

Welcome to Syllabi Help

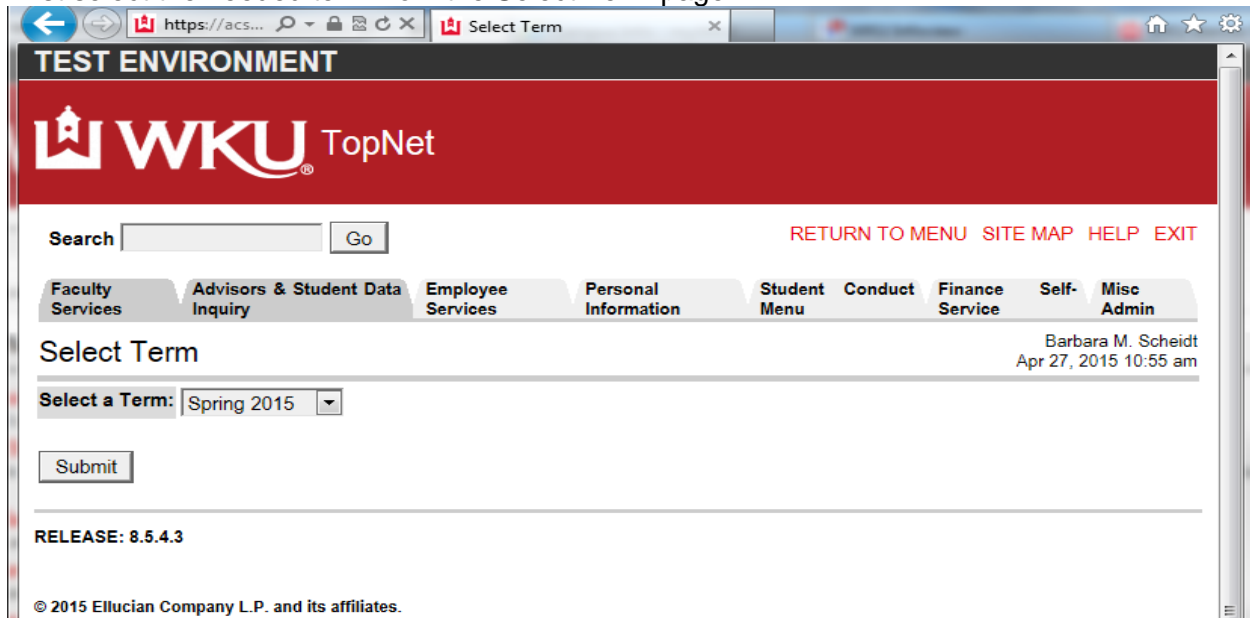
General Instructions: Course Syllabi Maintenance

Select your link from either the Faculty Services or the Advisors & Student Data Inquiry tab in TopNet:

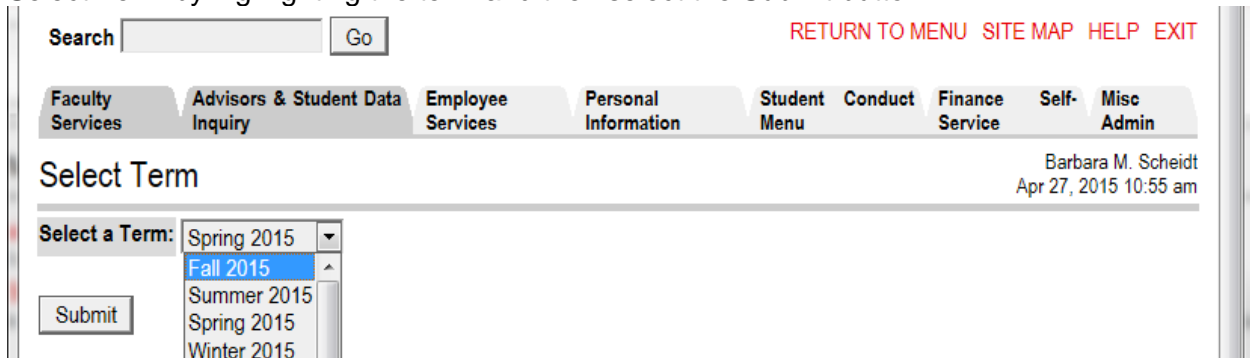
Link: **Course Syllabi Maintenance**

Steps:

