

A Guide to Uploading and Viewing Course Syllabi and Vita In SamWeb

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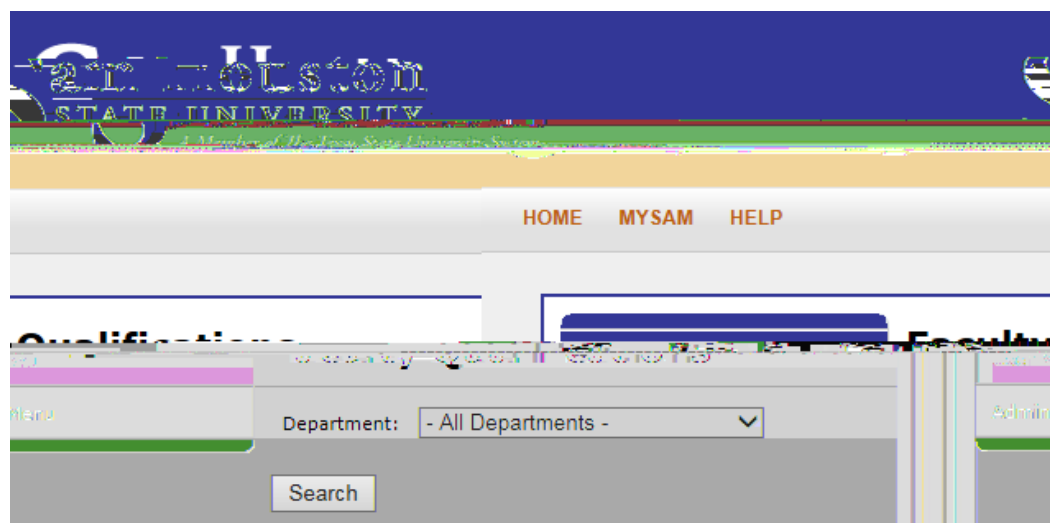
Uploading and Viewing Course Syllabi and Vita

Pursuant to House Bill 2504 of the 81st Texas Legislature, each institution of higher education is required to publish certain course and financial information on the institution's website. With regard to course related information, SHSU is required to publish a course syllabus and faculty vita for each course section taught each semester. To comply with HB 2504, SHSU developed a process by which department staff can upload course syllabi and faculty vita through SamWeb each semester.

For questions or access to upload documents, please contact Lisa Langlais, Administrative Coordinator: Special Projects, at lm1011@shsu.edu or 936.2942353.

