WebCOT Tip Sheet: Printing & Sharing Your Draft WebCOT Course Outline

WebCOT Course Outline versus the Approved Course Outline

The WebCOT version of a course outline has minimal formatting and can be used for planning, team discussion, and reference until the approved version is available. The WebCOT version does not include the Durham College general polices and expectations or the General Notes section.

EDITORs, REVIEWERs, and APPROVERs will have access to the WebCOT version of the course outline during the various stages of creation/editing, review, and approval. The WebCOT version can be printed for reference purposes. However, it is not the approved copy of the Durham College course outline and should not be uploaded to DC Connect courses.

The final, approved course outline is created by the Faculty Administrative Coordinator/staff and uploaded into the Online Course Outlines portal outside of WebCOT.

The final approved course outline is formatted to meet accessibility requirements and includes additional Durham College general policies or notes. To see what the final approved version looks like, view the Course Outline Template on the CTL website.

The approved final version of the course outline should be available in the Online Course Outlines portal two weeks prior to each course start. Timelines for approval for all course outlines are determined by each Faculty Office.

Faculty who are teaching a course are responsible for uploading the final approved Course Outline to their DC Connect course.

How do I print or share the WebCOT version of the course outline?

The following instructions outline step-by-step directions on how to print using Chrome (recommended), however each step can be adapted for any browser.

Locate and click the **View/Print Course Outline** button.
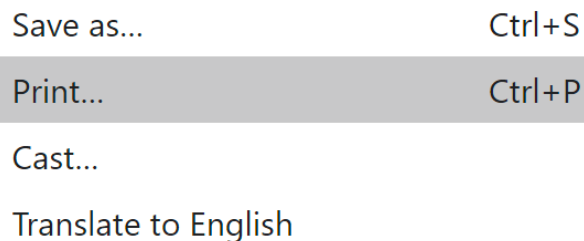
View/Print Course Outline

You can print while in edit mode or once the outline has been submitted.
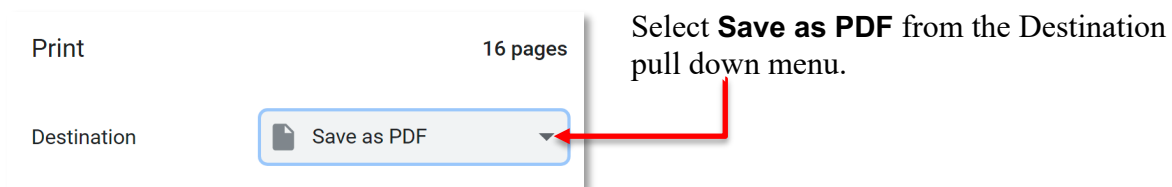
If you are in the process of editing your outline, this button is found at the very bottom of the page, below the learning plan. If you have already submitted your outline for review, you will find this button at the very top of the page, above the course information section.

The course outline will pop-up/appear in a new window.

Right click in the white space of the new window and select **Print**.

Save as...	Ctrl+S
Print...	Ctrl+P
Cast...	
Translate to English	

A print preview window will appear.

| Print | 16 pages |
| Destination | Save as PDF ▼ |

Select **Save as PDF** from the Destination pull down menu.

Then click the **Print** button.

You may be prompted to select a location to save the file. Be sure to give the new file an appropriate name, e.g. ACCT1200-Fall2020-Draft. Then choose the desired location on your computer and click the **Save** button. A PDF copy of the draft course outline will be created.

You can now open that PDF in Acrobat Reader and print it to your local printer. You are also able to attach the PDF to an email and share it with peers.

How do I locate the final approved copy of the course outline?

In most cases, final approved course outlines will be available in the Online Course Outlines portal two weeks prior to the start of a course.
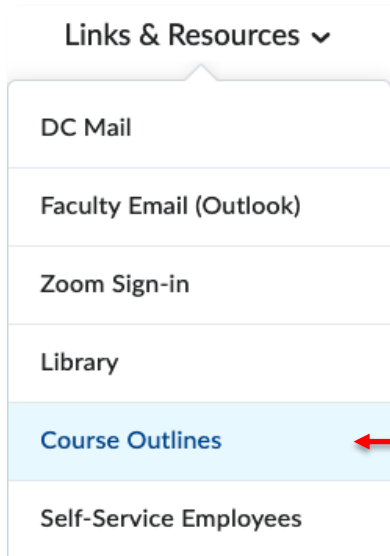
The easiest way to find the approved course outlines is to first log into DC Connect and open the Links & Resources menu on the My Home page. Select the **Course Outlines** option.
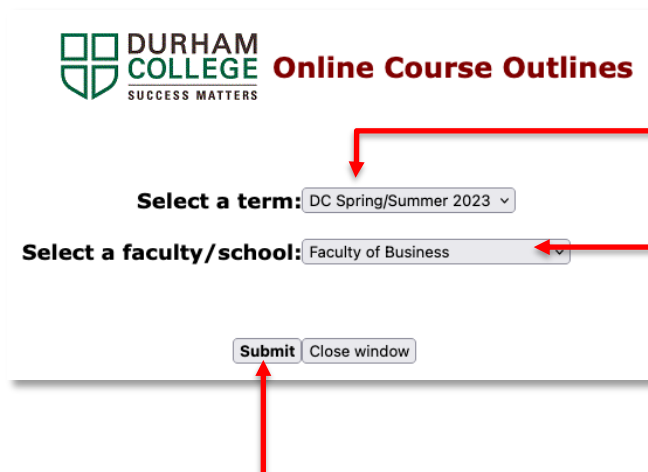
Select the appropriate term and faculty/school from the pull-down menus.

Then click the **Submit** button.

NOTE: The Online Course Outlines portal is a repository of current *and* historical course outlines which may have been published under a different faculty/school name. Be sure you are choosing the current name of your school from the **Select a faculty/school** pull-down menu.

Find your course in the table displayed on the subsequent page and click directly on the link in the **Course Title** column.

Term:	DC Winter 2020	School:	Sch of Science & Engineer Tech	
Subject	**Course**		**Course Title**	**Outline**
ATCC	6132		ADMIN OF CONSTRUCTION CONTRACT	Available

If the course outline is not blue and underlined (there is no link), then this course outline has not been uploaded to the Online Course Outlines portal. Contact your Faculty Office Admin team for assistance.

Term:	DC Winter 2020	School:	Sch of Science & Engineer Tech	
Subject	**Course**	**Course Title**		**Revision Date**
ATCC	6132	ADMIN OF CONSTRUCTION CONTRACT		12-NOV-19

View Course Outline

On next page displayed, click the **View Course Outline** link. The PDF file may automatically be saved to your Downloads folder, or you may be prompted to save it to another location.