The University of Texas
RioGrandeValley

A Guide to Upload Syllabi

How faculty can upload syllabi in Scheduled Teaching in FPT

Created by the Office of Faculty Affairs

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The University of Texas
RioGrandeValley

This document contains step-by-step instructions (with screenshots) for uploading your syllabus in your Scheduled Teaching in FPT. If you run into any issues, please contact your FPT College Liaisons here or the Office of Faculty Affairs at FPT@utrgv.edu.

1. Log into my.UTRGV.edu.

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2. Click on the FPT icon in your application section.

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3. In the FPT dashboard click on the "Activities" tab in the menu.

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4. Click on Scheduled Teaching.

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5. Click on the name of the course that you wish to add a syllabus to.

_____

6. About 1/3 of the way down the page you will see Syllabus for this course. You can drag and drop your file into the box, or you can click on the link in the box to select a file from your computer.

Course Name R

Public Speaking

Topic R

Course ID R

50461

R Course Prefix and Course Number

Course Prefix R
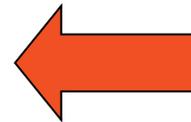
COMM

Course Number R

1315

Section R

04

Syllabus for this course

Drop file here or select to upload

7. If you click on the link in the box a pop-up window will appear – find your file on your computer.

8. When you are done it should look like this.

Course Name ᴿ

Public Speaking

Topic ᴿ

Course ID ᴿ
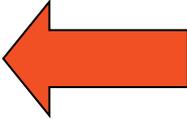
50461

ᴿ Course Prefix and Course Number

Course Prefix ᴿ   **Course Number** ᴿ

COMM   1315

Section ᴿ

04

Syllabus for this course

Replace file here or select to upload

📕 COMM 1315 Syllabus.pdf **(78.38 KB)**   🗑

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9. Click Save at the top of the screen.

Edit Scheduled Teaching   CANCEL   💾 SAVE   💾 SAVE + ADD NEW

If you have any questions about this guide, please contact the Office of Faculty Affairs at FPT@utrgv.edu

Office of Faculty Affairs
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