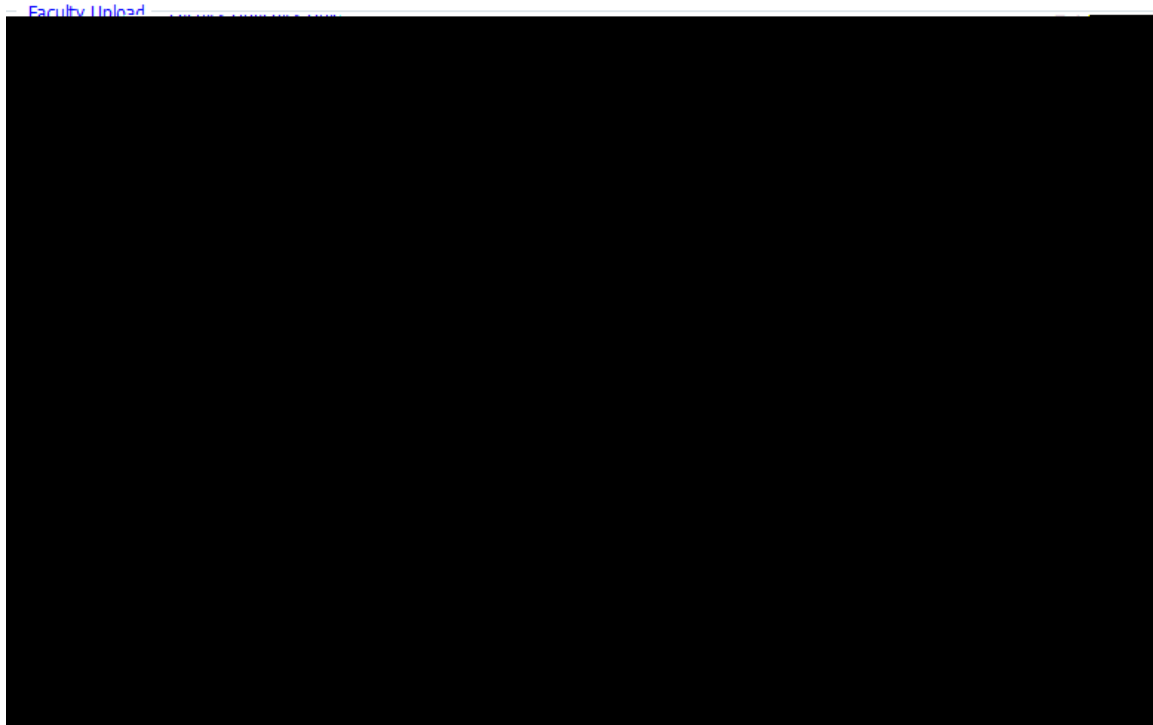


Using the Faculty Syllabi/Vita Upload
(For University faculty)

Using the Application

Your screen should now show the following:



This is the faculty syllabi and vita upload application. From here, you will upload your syllabi and vita for the current term. The application is simple and organized from top to bottom.

Uploading Syllabi

1. Select the document type of Syllabus from the first dropdown box.
2. Now select the campus for which you would like to upload files. This should be selected for you if you are only teaching at one campus.
3. Next select the current term.
4. Select a course from the list of courses you are teaching. The line will be highlighted in gray to let you know that a selection has been made (HSCI 5353, section 001 in this case).

	Course	CRN	File	Uploaded
Select	HSCI 5350.001	13966	appnote.pdf	Y
Select	HSCI 5350.001	13966	appnote.pdf	Y

5. Click on the Browse button. A file dialog will pop up showing the contents of your computer. Navigate to where you have stored your syllabi and vita files. Select the appropriate syllabus for the course you have selected and click Open. Keep in mind, only PDF files are accepted by the system. An error message will be displayed if you attempt to upload another document type.

