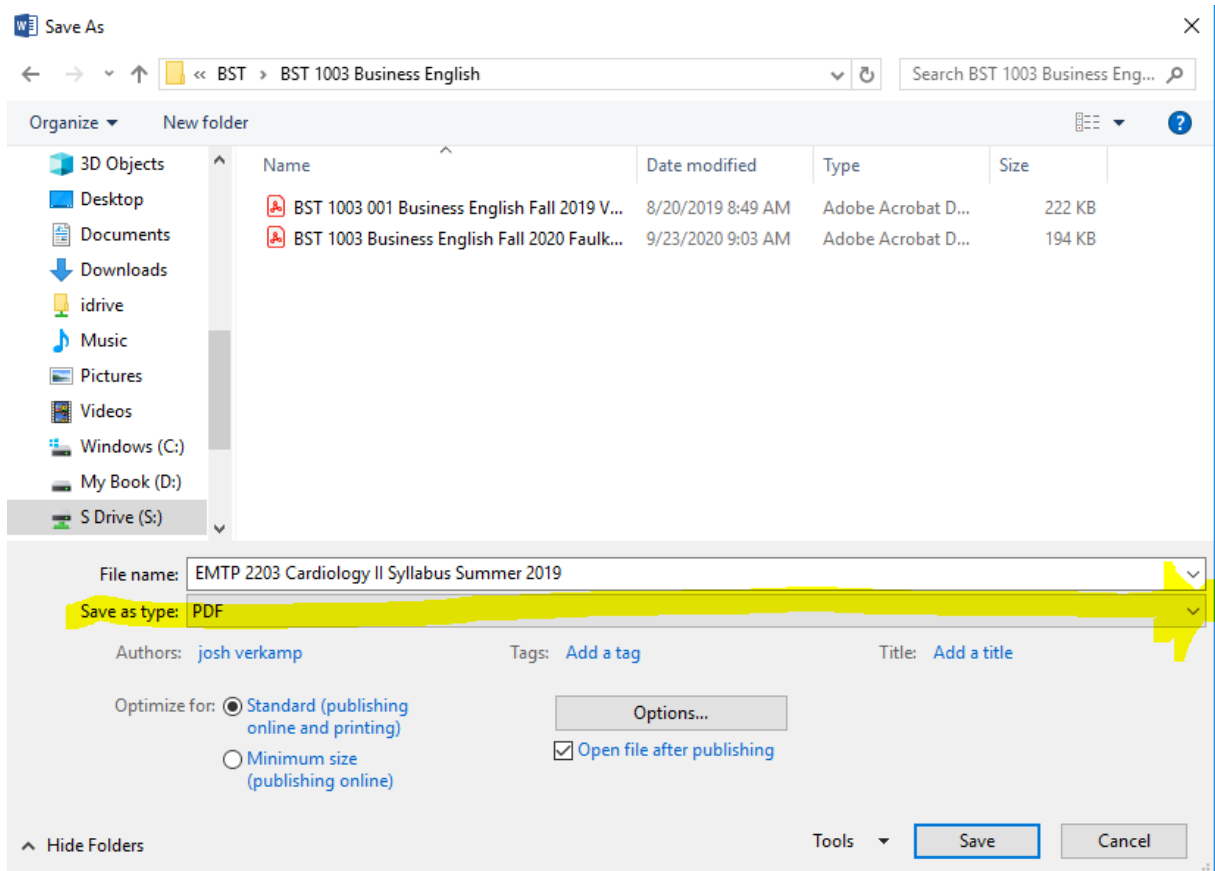


Here are the step-by-step instructions on how to upload syllabi to the repository --- please note that the **syllabus must be saved in PDF format prior to uploading.**

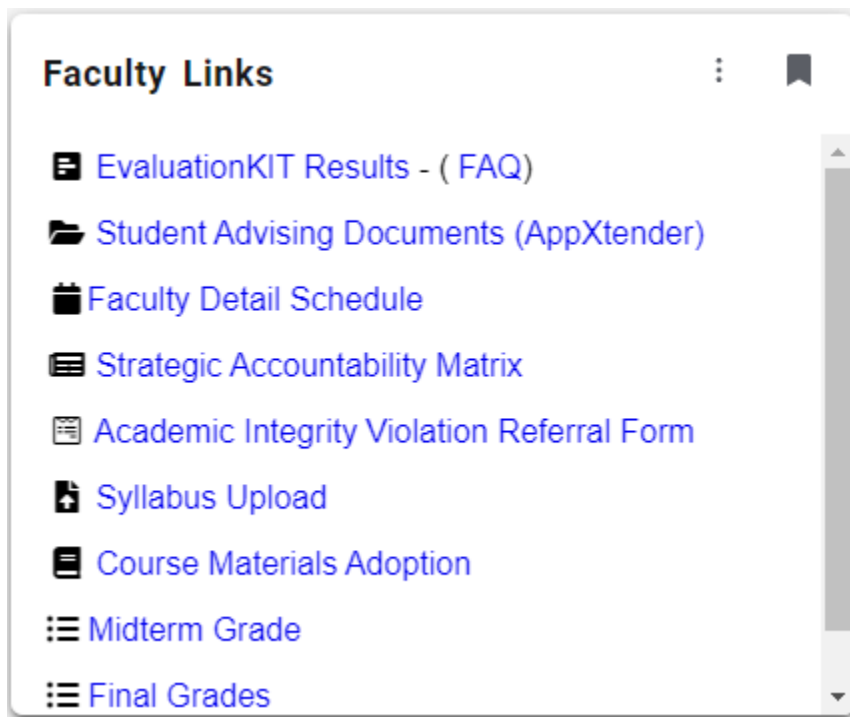
If you are unsure on how to save into PDF, there is a drop down when you click “Save As”. Select PDF in the dropdown area:



Now, you are ready to upload.

STEP 1: Once faculty login to OneTech, select the FACULTY Links Window. With the new OneTech layout, the Faculty Links window may be at the bottom of your screen.

Select “Syllabus Upload” under Faculty Links:



STEP 2: Next page will look like this. Select correct term and subject. Course listings (see below) will pop up with a hyperlink on “Syllabus Needed!”

Course Syllabi Repository System

Select the Term: Select the Subject:


Please select a subject.

Course Section	CRN	Course Title	Instructor(s)	Action
OZRK 1000-001	72525	OZARK ORIENTATION	Bonner, Shirley	Syllabus Needed!
OZRK 1000-002	72526	OZARK ORIENTATION	Bonner, Shirley	Syllabus Needed!

STEP 3: Click that and choose the correct file. NOTE: File must be in PDF format. It will not take a Word document.

Upload Syllabus for OZRK 1000-001

Please select the syllabus file (PDF ? Format Only)



Choose File

No file chosen

Upload

STEP 4: After hitting Upload, you will get a message that it has been uploaded. Faculty will also see it automatically in their Blackboard shell in the Syllabi tab.