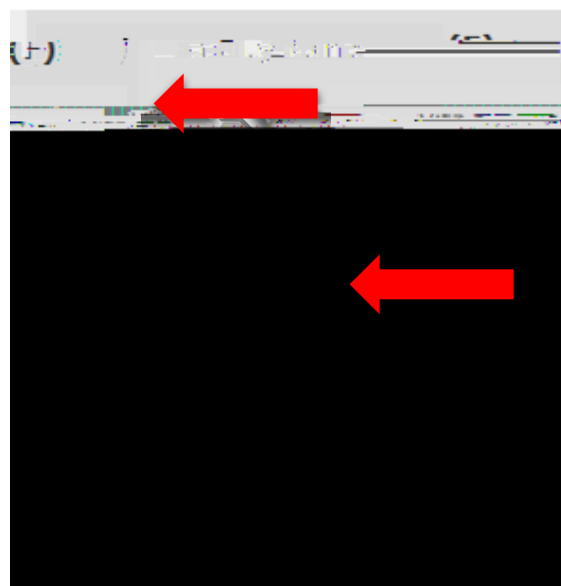
How To: Upload Syllabi and Vita

5. Select the 'Department' from the drop-down box. Click 'Search.'

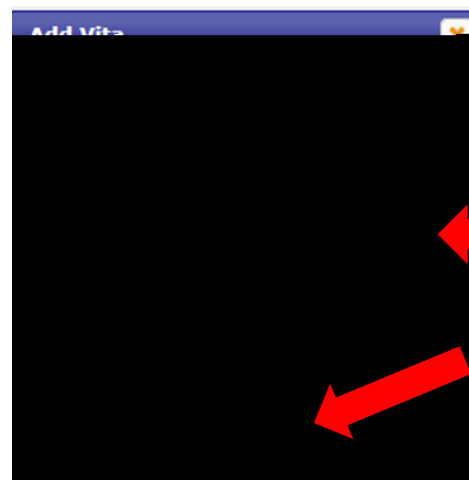
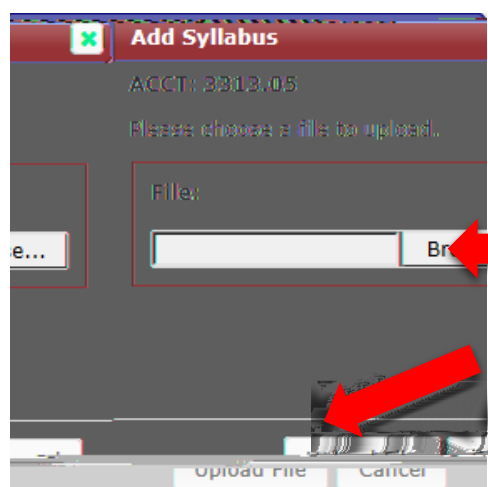


6. To add a **Syllabus or Vita** –Click on the green plus icon next to the syllabus or vita link requiring an upload.

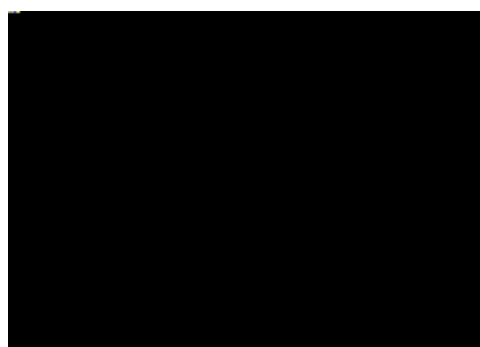
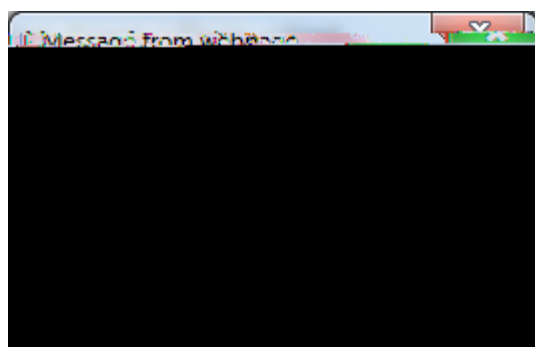
NOTE: Vitas or syllabi with the green plus signs have no document uploaded. Courses or vita with a pencil or trash can icon have documents uploaded that can be deleted or replaced.



- Click 'Browse' and locate the saved PDF syllabus to be uploaded. Upon selecting the appropriate file, click 'Upload File.'

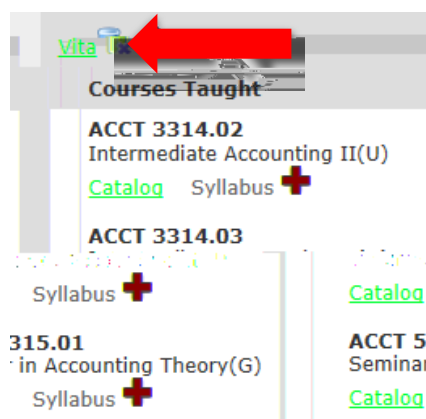


Upon successful file upload, you will see the following:

