

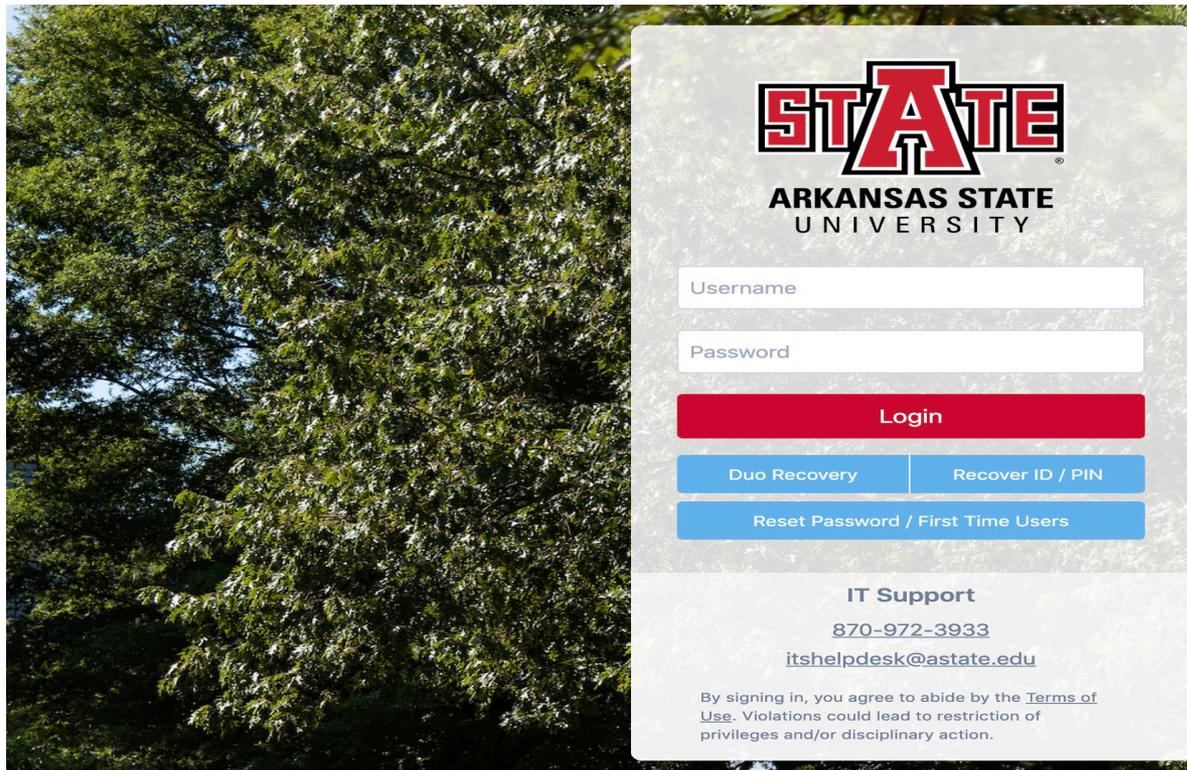
1/14/2020

Syllabi Upload Process

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

Step 1

- Log into your My.Astate account



ST A TE
ARKANSAS STATE
UNIVERSITY

Username

Password

Login

Duo Recovery Recover ID / PIN

Reset Password / First Time Users

IT Support
870-972-3933
itshelpdesk@astate.edu

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

Step 2

- Click the “Syllabus Uploader” tile



Search my.AState...



Summer



InfoReady



Manage Timesheets
TimeClock Plus



Marketplace



P-Card
Concur



Pack Support



Parking
eBiz



Security Questions



Share Space



Software Downloads



Survey Tool
Qualtrics



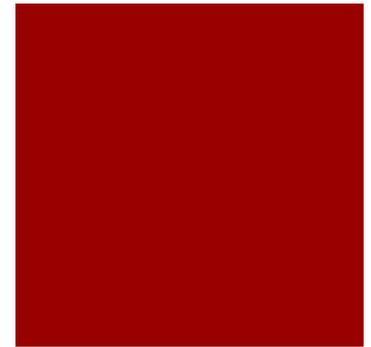
Syllabus Uploader



Taskstream

Step 3

- 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 4

- 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]

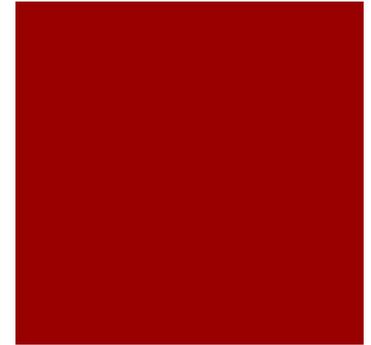
STRATEGIC MARKETING-Full Term

▶ Summer 2016

▶ Spring 2016

Step 5

- 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](#)

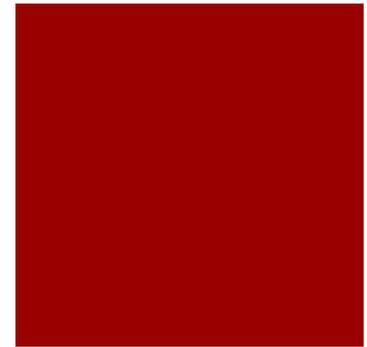
Syllabi Uploading Guidelines

- 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 6

- 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 confirms your syllabus was loaded.



Logout

Syllabus Upload System

Syllabi Content Guidelines

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▸ Fall 2016

▾ Summer 2016

Upload

Delete

Syllabus

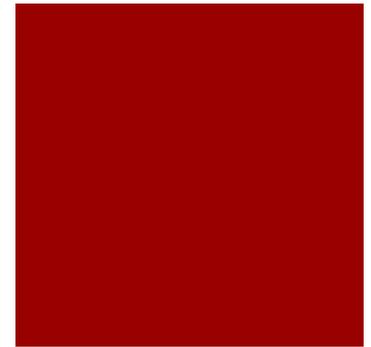
[30417 - MKTG
4043:001]

CONSUMER BEHAVIOR- 2nd Summer

▸ Spring 2016

Step 7

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



Logout



Syllabus Upload System

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