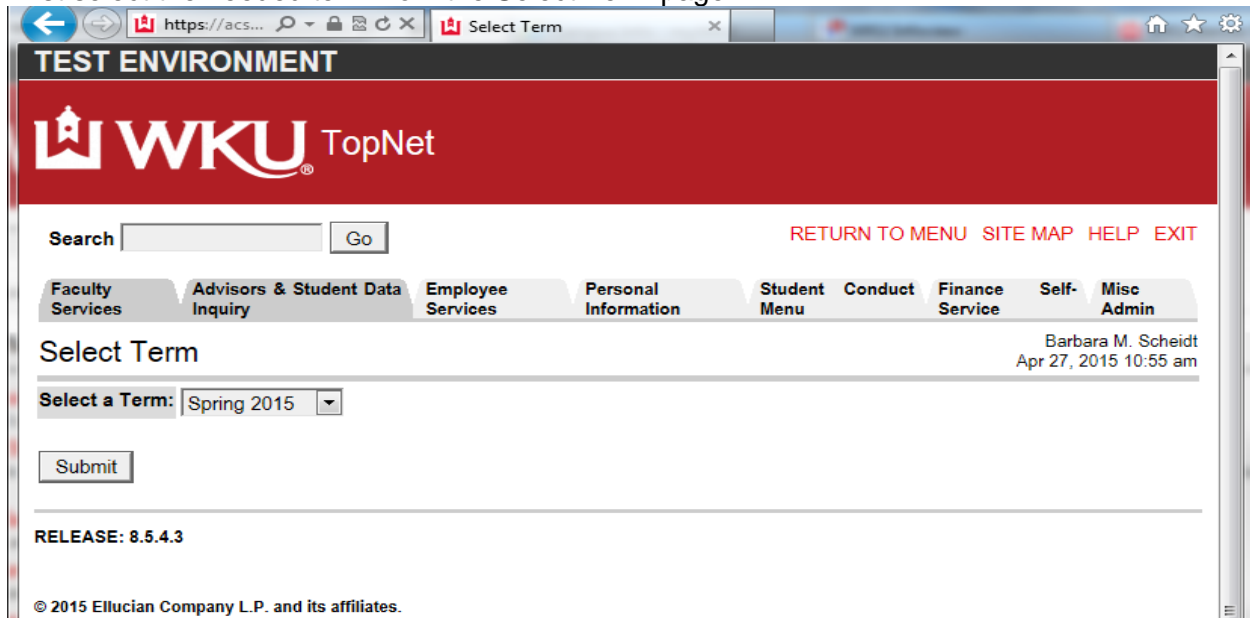General Instructions: Course Syllabi Maintenance

Select your link from either the Faculty Services or the Advisors & Student Data Inquiry tab in TopNet:
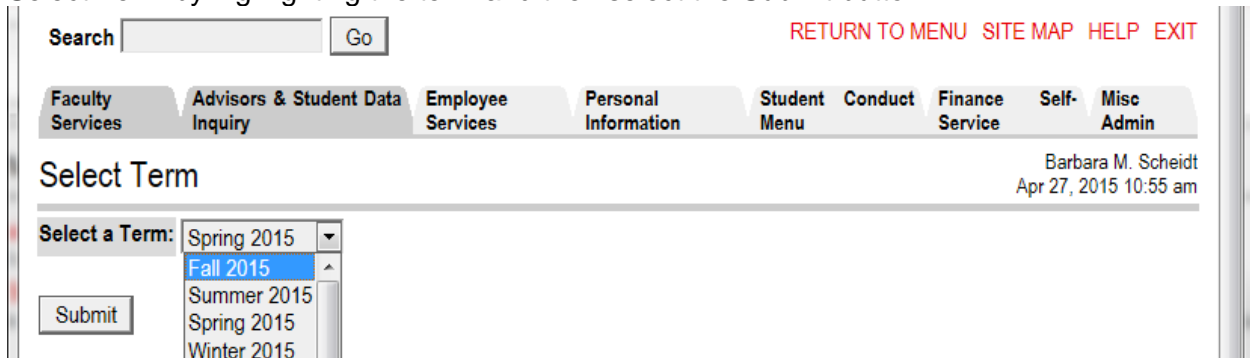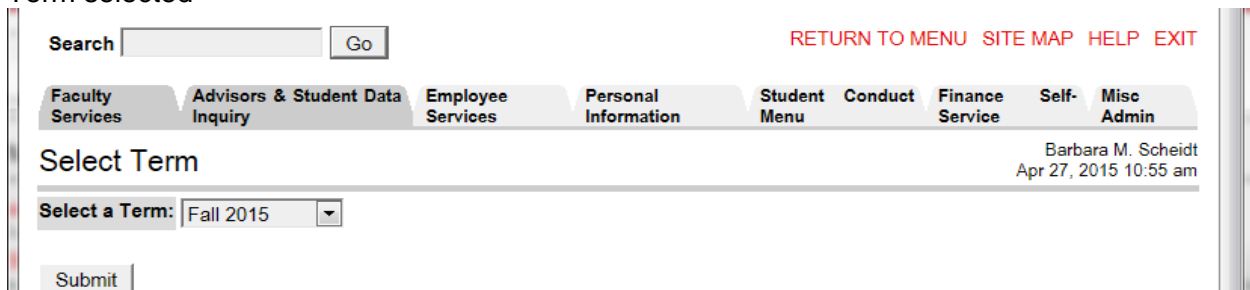
Link: *Course Syllabi Maintenance*

