

Argos—Master Syllabus Review or Creation Instructions

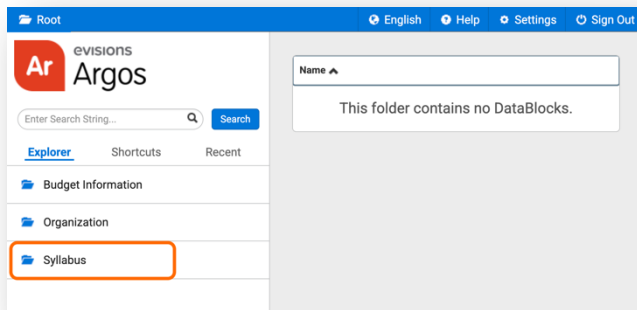
Access Argos at: <https://argos.snow.edu/>

If you have been assigned to create, copy, modify, or review syllabi in the Syllabus system, you will need your supervisor, department chair, or director to contact Academic Affairs to request permissions. Academic Affairs will direct the Information Technology Office to add you the necessary permission to Argos. Academic Affairs will then give you the necessary, role-based permissions in the Syllabus system.

- [Jump to Master Syllabus Creation instructions](#) ↓
- [Jump to Chair and Dean Review instructions](#) ↓

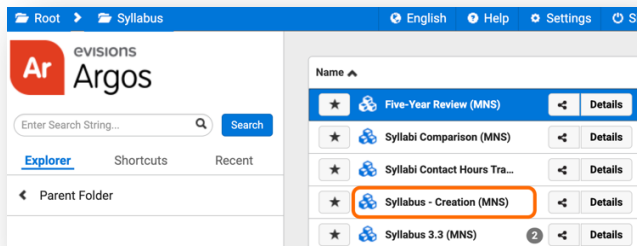
Five-Year Review Instructions

Step 1



From the left menu, select **Syllabus**

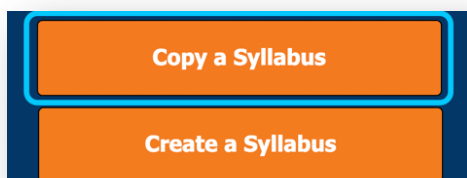
If the Syllabus folder is not available, contact department chair or Curriculum Committee Division Rep. They will contact Academic Affairs to request permissions.



From the Syllabus menu select **Syllabus-Creation (MNS)**


The syllabi that appear here are the syllabi that you or others in your department or division have created.

Do not create a new syllabus for your course if there is already one here for that course. If it is assigned to another faculty member, contact the Office of Academic Affairs and have the syllabus transferred to you if you have been assigned to that course.



Select **Copy a Syllabus**

Copy a Syllabus

Subject: % (4) 

Course Number: % (4)

Search for the syllabus you want to copy by **subject abbreviation** and **course number**

Click the magnifying glass icon to search

In the search results the most recent version of the course is the syllabus with the highest "SYLL_ID" number, found in the left-most column. This usually means that it is the most complete version of the course unless someone began a revision and then decided not to submit it.

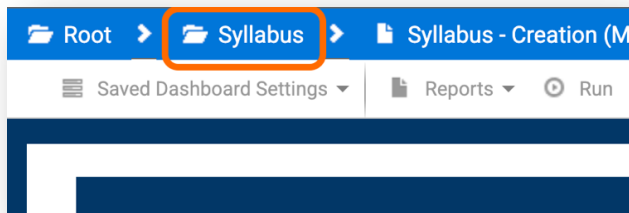
Select the syllabus you want to copy

Syllabus Author:  **Copy Selected Syllabus**

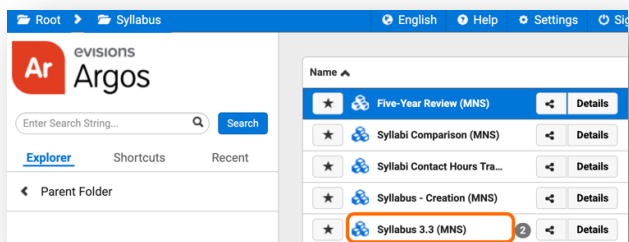
Select the faculty member who will **"author"** the syllabus (i.e. the faculty member who will be completing the syllabus) and **Copy Selected Syllabus**

To repeat this process and copy another syllabus, click the **recycle button**

Step 2



Go **back** to the **Syllabus Menu**



Select **Syllabus 3.3 (MNS)**

Proceed with Selected Syllabus

Select the syllabus you want to work on and click **Proceed with Selected Syllabus**

Editing a syllabus

Note: Argos does not auto-save—click the Save button often and again before you submit the syllabus

Refer to the Syllabi Review Rubric for instructions for completing each section

For more detailed descriptions of each section see the full [Master Syllabus Instructions and Requirements](#) document

Step 3

Click the **Save** button to assure all changes have been saved

The syllabus submitted should be grammatically correct and free of spelling errors. The syllabus represents the quality of the course