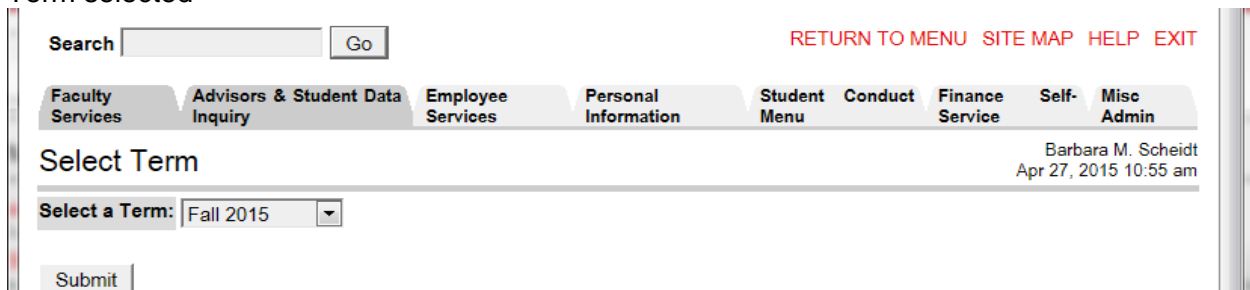
First select the needed term from the Select Term page



Select Term by highlighting the term and then select the Submit button



Term selected



Welcome to Syllabi Help

Your Syllabi Maintenance Search form will appear: Make your selection from the drop down menus – broaden selection or narrow selection based on search boxes. Click the GO button when your values are selected

WKU TopNet

Search RETURN TO MENU SITE MAP HELP EXIT

Faculty Services | **Advisors & Student Data Inquiry** | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service | Misc Admin

Syllabi Maintenance for: Fall 2015

Search By ONE of the following (Subject, Instructor or CRN)

----- Course ID -----

Subject Area	Course Number	Section Number	----- Instructor -----	--CRN--	<input type="button" value="--GO--"/>
NONE	All	All	--OR-- NONE	--OR--	<input type="button" value="Reset"/>

Select your Menu items – select Go button – example is using Subject Area – Allied Health

WKU TopNet

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NONE	All	All	--OR-- NONE	--OR--	<input type="button" value="Reset"/>

- AGRO -- Agronomy
- AH -- Allied Health (Univ)**
- FASL -- American Sign Language
- ANSC -- Animal Science
- ANTH -- Anthropology (Univ)

List of your selection will display: Ready for you to either enter URL or upload Syllabi

WKU TopNet

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Faculty Services | **Advisors & Student Data Inquiry** | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service | Misc Admin

Syllabi Maintenance for: Fall 2015

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CRN	Subj	Crse	Sec	Title	Instructor	Syllabi URL	-- Actions --
42067	AH	101	101	PARAMEDICINE I	Brown, Diana L.	<input type="text"/>	Upload View
42068	AH	102	101	PARAMEDICINE LAB I	Brown, Diana L.	https://intranet.wku.edu/syllabus/201530_prod_AH102	Upload View
43010	AH	109	001	PARAMEDICINE V	Dennison, Kenneth J.	<input type="text"/>	Upload View
43011	AH	110	001	PARAMEDICINE V	Dennison, Kenneth J.	<input type="text"/>	Upload View
34941	AH	190	001	INTR AH PROF	TBA	https://intranet.wku.edu/syllabus/201530_test_AH190	Upload View

Welcome to Syllabi Help

If you have a website for your Syllabus just type or copy your URL in the Syllabi URL field and then select the Save Changes button. Your link is now active for individuals to view from various sites.

