

Managing Your Faculty/Staff Profile

IV. Posting Syllabi/Course Outlines/SLO's and Course Management.

Posting your syllabi using the available tools makes your syllabi easily accessible to your students directly from your profile page as well as the online schedule of classes. Furthermore, if you are using any 3rd party course management tools such as Moodle, ETUDES, Course Compas, etc, you can provide the link directly to your online class. This link will be visible on your profile page next to each course as well as the online schedule of classes. **Note: You must have your employee number set in your profile for these features to work. Refer to [III. Updating Your Profile](#) to set your employee number if needed.**

1) Begin by logging into your profile (refer to [II. Logging into Your Profile](#)). Once you have successfully logged in, navigate to the Faculty Resources menu at the top, then to Course Management / Syllabus

The screenshot shows the top navigation bar with 'My File Manager', 'My Bio', and 'Faculty Resources'. The 'Faculty Resources' menu is open, showing 'Class Roster' and 'Course Management / Syllabus'. Below the menu, the 'Personal Information' section is visible, containing fields for Name, Status, Job Title, and Availability.

My File Manager My Bio Faculty Resources ▶

Class Roster
Course Management / Syllabus

Last Updated: 3/20/2008 1:32:28 PM

Personal Information

Name

Title ▼ John Smith

Status

Faculty Member

Job Title

Availability

2) Choose the appropriate Year/Semester from the dropdown list. You will see a list of your courses for the selected year/semester.

The screenshot shows the 'View/Edit John's Course Files / Management' section. It includes a dropdown for 'Spring 2008', a 'Browse for file' section with a 'Browse...' button and a 'File Type' dropdown set to 'Syllabus', and a 'Course Management' table.

My Profile My Website My File Manager My Bio Faculty Resources ▶

View/Edit John's Course Files / Management

Your Current & Past Courses

To upload course files, 1) Choose the appropriate Year/Semester. 2) locate the appropriate course below. 2) Click the 'Browse' button to locate the file you wish to upload. 3) Select the file type from the drop down list and finally, 4) click the Upload button. Valid file types include .doc, .pdf, .txt, .rtf, and most image files. Syllabus, Course Outlines and SLO's will automatically be converted to PDF format upon upload.

Spring 2008 ▼

MATH 115

Browse for file

Browse... File Type: Syllabus ▼ Upload

No Course Files.

Course Management

Section	Course	Time	Days	Course Management	Notes
3333	MATH 115	19:00 - 21:30	T Th	None	Edit

3) Locate the course for which you like to upload syllabus for, Click the **Browse** button to locate the syllabus document on your computer. (The document can be in a number of different formats. Some of the acceptable formats include PDF, Word, Excel, WordPad, an image file and plain text file. The document will automatically be converted to PDF if it is not already a PDF file). Next choose the **File Type** from the dropdown list then click Upload. You have successfully uploaded your syllabus for the selected course. **Note:** Syllabi files are shared among all sections under the course.

4) If you are using any course management system such as Moodle, ETUDES, etc. You can provide a link directly to the online course. Start by locating the section for which you would like to edit then click the **Edit** link to the far right.



The screenshot shows a web interface for course management. At the top, it says "MATH 115". Below that is a "Browse for file" section with a text input field, a "Browse..." button, a "File Type" dropdown menu set to "Syllabus", and an "Upload" button. Below this is a "No Course Files." message. The main section is titled "Course Management" and contains a table with columns: Section, Course, Time, Days, Course Management, and Notes. The table has one row with the following data: Section 3333, Course MATH 115, Time 19:00 - 21:30, Days TTh, Course Management None (with a dropdown arrow), Link: [input field], Notes [input field], and buttons for Update and Cancel.

Section	Course	Time	Days	Course Management	Notes
3333	MATH 115	19:00 - 21:30	TTh	None	[Link: [input field] [Notes: [input field] [Update] [Cancel]

5) Choose the course management system you are using from the dropdown list. A default link to the course management system will automatically be pasted to the right. You may modify this as you wish. Next, enter any notes you would like accessible to your students in the Notes field then click Update. You have successfully modified a course that uses a course management system.

6) If you are finished with the portal, click the logout button at the top of the page.