Email your Curriculum Committee Division Rep (and GE Rep for GE courses) to let them know the syllabus is ready for a **preliminary review**

Watch for the email **reply** with instructions for revisions or the OK to submit on Argos

Step 4

Return to Argos, access your syllabus, *scroll to the very bottom* and click **Submit for Review**

Email your Chair, Dean, and Curriculum Committee Division Rep (and GE Rep for GE courses) to let them know the syllabus has been submitted

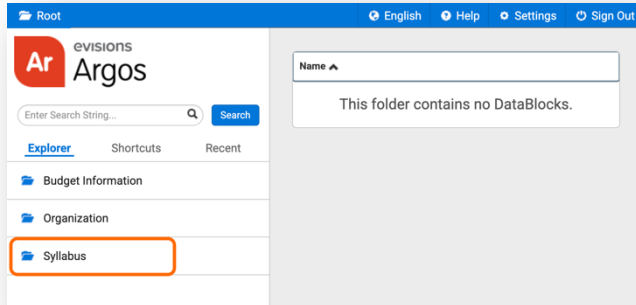
What happens next?

The syllabus will be reviewed and approved in the following order: Department Chair > Division Dean > Curriculum Committee Division Rep > Curriculum Committee

New Syllabus Creation Instructions

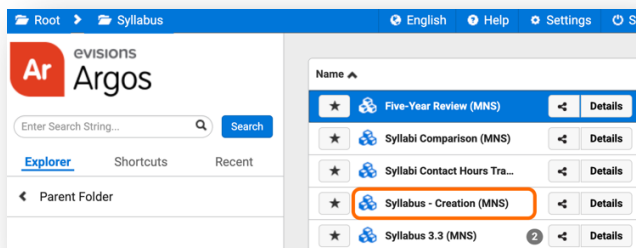
Use only if you are creating a completely new course or would like to start from scratch with an existing course.

Step 1



From the left menu, select **Syllabus**

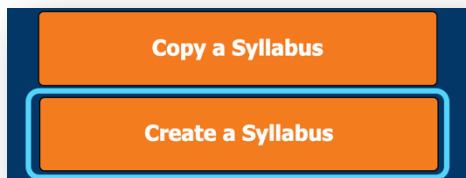
If the Syllabus folder is not available, contact department chair or Curriculum Committee Division Rep. They will contact Academic Affairs to request permissions.



From the Syllabus menu select **Syllabus-Creation (MNS)**

The syllabi that appear here are the syllabi that you or others in your department or division have created.

***Do not create a new syllabus for your course if there is already one here for that course.** If it is assigned to another faculty member, contact the Office of Academic Affairs and have the syllabus transferred to you if you have been assigned to that course.*



Select **Create a Syllabus**

Create a Syllabus

 A screenshot of the 'Create a Syllabus' form. It has a dark blue background with white text and input fields. The fields are: Division (dropdown), Department (dropdown), Subject (dropdown), Course Number (text box with '(4)' next to it), Course Title (text box with '(Only 30 characters fit into Banner.)' below it), and Syllabus Author (dropdown). A note on the right says: 'The "Create" button will appear when the first four boxes are entered and you tab or click into the "Course Title" box.'

Enter the syllabus information

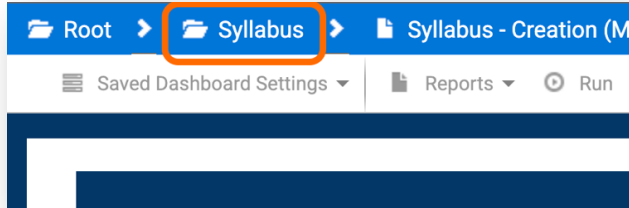
The "Create New Syllabus" button will appear when the first four boxes are entered and you tab or click into the "Course Title" box.



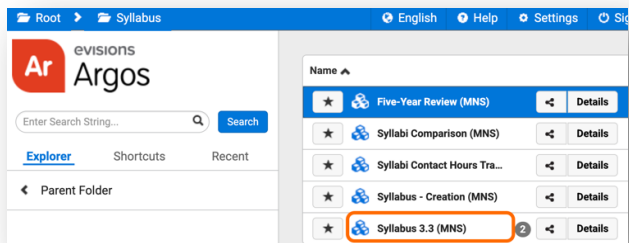
Create New Syllabus

Create New Syllabus

Step 2



Go **back** to the Syllabus Menu

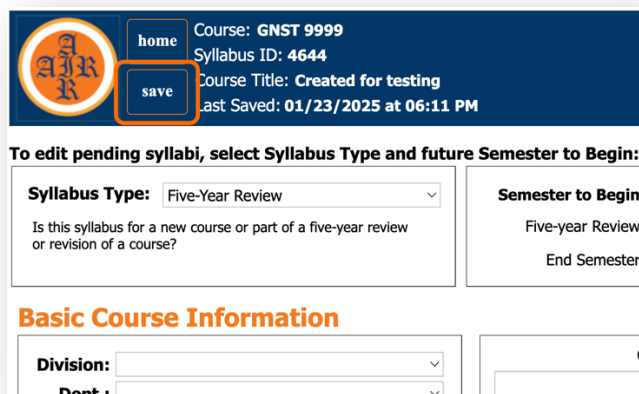


Select **Syllabus 3.3 (MNS)**



Proceed with Selected Syllabus

Select the syllabus you want to work on and click **Proceed with Selected Syllabus**



