

**UPLOADING  
SYLLABUS  
IN  
THE  
FACULTY CENTER**



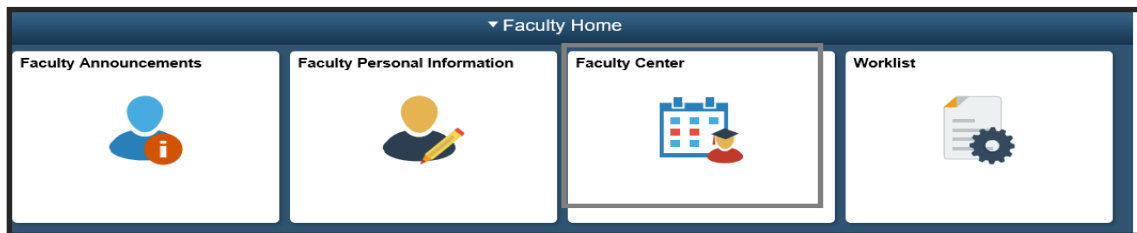
## UPLOADING SYLLABUS IN FACULTY CENTER

Log into your myUH self-service account using AccessUH.

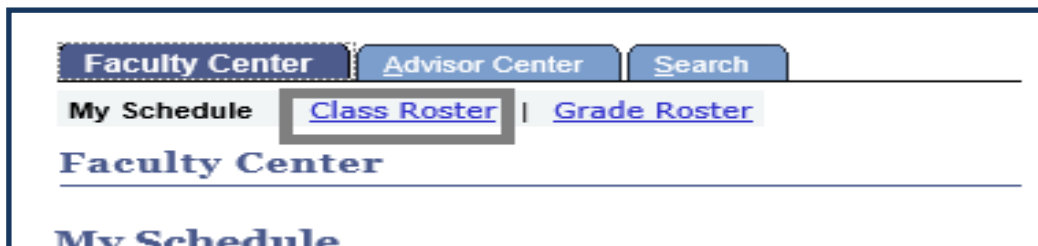
Select the myUH self-service icon  in the University Services area.



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.**

# UPLOADING SYLLABUS IN FACULTY CENTER

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
<a href="#">FREN 1502-01 (13500)</a>	Elementary French II (Lecture)	27	TuTh 8:30AM - 10:00AM	AH 12	Aug 22, 2016- Dec 15, 2016	<a href="#">Syllabus Upload Link</a>

[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](#)

# UPLOADING SYLLABUS IN FACULTY CENTER

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.**

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**Learning Objectives**

**Major Assignments/Exams**

**Required Reading**

**Recommended Reading**

**List of discussion/lecture topics**

## UPLOADING SYLLABUS IN FACULTY CENTER

### 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?**

**Contact the Office of the  
University Registrar**

**[uhsrsec@uh.edu](mailto:uhsrsec@uh.edu)**