



October 2017

Adding a Course Syllabus to myBanner

MSU students can view course syllabi that are uploaded into myBanner prior to registering for a course. Faculty can now upload their course syllabi into myBanner as a pdf file for students to view on their class schedule or the master class schedule. Syllabi will also appear on the search page for registration. This factsheet will walk through the steps of uploading the pdf files.

1. From myBanner for Faculty and Departmental Users under Class Management select **Syllabus Management**.

The screenshot shows the myBanner interface for Tina Green. The main heading is "Class Management". Below it, there are several tabs: "Banner", "Administrative Banner", "Personal Information", "myBanner For Faculty and Departmental Users", and "Banner For Employees". The "myBanner For Faculty and Departmental Users" tab is active. Under this tab, there are six columns of links: "Scheduling", "Reports", "Registration", "Grades and Absences", "Student Records", and "Class Management". The "Class Management" column contains links for "Class Email Lists", "College/Major List Setup", "Manage Class Assistant", "Assignments", "myCourses Section" (circled in black), "Marking something", and "Syllabus Management".

2. The Syllabus Management page will appear. Click the **Add Button** to begin.

The screenshot shows the "Syllabus Management" page. At the top, it says "Syllabus Management". Below that, there are fields for "Instructor ID: tng3" and "Instructor Name: Tina Green". Below these fields is a table with columns: "Course", "Begin Term", "End Term", "Syllabus File Name", "Created By", "Date", and "Actions". The "Actions" column contains a red button with a white plus sign. A black arrow points to this button, and the text "Add Button" is written below it.

Add Button



3. The New Syllabus dialog box will appear. From the pull-down menu, select the correct course **Subject**. Enter the Course number as well. Finally pick a begin time and end time for the Syllabus. These times indicate how long the syllabus will be displayed to students. The End of time option, allows the syllabus to be displayed indefinitely.

Subject: AELC - Ag Educ,Leadership & Comm
Course #: AAS - African American Studies
Begin Term: ABE - Ag. and Bio. Engineering
End Term: ACC - Accounting
ADS - Animal Science & Dairy Science
AEC - Agricultural Economics
AELC - Ag Educ,Leadership & Comm
AIS - Agricultural Info Sci & Ed
ALHP - Appalachian Ldshp Honors Pro
AN - Anthropology

Subject: AAS - African American Studies
Course #:
Begin Term: Fall Semester 2017
End Term: Fall Semester 2017
Select A File No File Selected
Save Cancel

Subject: AELC - Ag Educ,Leadership & Comm
Course #: 4203
Begin Term: Fall Semester 2017
End Term: Fall Semester 2017
Select A File
Fall Semester 2017
Spring Semester 2018
Summer Semester 2018
Fall Semester 2018
Fall Semester 2019
The End of Time

4. Finally, click Select a File to upload the PDF file. Only PDF files may be uploaded. Once the file has been selected, click the **Save** button. A message will appear indicating the file has been successfully uploaded. Note, the file name for the pdf document will be changed when uploaded. The filename will be **CourseSubject_CourseNumber_Term_NetID.pdf** for example: **AELC_4203_201730_tmg3.pdf**.

Subject: AELC - Ag Educ,Leadership & Comm
Course #: 4203
Begin Term: Fall Semester 2017
End Term: Fall Semester 2017
Select A File AELC4203Fall2017.pdf
Save Cancel

Alert
The syllabus file was successfully uploaded.
Close






5. Once the syllabus is uploaded there are multiple actions that can be performed, Edit, Delete, View and Download. Faculty can also upload another syllabus for a different course.

Delete this Record **Download the Syllabus File**

Syllabus Management

Instructor ID: tmj3
Instructor Name: Tina Green

Course	Begin Term	End Term	Syllabus File Name	Created By	Date	Actions
AELC 4203 App Compute Tech AELC	2017 Fall	The End of Time	AELC_4203_201730_TMG3.PDF	Green, Tina	10-09-2017	   

Edit this Record **View the Syllabus File**



5. The syllabus is now viewable on students' class schedules, the master schedule and the search page in registration. Note, students see as popup window indicating that the syllabi is not official and that the official syllabi will be presented in class.

Alert

Electronic syllabi available during registration are not official. Syllabi presented in class by the instructor of record are official syllabi.

Term: Fall Semester 2017
Part Of Term: All Parts Of Term
Campus: Starkville
Level:

Agricultural Info Sci & Ed Classes

Campus	CRN	Course	SC	Title	Syllabus	Books	Type	Delivery Method	St
Starkville	30187	<u>AIS 4203</u>	01	App Compute Tech AIS			Lecture/Lab	Face to face	