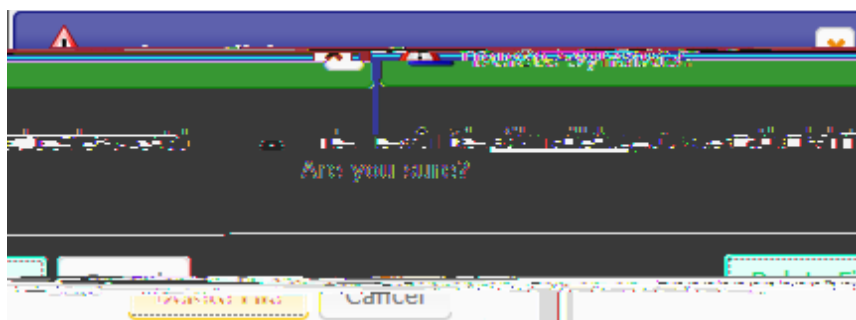


How To: Delete or Replace a Syllabi or Vita

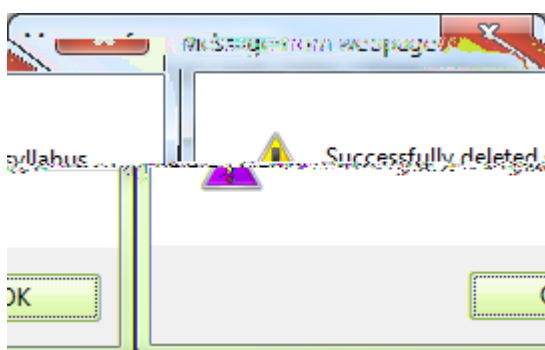
- To delete an existing syllabus or vita, click on the trash can icon.



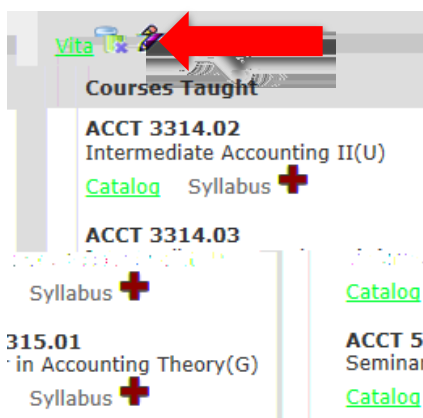
- To confirm the deletion, click 'Delete File.'



- You should see the following:

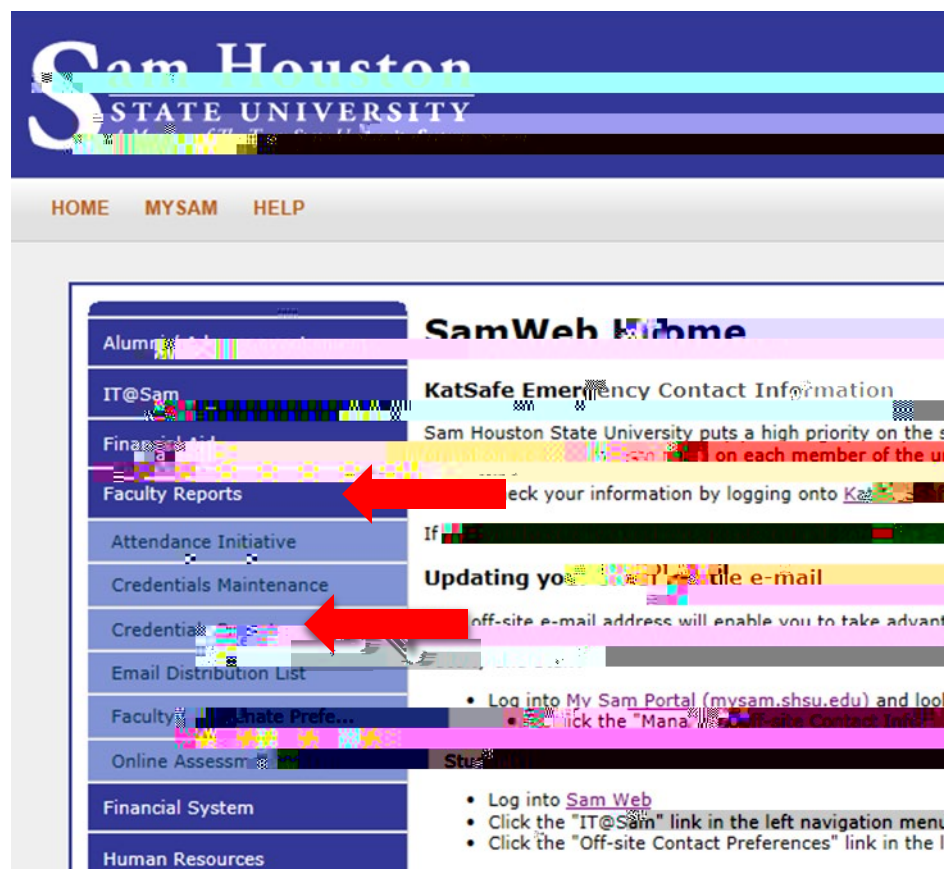


- To replace or edit an existing syllabus or vita, click on the pencil icon. Please note that after selecting the pencil icon, the process mirrors that of adding a new document. Please see steps 6 and 7 above.