Course: GNST 9999
Syllabus ID: 4644
Course Title: Created for testing
Last Saved: 01/23/2025 at 06:11 PM

To edit pending syllabi, select Syllabus Type and future Semester to Begin:

Syllabus Type: Five-Year Review
Is this syllabus for a new course or part of a five-year review or revision of a course?

Semester to Begin: Five-year Review
End Semester

Basic Course Information

Division:
Dept:

Editing a syllabus

Note: Argos does not auto-save—click the **Save button often and again before you submit the syllabus**

The syllabus submitted should be grammatically correct and free of spelling errors. The syllabus represents the quality of the course.

Refer to the Syllabi Review Rubric for instructions for completing each section

For more detailed descriptions of each section see the full [Master Syllabus Instructions and Requirements](#) document

Step 3



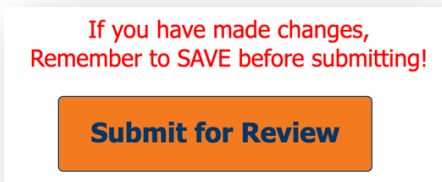
Click the **Save** button to assure all changes have been saved



Email your Curriculum Committee Division Rep (and GE Rep for GE courses) to let them know the syllabus is ready for a **preliminary review**

Watch for the email **reply** with instructions for revisions or the OK to submit on Argos

Step 4



Return to Argos, access your syllabus, *scroll to the very bottom* and click **Submit for Review**



Email your Chair, Dean, and Curriculum Committee Division Rep (and GE Rep for GE courses) to let them know the syllabus has been submitted

What happens next?

The syllabus will be reviewed and approved in the following order: Department Chair > Division Dean > Curriculum Committee Division Rep > Curriculum Committee

Select the syllabus you want to review and click **Proceed with Selected Syllabus**

Step 2

Course: GNST 9999
Syllabus ID: 4644
Course Title: Private Storage II
Last Saved: 01/24/2025 at 10:44 AM

To edit pending syllabi, select Syllabus Type and future Semester to Begin:

Syllabus Type: Five-Year Review
Semester to Begin: Spring 2025

Basic Course Information

Division:
Department:
Course ID:
Course Title:
Last Saved:

Scroll Down

Reviewing a Syllabus

Check the academic soundness of the syllabus and review the syllabus for compatibility with your department's/division's programs, with Snow College programs, and with the mission of Snow College.

As you review the course, consider:

- how significant changes (such as credit hour changes within courses or new courses) impact programs and how programs will be adjusted to accommodate the changes.
- the course's impact on your division or department's resources, and on the programs your division or department offers or to which it contributes.

For more detailed descriptions of Chair and Dean review see the full [Master Syllabus Instructions and Requirements](#) document

Course: GNST 9999
Syllabus ID: 4644
Course Title: Created for testing
Last Saved: 01/23/2025 at 06:11 PM

To edit pending syllabi, select Syllabus Type and future Semester to Begin:

Syllabus Type: Five-Year Review
Semester to Begin: Five-year Review
End Semester:

Basic Course Information

Division:
Department:

Editing a syllabus

Note: Argos does not auto-save—click the Save button often and again before you submit the syllabus

The syllabus submitted should be grammatically correct and free of spelling errors. The syllabus represents the quality of the course.

Refer to the Syllabi Review Rubric for instructions for completing each section

For more detailed descriptions of each section see the full [Master Syllabus Instructions and Requirements](#) document

Click the **Save** button to assure all changes have been saved

Course: GNST
Syllabus ID: 46
Course Title: C
Last Saved: 01

Step 3

If you have made changes,
Remember to **SAVE** before submitting!

Click Here to Complete
Review

Click Here to Return Syllabus to
its Author

Click **Complete Review** to send the *final draft* of the syllabus on to the next step

—or—

Click **Return Syllabus to its Author** to send it back for revisions

If the syllabus has been **returned**, email the syllabus author to let them know



New mail



Email your Curriculum Committee Division Rep (and GE Rep for GE courses) and syllabus author to let them know the syllabus has been submitted for the next step

What happens next?

If syllabus review is **complete**, the syllabus will be reviewed and approved in the following order:
Department Chair > Division Dean > Curriculum Committee Division Rep > Curriculum Committee

If the syllabus review is **returned**, once revised, the syllabus will go through the submission process just as before