Syllabi Upload Process

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

- Log into your My.Astate account
Step 2

- Click the “Syllabus Uploader” tile
Step 3

- 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 4

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

![Syllabus Upload System](image)

**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.a state.edu/a/assessment/how-to/Syllabi/index.dot](http://www.a state.edu/a/assessment/how-to/Syllabi/index.dot)

<table>
<thead>
<tr>
<th></th>
<th>Fall 2016</th>
<th></th>
<th>Summer 2016</th>
<th></th>
<th>Spring 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Upload]</td>
<td>[60179 - MKTG 6223:001]</td>
<td>![Delete]</td>
<td>STRATEGIC MARKETING-Full Term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>![Upload]</td>
<td>[61834 - MKTG 6223:250]</td>
<td>![Delete]</td>
<td>STRATEGIC MARKETING-Full Term</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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
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.

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 7

- After you have submitted all of your syllabi, click logout!

- You’re done!

- Thank you!

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