

4/15/16

Syllabi Upload Process

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

Step 1

- Log into your MyCampus account

A screenshot of the Arkansas State University MyCampus login page. The background is a photograph of a large, modern university building with a central clock tower, surrounded by greenery and trees. The login form is overlaid on the right side of the image. It features the Arkansas State University logo at the top, followed by contact information for the Help Desk. Below that is a section for login information, including a note about email addresses. The main heading is "Sign In", followed by two input fields: one for the username "sdepro" and another for a password represented by dots. A red "LOGIN" button is positioned below the fields. At the bottom of the form, there are links for "Reset Password", "Forgot Password", and "First Time Users". A disclaimer at the bottom states that users agree to the Terms of Use. Two accreditation logos, WSC WAI-A and WSC WAI-AA, are visible in the bottom right corner of the form area.

STATE ARKANSAS STATE UNIVERSITY

For additional assistance, phone the Help Desk at 870-972-3933

Login Information:
Your login is the part of your email address before the @ sign.
Do not type @small.astate.edu or @astate.edu in the login box.

Sign In

sdepro

.....

LOGIN

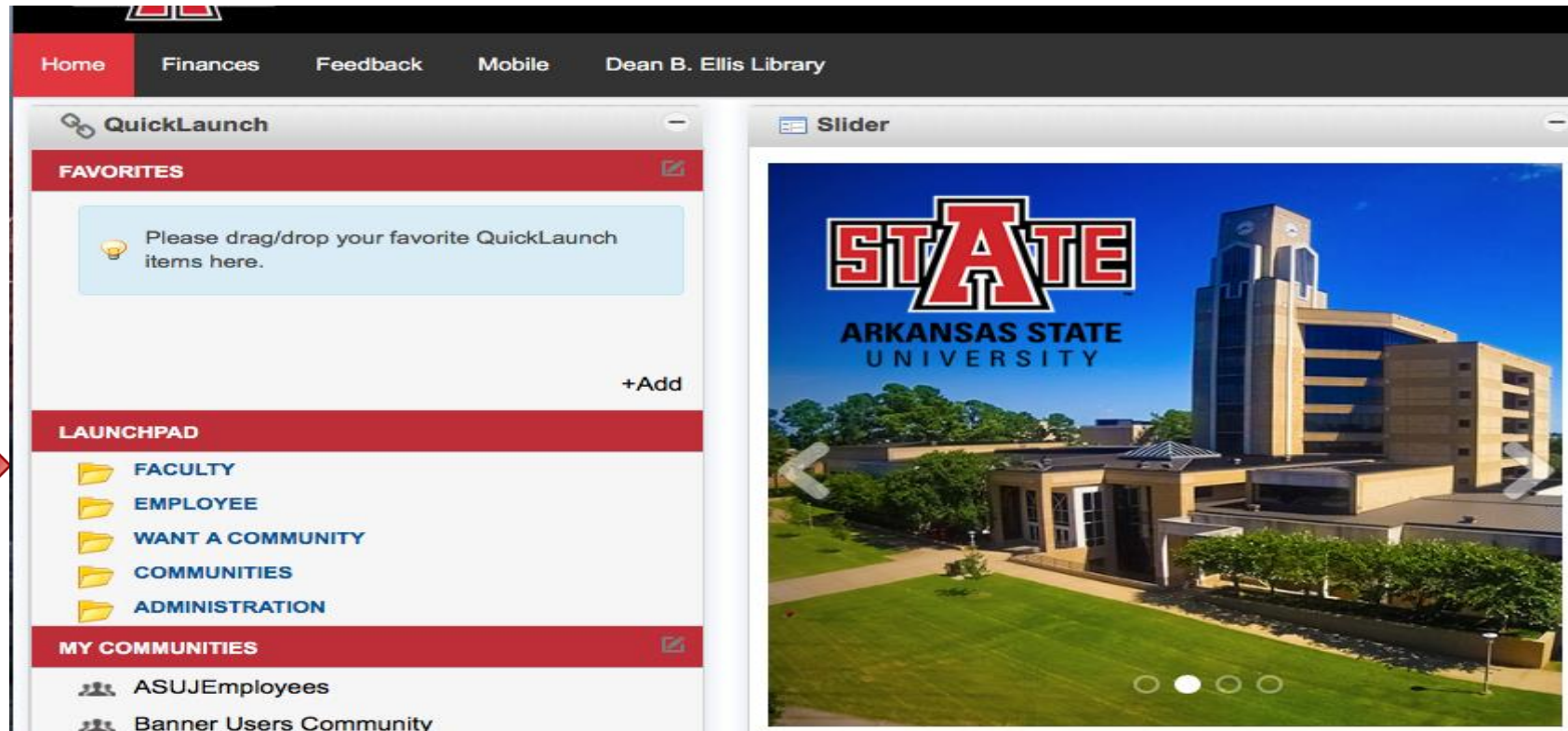
[Reset Password](#) | [Forgot Password](#) | [First Time Users](#)

By signing onto this portal, you agree to abide by its [Terms of Use](#).
Violations could lead to restriction of portal privileges and/or disciplinary action.

WSC WAI-A WSC WAI-AA
NCAS 2.0 NCAS 2.0

Step 2

- Click the “Faculty” folder



Step 3

- Look for the Syllabus Upload Button



Step 4

- Choose the semester



Logout

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”



Logout

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▾ Fall 2016

Upload

Delete

[60179 - MKTG
6223:001]

STRATEGIC MARKETING-Full Term

Upload

Delete

[61834 - MKTG
6223:250]

STRATEGIC MARKETING-Full Term

▸ 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

[Home](#)

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

no file selected

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



LOGOUT

Syllabus Upload System

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▸ Fall 2016

▾ Summer 2016

Upload **Delete** **Syllabus** [30417 - MKTG
4043:001]

CONSUMER BEHAVIOR- 2nd Summer

▸ Spring 2016

4/15/16

Step 8

- After you have submitted all of your syllabi, click logout!
- You're done!
- Thank you!



Logout



Syllabus Upload System

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