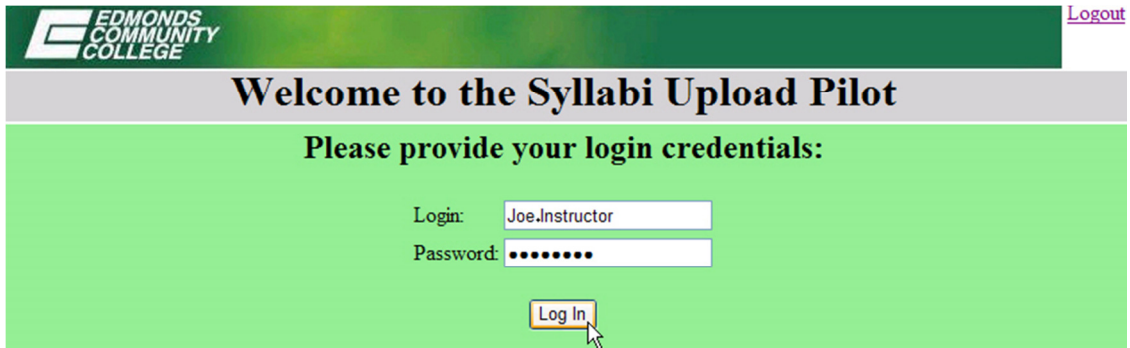


# SYLLABUS UPLOAD INSTRUCTIONS

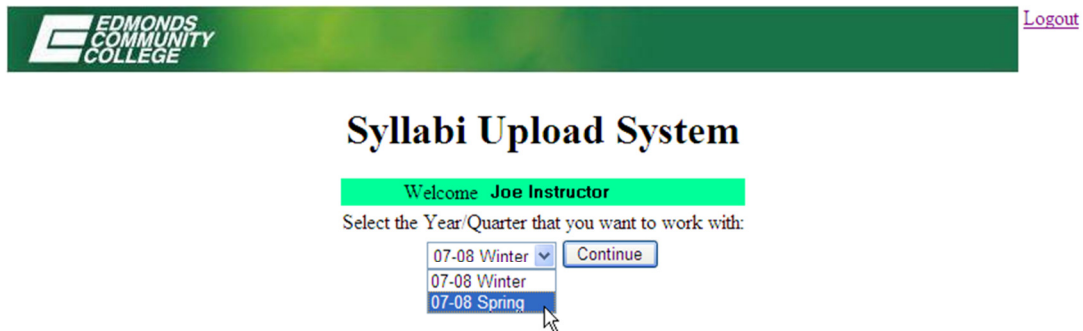
Welcome to the Syllabus Project!

Follow these steps to submit your class syllabi:

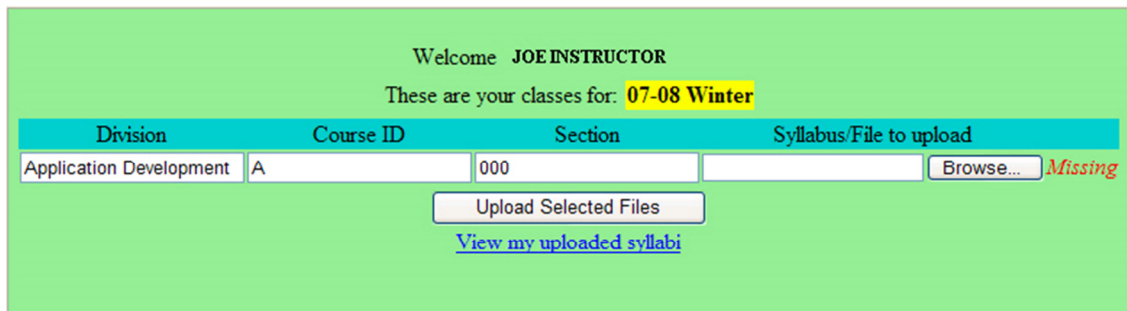
1. Create your syllabus (ensuring all required elements are included. See: <http://employees.edcc.edu/syllabus/>)
2. Save your syllabus in any standard document format such as .pdf, .doc, .xls, though .pdf is preferred.
3. Go to Syllabus Upload website: <https://app.edcc.edu/syllabi/>
4. Login to the website using your usual college user name and password:



5. Select the desired year and quarter and click "Continue":

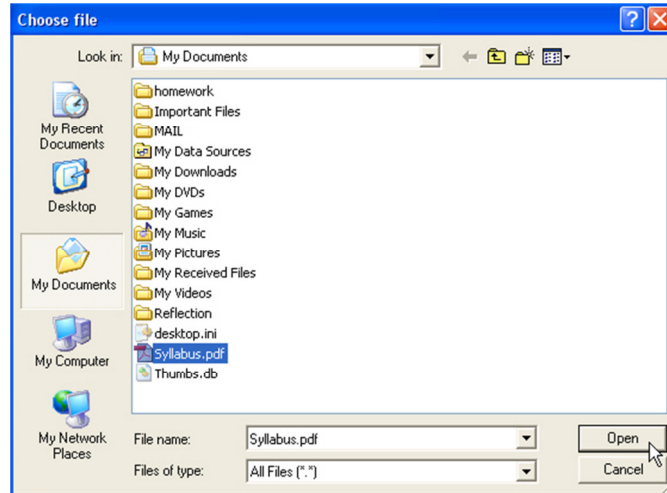


6. Your current quarter class(es) will appear (See Example)

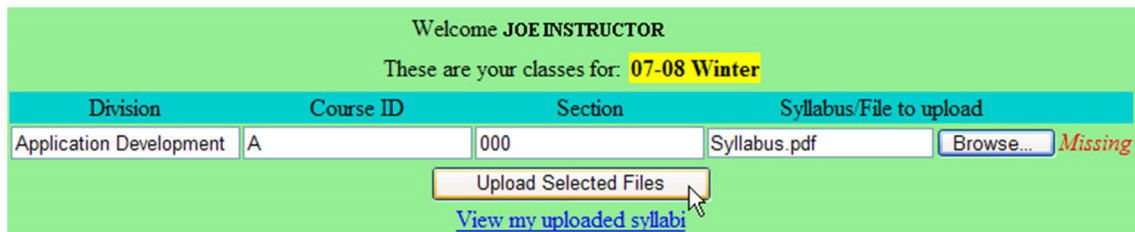


Division	Course ID	Section	Syllabus/File to upload
Application Development	A	000	<input type="button" value="Browse..."/> <i>Missing</i>

- Click on the “Browse” button next to the appropriate class to select the syllabus file from your computer or other location.



- Highlight the file and either click “Open” or double click on the file to select it for uploading.
- Click on “Upload Selected Files” to complete the process.



- To add additional files for this class or submit files for additional classes you are teaching select *Upload More Files* and repeat steps 6 – 8.
  - You may submit the same document for multiple classes if you use the exact same syllabus for multiple classes.
- When you are finished, log out and close your browser.

To review files or to determine which files you have already uploaded, select *View my uploaded syllabi*

You may revise and resubmit a syllabus as needed. If you use the identical file name, your syllabus will be overwritten with the revised version. If you have uploaded the wrong file, please contact your division support staff.

Your syllabus files will be placed automatically in the SYLLABI folder on the u-drive for easy access and archiving. The folder structure is as follows:

U:\SYLLABI\ Division\Year\_Quarter\Dept\ClassNumber\_Section\_ClassID\_Lastname

For more information, contact the Help Desk at #1234 or helpdesk@edcc.edu.