

# Fogelman College of Business & Economics

## DIRECTIONS TO UPLOAD SYLLABI AND DISPLAY THEM ON COLLEGE WEBSITE

### STEP 1: Update your syllabus for the new semester

Use the current FCBE ADA-compliant template: [FCBE Accessible Syllabus Template - Fall 2016](#)  
(Note that you will need to log in with your standard campus credentials to access the template.)

### STEP 2: Create a PDF of your updated syllabus that is ADA-compliant

Download the [Instructions for Creating an Accessible \(ADA-compliant\) Syllabus](#) (opens in browser window). Additional useful material include the FCBE [Checklist for Creating an Accessible Syllabus](#) and a short [White Paper on Creating Accessible Content](#).

### STEP 3: Upload the PDF of your syllabus to the FCBE website

- Go to the [FCBE faculty self-service page \(opens in browser\)](#) and log in using your standard campus credentials.
- Once logged in, click on "Post/Update Syllabi on FCBE Website" (under "Actions" at the top). You will be presented with a list of all the courses assigned to you for the current and recent semesters.
- Locate the row entry for the course syllabus to be updated and click on the "Choose File" button to browse for the PDF you just created.
- Find the PDF you need to upload and double-click on it. (You can also single-click it and chose "Open".) Note that you will get an error if the syllabus file is not a PDF file.
- Click on the "Update Syllabus" button. This will upload your PDF to the FCBE website.

### STEP 4: Verify that your syllabus has been uploaded and can be viewed correctly

- Go to the [FCBE student syllabus website \(opens in browser window\)](#)
- Locate your course and click on its section ID (far left column). This should open and display the PDF of your syllabus.

### Notes:

- A green check mark will indicate that your syllabus was uploaded and the link was successfully created on the FCBE website. You can test it by clicking on the "Click here to test" link.
- Repeat steps 1-4 for all of your course syllabi.
- If you need to repost a PDF of your syllabus, repeat steps 3 and 4.
- Additional Information on all of the above can be found on the [FCBE Faculty Resources page under "Teaching and Learning Resources" \(opens in browser\)](#).