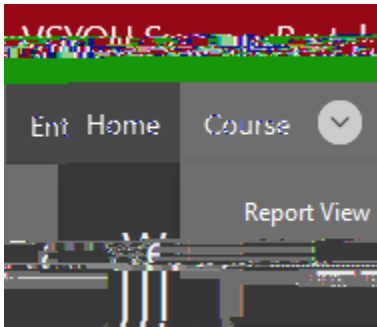
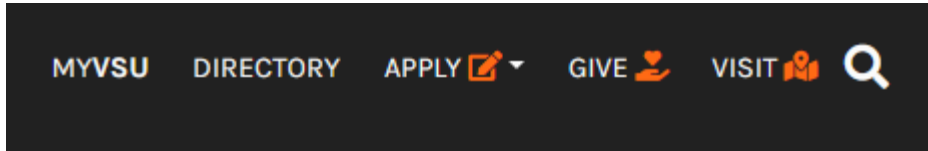




Syllabus Upload Instructions

Each semester, VSU college faculty upload their syllabi to the system. This process is done through the MyVSU portal. The following steps will guide you through the process.





Syllabus Upload Instructions

STEP 4: Locate Your Course and Upload a Syllabus



Syllabus Upload Instructions

You will receive a confirmation pop-up box.

Select X and repeat for other courses.

The screenshot shows a web interface for syllabus upload. At the top, there is a grey header bar with the text "Syllabus Upload" and a close button (X) on the right. Below this is a green confirmation banner with a checkmark icon and the text "File successfully uploaded." and a close button (X) on the right. Underneath, the current syllabus is listed as "HEDL 7820 Fall 2021 Syllabus.pdf" with the uploader "MMBLACK" and the date "06/16/2022". To the right of this information are three buttons: "Download Syllabus" (red), "Remove Syllabus" (grey), and a partially visible red button. At the bottom, there is a file upload area with a "Browse..." button and the text "No file selected."

If you upload an incorrect file, you can Remove Syllabus or Browse to select the replacement file. You will have to refresh (F5) the screen with the course list and it will show the file was uploaded.

For questions about uploading your course syllabus, contact Dr. Michael Black at [assessment \[at\] valdosta.edu](mailto:assessment@valdosta.edu). This handout is posted online at <http://www.valdosta.edu/administration/sacs/faculty-credentials.php>