How To: View the Syllabi and Vita

1. From the SamWeb, click on 'Faculty Reports' followed by 'Credentials Report.'



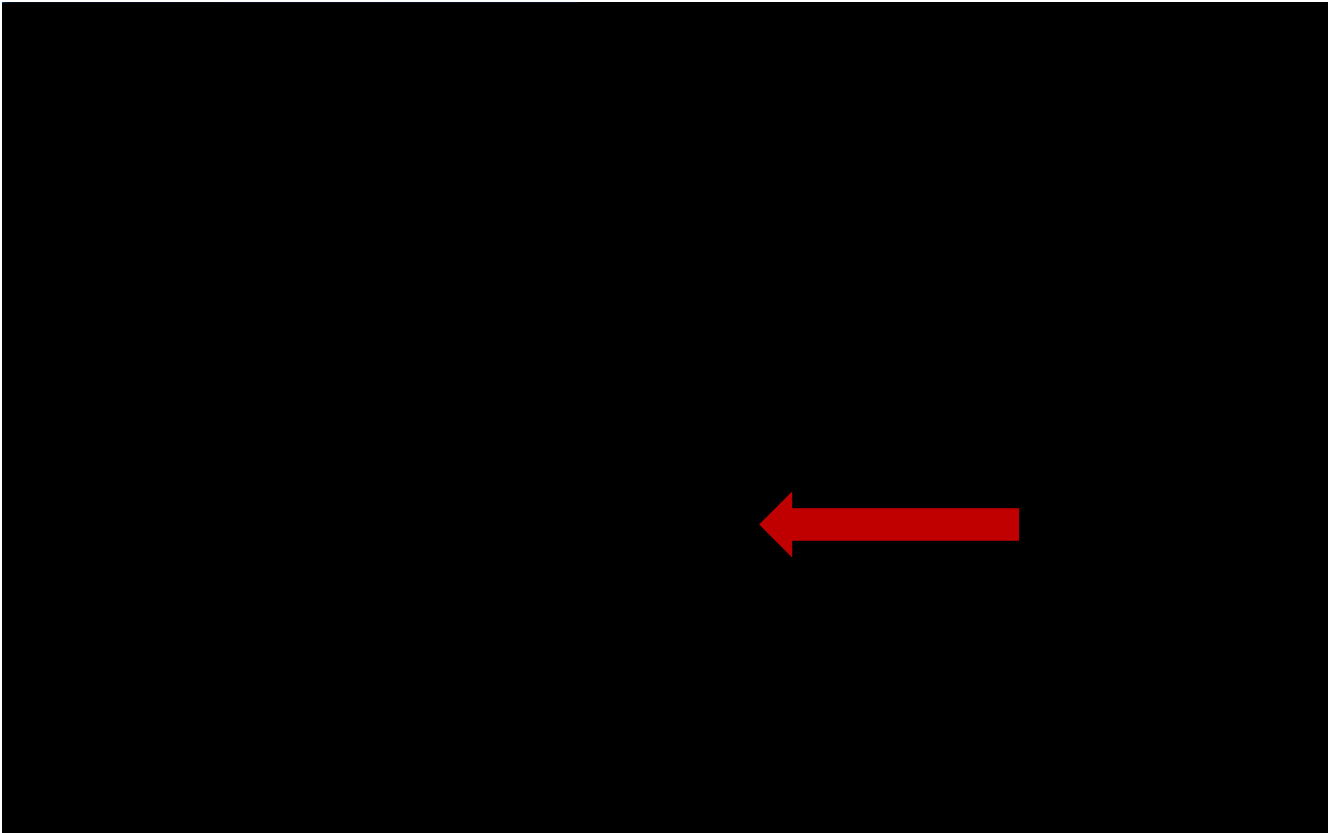
2. Follow prompts to identify semester and department.

3. Select the 'Department' from the dropdown box. Click 'Search.'

4. In the upper left hand corner of the page, click 'Credentials Home. '

5. Scro

6. Follow the prompts to select the semester and type of report.



Please note the results can be downloaded into an Excel file and sorted for ease of use.