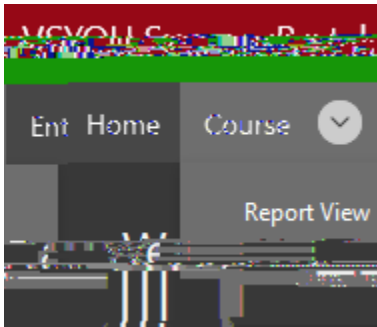
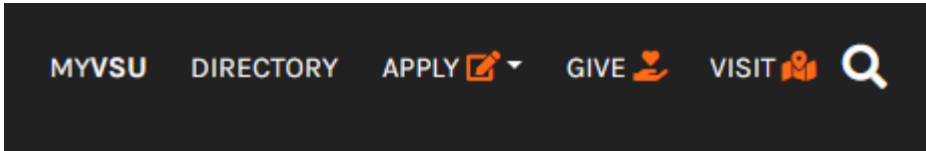




Syllabus Upload Instructions

Each semester, VSU college faculty are required to upload their syllabi to the course management system. This process is completed through the MyVSU portal. The following steps outline the process for uploading a syllabus to a course.





Syllabus Upload Instructions

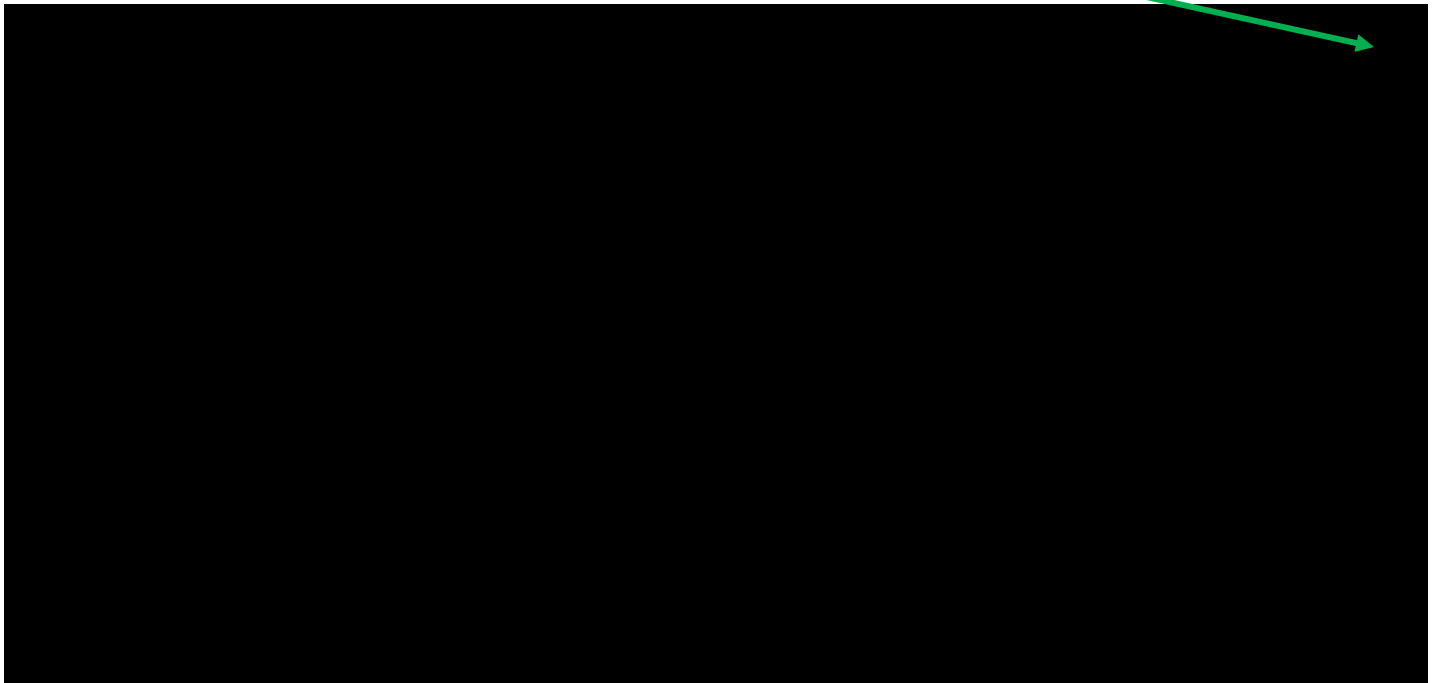
STEP 4: Locate Your Course and Upload a Syllabus



Syllabus Upload Instructions

You will receive a confirmation pop-up box.

Select X and repeat for other courses.



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>