Syllabi Upload Process

Step-by-Step Instructions to Upload your Syllabi
Step 1

- Log into your MyCampus account
Step 2

- Click the “Faculty” folder
Step 3

- Look for the Syllabus Upload Button
Step 4

- Choose the semester

Syllabus Upload System

Syllabi Content Guidelines
- Every syllabus must include the course description from the latest Undergraduate or Graduate Bulletin
- Every syllabus must include the program-level student learning outcome/s in which the course supports
- Every syllabus should include course-level student learning outcomes
- If you are unsure about your program-level student learning outcomes, please contact your Department Chair, Assessment Leaders in your College, or the Office of Assessment
- For additional syllabi information, templates, and examples, please visit the Office of Assessment’s webpage at http://www.astate.edu/a/assessment/how-to/Syllabi/index.dot

- Fall 2016
- Summer 2016
- Spring 2016
Step 5

- Your course list should be visible
- Your course list will look similar to this one
- Click Green “Upload”

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### Syllabus Content Guidelines

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#### Fall 2016

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>60179 - MKTG 6223:001</td>
<td>STRATEGIC MARKETING - Full Term</td>
<td>Upload</td>
</tr>
<tr>
<td>61834 - MKTG 6223:250</td>
<td>STRATEGIC MARKETING - Full Term</td>
<td>Upload</td>
</tr>
</tbody>
</table>

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#### Summer 2016

- Spring 2016
Step 6

- Then, click the “choose file” button to upload your syllabi.
- Please upload the appropriate syllabus for **every** CRN listed.
- File type must be .doc, .docx, or .pdf.

Syllabus Upload System

**Syllabi Uploading Guidelines**

- Your syllabi must be a MS Word or a Portable Document File.
- How do you know if your file is a MS Word or Portable Document File? Check the file extension (the letters after the period).
- Only files that have .doc, .docx, or .pdf will be accepted.
- If you accidentally upload the wrong syllabus, click the “delete” button and start over.
Step 7

- After you have uploaded a syllabus for all CRNs, your page will have a blue button titled “syllabus”. The file name has been automatically changed to the CRN and the blue “syllabus” button.

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- Fall 2016
- Summer 2016
- Spring 2016
Step 8
- After you have submitted all of your syllabi, click logout!
- You’re done!
- Thank you!

Syllabus Upload System

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