

**UPLOADING
SYLLABUS
IN
THE
FACULTY CENTER**



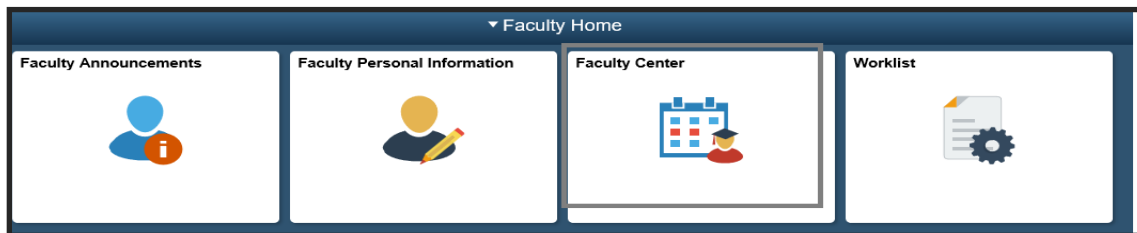
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Log into your myUH self-service account using AccessUH.

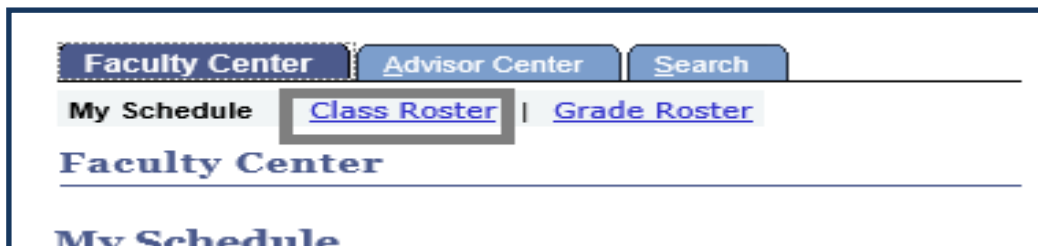
Select the myUH self-service icon  in the University Services area.



Click on the Faculty Center link in the Learner Management area.



Click on the “Class Roster” tab.



Note: This process is not available for graduate courses.

Important: Pop-up blockers must be disabled in your browser for this process.

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Click on the "Syllabus Upload Link".

Faculty Center Advisor Center Search
my schedule class roster grade roster

Faculty Center

My Schedule

Fall 2016 | University of Houston

[CV Upload Link](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > Fall 2016 > University of Houston

Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Syllabus Upload Link
FREN 1502-01 (13500)	Elementary French II (Lecture)	27	TuTh 8:30AM - 10:00AM	AH 12	Aug 22, 2016- Dec 15, 2016	Syllabus Upload Link

[View Weekly Teaching Schedule](#) [Submit Textbook Requests](#)

The steps must be followed as shown below:

Class Syllabus

Session: 1 Regular Academic Session Class Nbr: 13500
Class Section: 01 Course Component: Lecture
Start Date: 08/22/2016
Instructor ID: 0170813 Ogden, Pamela R

Shared Syllabus

Instructions for uploading your Syllabus

Note: Disable pop-up blockers in your browser to download your Syllabus or Syllabus Template.

Step 1: [Download Syllabus Template Here](#)

Step 2: Open downloaded template and fill in the required information.

Step 3: Save the template as a PDF document to your computer's desktop. [Saving PDF documents instruction](#)

Step 4: Upload the file to your Faculty Center by pressing the button below.
[Upload and Save Syllabus Document](#)

After your file is uploaded, you will see its filename as noted below.
Attached File: FREN1502JohnsonF16.pdf

Step 5: View your uploaded Syllabus by pressing the button below.
[View/Download Syllabus Document](#)

Want to make changes to your Syllabus? Edit the Syllabus file on your computer in Microsoft Word, then follow Step 3 to save and upload your changes. Your previous Syllabus on file will be overwritten.

[Close](#)

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This template format must be used. Repeat the process for each course you teach. Save the file as a PDF for uploading.

COURSE SYLLABUS

YEAR COURSE OFFERED:

SEMESTER COURSE OFFERED:

DEPARTMENT:

COURSE NUMBER:

NAME OF COURSE:

NAME OF INSTRUCTOR:

The information contained in this class syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.

Learning Objectives

Major Assignments/Exams

Required Reading

Recommended Reading

List of discussion/lecture topics

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Important Notes:

- ◆ HB-2504 requires the posting of syllabi that contain minimally the following information: course and instructor identifiers, learning objectives, major assignments, required and recommended reading, and a brief list/description of discussion topics.
- ◆ [Click here](#) for the HB-2504 website.

Need further assistance?

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