

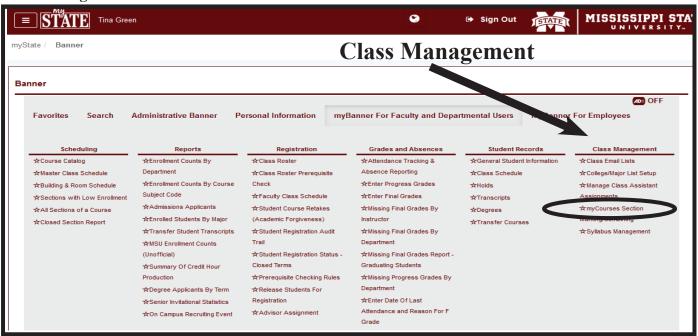
MISSISSIPPI STATE UNIVERSITY TM INFORMATION TECHNOLOGY SERVICES

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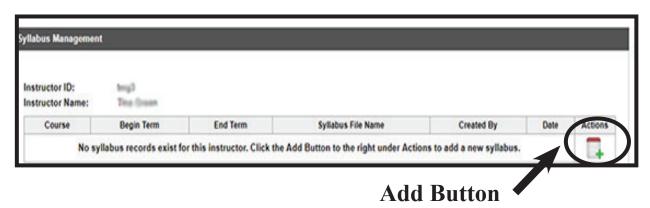
Adding a Course Syllabus to myBanner

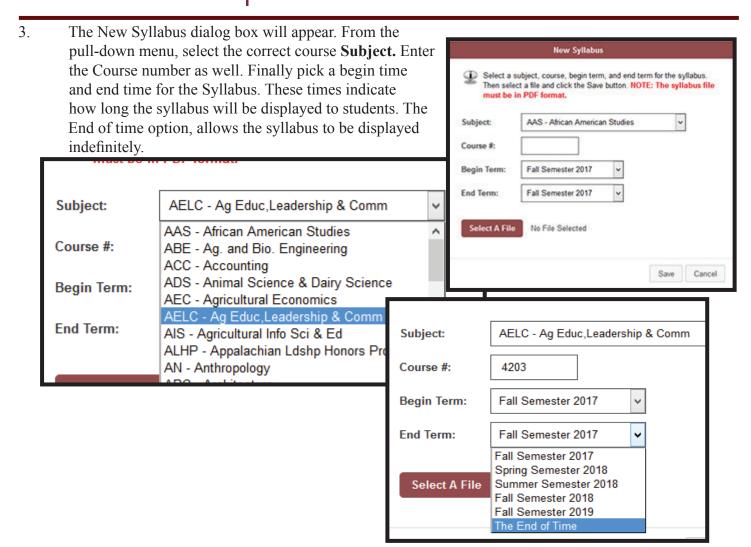
MSU students can view course syllabi that are uploaded into myBanner prior to registering for a course. Faculty can now upload their course syllabi into myBanner as a pdf file for students to view on their class schedule or the master class schedule. Syllabi will also appear on the search page for registration.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

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

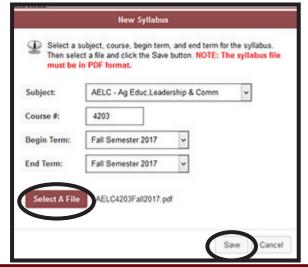


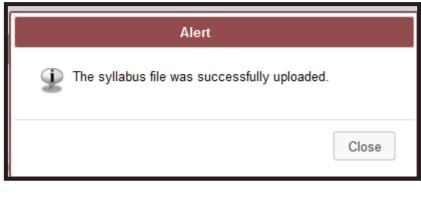
2. The Syllabus Management page will appear. Click the **Add Button** to begin.

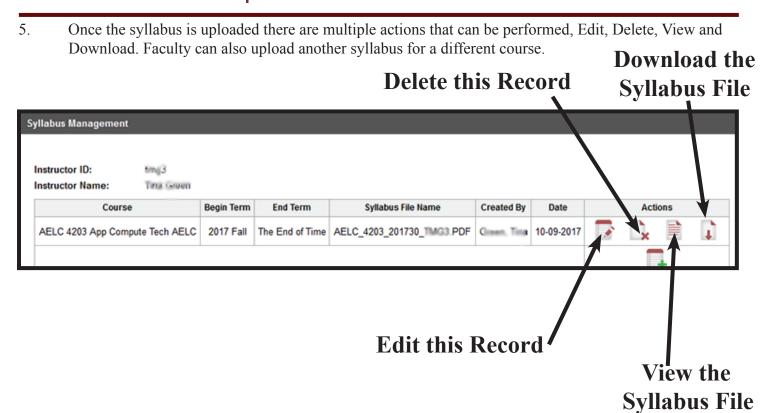




4. Finally, click Select a File to upload the PDF file. Only PDF files may be uploaded. Once the file has been selected, click the **Save** button. A message will appear indicating the file has been successfully uploaded. Note, the file name for the pdf document will be changed when uploaded. The filename will be **CourseSubject CourseNumber Term NetID.pdf** for example: **AELC 4203 201730 tmg3.pdf**.







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.