Steps:
First select the needed term from the Select Term page

Select Term by highlighting the term and then select the Submit button

Term selected

Your Syllabi Maintenance Search form will appear: Make your selection from the drop down menus – broaden selection or narrow selection based on search boxes.
Click the GO button when your values are selected

Select your Menu items – select Go button – example is using Subject Area – Allied Health

List of your selection will display: Ready for you to either enter URL or upload Syllabi

If you have a website for your Syllabus just type or copy your URL in the Syllabi URL field and then select the Save Changes button. Your link is now active for individuals to view from various sites.

CRN	Subj	Crse	Sec	Title	Instructor	Syllabi URL	-- Actions --
42067	AH	101	101	PARAMEDICINE I	Brown, Diana L.	http://www.wku.edu/it	Upload View

Save Changes Reset

To Upload your Syllabus it first must be in a PDF format – no other format is acceptable for upload.

Find the course you wish to upload the syllabi information on and select the Upload Link:

CRN	Subj	Crse	Sec	Title	Instructor	Syllabi URL	-- Actions --
42067	AH	101	101	PARAMEDICINE I	Brown, Diana L.		Upload View
42068	AH	102	101	PARAMEDICINE LAB I	Brown, Diana L.	https://intranet.wku.edu/syllabus/201530_prod_AH10(	Upload View

The following page loads – review information and following instructions: Select the Browse button and find your PDF document where you have it located.
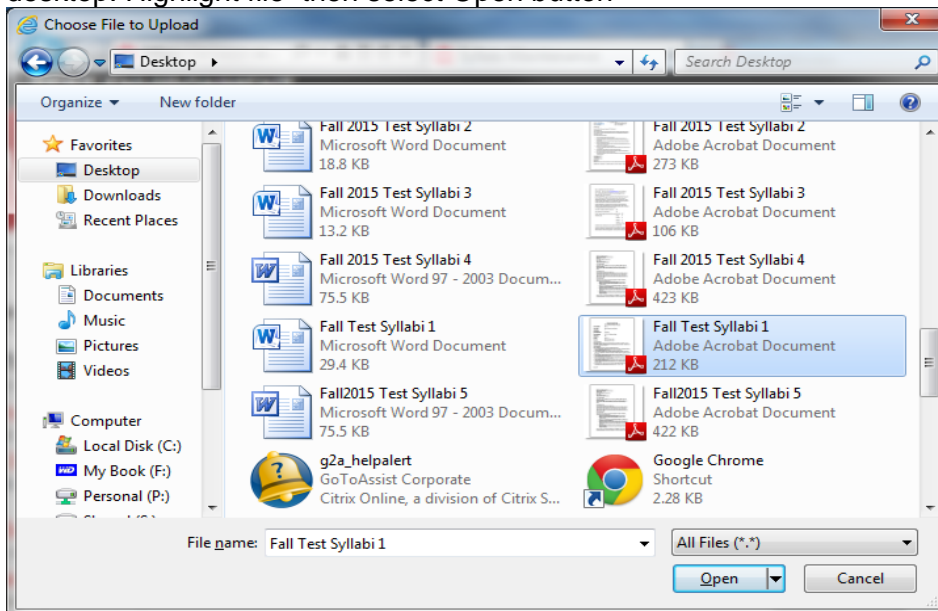
Course: AH 101 101
Title: PARAMEDICINE I

Click the "BROWSE" button and select the file
from your local machine which is the syllabus for
the course and section listed above. When you have selected the file, click
the "Upload" button.

PLEASE NOTE: Beginning May 18, 2015, all documents are required to be in PDF format PRIOR to uploading.

Syllabus File: [   ] Browse...

Upload Clear Form

Choose file upload screen – select file from your list – example uploading document located on desktop. Highlight file then select Open button

Returns to the upload page – note filename information now in field – select the Upload button

Returns to the display page – Will displays the following when uploaded, make sure to check for the success message.

Select the view link to view the uploaded information; should display all of your information.

If you need to remove the information – highlight the URL – select the delete key and then select the Save Changes button