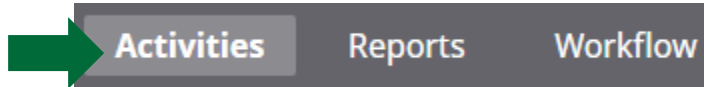


Uploading Syllabi

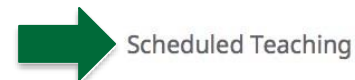
1. Click on Activities.



2. Go to Scheduled Teaching.

▼ Teaching

Academic Advising



3. Click on the name of the course that you wish to add the syllabus to.
4. About 1/3 of the way down the page you will see Syllabus for this course. Click on Choose File.

You do not have access to modify some of the fields on this screen. If changes are needed, contact your Digital Measures Administrator, Office of Faculty Success.

Response time will be faster with email. Please email your Digital Measures Administrator at FPT@utrgv.edu, or click the Office of Faculty Success link above.

* Term and Year Fall 2017

* Course Name Envr Sci Internship

* Topic

* Course ID 20147

* Course Prefix and Course Number ENVR 4304

* Section 2

Syllabus for this course No File Stored

5. A pop-up window will appear – find your file on your computer.
6. When you are done it should look like this:

R Course Prefix and Course Number

R Section

Syllabus for this course ENVR 4304 Syllabus Fall 2017.docx

7. Click on Save.


< Edit Scheduled Teaching



Check off New Course and Course that was Redesigned

Right below the Syllabus for this course field, you will also notice 2 check boxes asking if the course was a new course or if the course was redesigned. Please note that you will need to check these boxes in order for it to be noted on your Tabular Summary of Teaching Achievements.

Please check with your department for specific criteria on what is considered a new course or a redesigned course.

Syllabus for this course	No File Stored	<input type="button" value="Choose File..."/>
Check the box if this was a new course	<input type="checkbox"/>	
Check the box if this course was redesigned	<input type="checkbox"/>	