clicking "Add New Resource" you can start entering your resources.

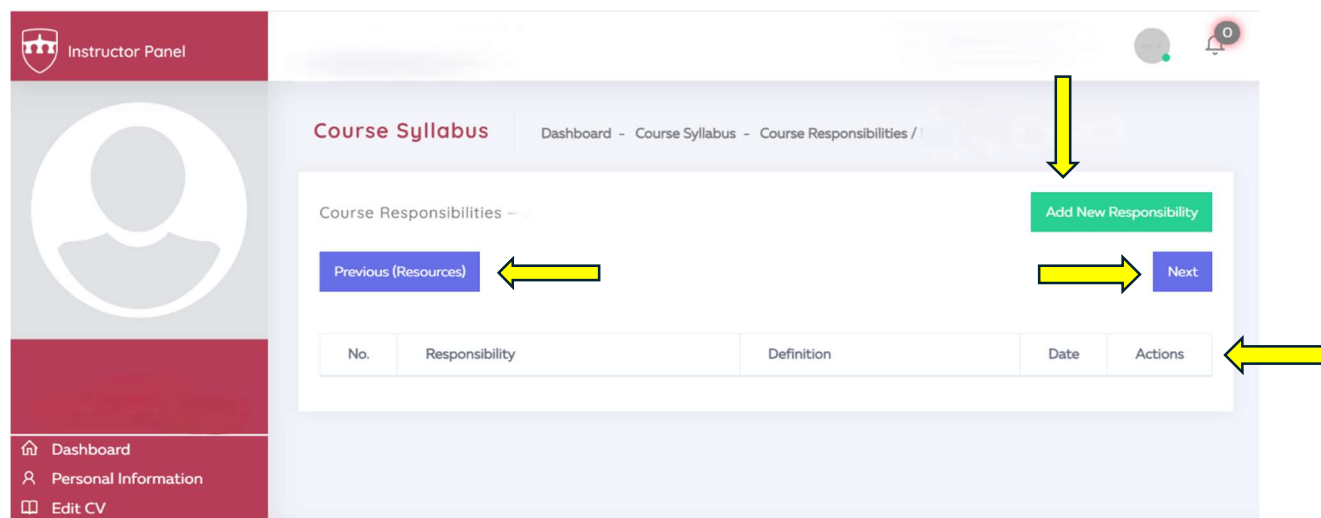
The image shows a 'Course' management interface with a modal window titled 'Upload Resource'. The form contains the following fields and controls:

- Resource Name***: A text input field with placeholder text 'Resource Name...'. A callout box points to this field with the text: 'In this section, specify the title or bibliography of the source.'
- Resource Type***: A dropdown menu with the text 'Select Type'. A callout box points to this field with the text: 'In this section, specify the type of the source (main or auxiliary).'
- For File:** and **For Link:** radio buttons.
- File Upload***: A section containing an 'Upload' button, a 'Choose File' button, and a 'Browse' button. A callout box points to this section with the text: 'In this part remember to upload the electronic format of the source or the link so that students can access the course.'
- Close** and **Save changes** buttons at the bottom right.

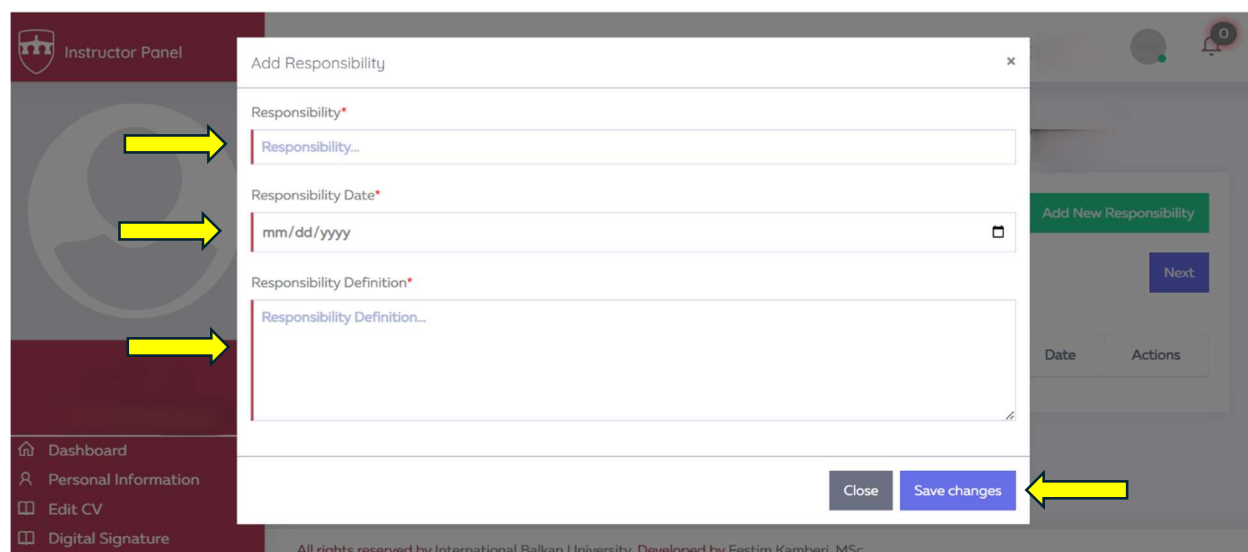
In this section, all resources that will be used in the course throughout the semester should be specified and uploaded. Course materials include textbooks, readings, presentations, software, or other basic resources required for the course. Be sure to include both main and auxiliary course materials. Don't forget to save your information after adding the source.

