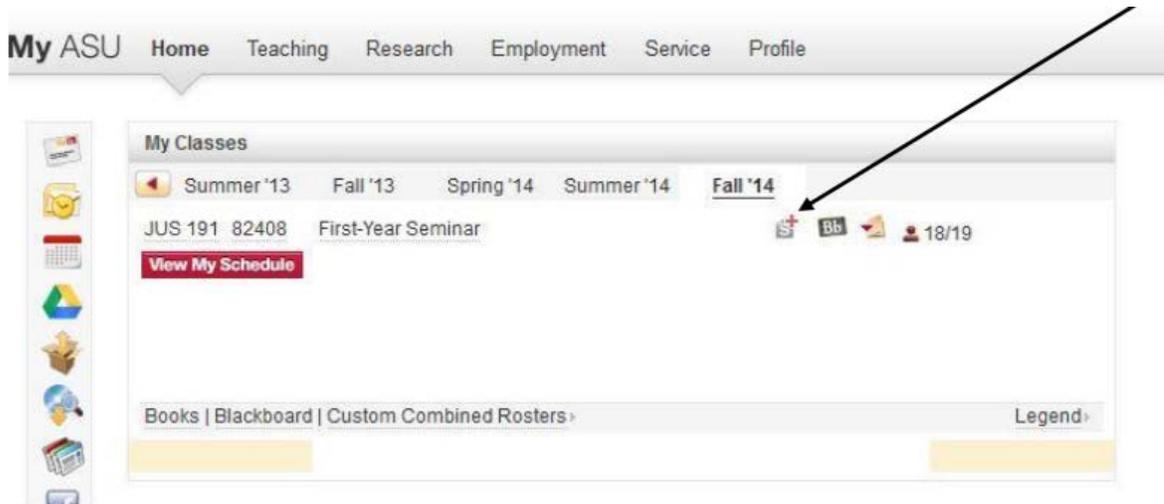
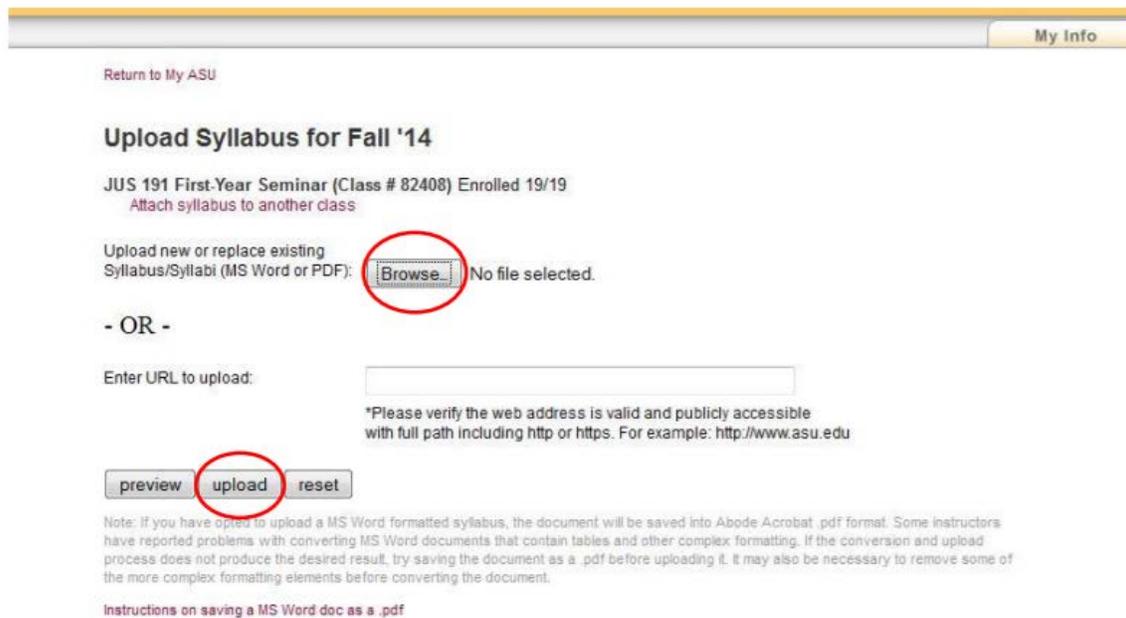


Uploading a Syllabus

To upload a syllabus, go to your My ASU homepage. In the My Classes box, locate the course for which you would like to upload a syllabus. Hover over the S+ icon and click “Add Syllabus.”



The link will direct you to the page to upload the syllabus and will include the course information.

The image shows a screenshot of the 'Upload Syllabus for Fall '14' page. At the top right, there is a 'My Info' button. Below it, there is a 'Return to My ASU' link. The main heading is 'Upload Syllabus for Fall '14'. Underneath, the course information is displayed: 'JUS 191 First-Year Seminar (Class # 82408) Enrolled 19/19'. Below this, there is a link 'Attach syllabus to another class'. The main section has two options: 'Upload new or replace existing Syllabus/Syllabi (MS Word or PDF):' with a 'Browse...' button circled in red, and 'Enter URL to upload:' with a text input field. Below the input field, there is a note: '*Please verify the web address is valid and publicly accessible with full path including http or https. For example: http://www.asu.edu'. At the bottom of the form, there are three buttons: 'preview', 'upload', and 'reset', with the 'upload' button circled in red. A note at the bottom explains that MS Word documents will be converted to PDF format.

Click the “Browse” button to select the file from your computer. Note that the file must be PDF in order to upload to the Schedule of Classes. After the file has been selected, click the “preview” button. If you are ready to upload, click the “upload” button to add your course syllabus. Please allow 24 hours for your syllabus to update on the Schedule of Classes.