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

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

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.

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.