D. COURSE RESPONSIBILITIES

Details and justifications for assignments, projects, exams, tests, required readings, participation, due dates, etc. are included in this section, as are policies regarding lateness, missed assignments, extra credit, etc. The responsibilities that students have throughout the semester should be listed one by one, along with their due dates.



Use the "Add New Responsibility" button to add the responsibilities students must fulfill during the semester. Open a separate window for each responsibility and specify the "Type of Responsibility", "Date or Deadline", and "Description".



You can make changes or remove responsibilities from the "Action" tab.

E. COURSE EVALUATION AND GRADING

This part explains how different course components (e.g., exams, assignments, projects) are weighted in the final grade. For example, a syllabus might state that final exams are worth 40% of the final grade, mid-term exams 40%, and assignments 20%.

The screenshot displays the 'Course Evaluation and Grading' section of the Instructor Panel. It features a sidebar with navigation links: Dashboard, Personal Information, Edit CV, and Digital Signature. The main content area has a breadcrumb trail: Dashboard - Course Syllabus - Course Evaluation and Grading. Below this, there are buttons for 'Previous (Responsibilities)' and 'Next'. A table lists the grading components:

No.	Type	Percentage
1	Mid-term	25%
2	Final	40%
Total Percentage:		65%

At the bottom of the table is a 'Save Grading' button. A yellow arrow points to the 'Add New Grading Type' button in the top right corner.

In the window, there are tabs for the mid-term and final exams. The "Add Grading Type" tab can add other grading components. In the new window that opens, you must first enter the grading component type name and then the percentage. You can enter more than one component (e.g. Quiz, Project, etc.). The sum of all components must be 100%.

Here's a simplified example:

- Midterm Exam: 30%
- Final Exam: 40%
- Group Project: 20%
- Participation: 10%

Add Grade/Evaluation Type

Grade/Evaluation Type Name*

Grade/Evaluation Type Percentage*

Maximum Limit: 165%

Close Save changes

No.	Name	Percentage
1		25 %
2	Final	40 %
Total Percentage:		65%

F. MORE INFO & NOTES FOR THE STUDENTS

The last section of the syllabus is "More Info & Notes for the Students". Typically, in this section you can provide additional details and guidance that are important for students to know, beyond the basic course structure and requirements. This section can cover a range of topics to help students succeed in the course.

Course Syllabus Dashboard - Course Syllabus - Course Notes

Course Notes -

Previous (Grading) Back to Syllabuses

More Info & Notes for the Students

More information and notes for the students about the course...

Reset Save Changes

Here are some examples of what you might add in this section:


1. Important Policies:
 - Attendance Policy: Details on how attendance affects grades and any specific requirements for excused absences.


- Late Work Policy: Information on penalties or procedures for submitting late assignments.
- Academic Integrity: Guidelines on plagiarism, cheating, and other academic conduct expectations.
- 2. Office Hours and Contact Information:
 - Instructor Availability: Times and methods for students to meet with the instructor or teaching assistants for additional help.
 - Contact Details: Email addresses, phone numbers, and preferred communication methods.
- 3. Course Logistics:
 - Class Schedule: Details on any changes to the regular schedule, including important dates or deadlines.
 - Classroom Etiquette: Expectations for behavior during class, such as participation, use of electronic devices, and respectful interaction.
- 4. Support Services:
 - Academic Support: Information on tutoring, writing centers, or study groups.
 - Counseling Services: Details on mental health resources and counseling services available to students.
- 5. Special Instructions:
 - Technical Requirements: If applicable, information on software or hardware needed for the course.
 - Group Work Expectations: Guidelines for group projects and collaboration.
- 6. Emergency Procedures:
 - Safety Protocols: Information on what to do in case of emergencies, such as fire drills or other campus safety concerns.

Including this section in the syllabus helps ensure that students are aware of all the relevant details and can navigate the course more effectively. It also provides a way to address any additional concerns or information that might not fit neatly into other sections of the syllabus.

Finally, make sure to save the changes.

When you click "Back to Syllabus" you will be directed to the first page. The rows of the courses whose syllabus you have completed will be green.

Instructor Panel



Dashboard

Personal Information

Edit CV

Digital Signature

Course Syllabus

Dashboard - Course Syllabus

Spring Semester - 2023/2024 /

Show 10 entries

Search:

No.	Name	Grade	Semester	Description	Content	Resources	Responsibilities	Grading	Notes	Action
1		1	Spring							
2		3	Spring							
3		4	Spring							

Showing 1 to 3 of 3 entries

PreviousNext