CRN	Subj	Crse	Sec	Title	Instructor	Syllabi URL	-- Actions --
42067	AH	101	101	PARAMEDICINE I	Brown, Diana L.	<input type="text" value="http://www.wku.edu/it"/>	Upload View

To Upload your Syllabus it first must be in a PDF format – no other format is acceptable for upload.

Find the course you wish to upload the syllabi information on and select the Upload Link:

CRN	Subj	Crse	Sec	Title	Instructor	Syllabi URL	-- Actions --
42067	AH	101	101	PARAMEDICINE I	Brown, Diana L.	<input type="text"/>	Upload View
42068	AH	102	101	PARAMEDICINE LAB I	Brown, Diana L.	<input type="text" value="https://intranet.wku.edu/syllabus/201530_prod_AH10"/>	Upload View

The following page loads – review information and following instructions: Select the Browse button and find your PDF document where you have it located.

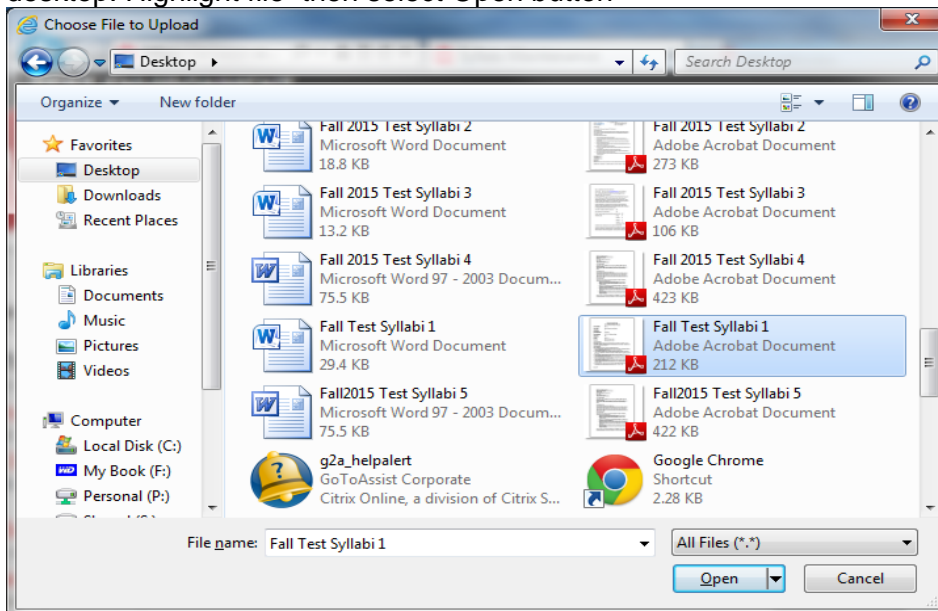
Course: AH 101 101
Title: PARAMEDICINE I

Click the "BROWSE" button and select the file from your local machine which is the syllabus for the course and section listed above. When you have selected the file, click the "Upload" button.

PLEASE NOTE: Beginning May 18, 2015, all documents are required to be in PDF format PRIOR to uploading.

Syllabus File:

Choose file upload screen – select file from your list – example uploading document located on desktop. Highlight file then select Open button



Welcome to Syllabi Help

Returns to the upload page – note filename information now in field – select the Upload button
Syllabi Maintenance for: Fall 2015

Course: AH 101 101
Title: PARAMEDICINE I

Click the "BROWSE" button and select the file from your local machine which is the syllabus for the course and section listed above. When you have selected the file, click the "Upload" button.

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Syllabus File:

Returns to the display page – Will displays the following when uploaded, make sure to check for the success message.

Syllabi Maintenance for: Fall 2015

Search By ONE of the following (Subject, Instructor or CRN)

----- Course ID -----											
Subject Area	Course Number	Section Number		----- Instructor -----		--CRN--		<input type="button" value="--GO--"/>			
NONE	All	All		--OR-- NONE		--OR--		<input type="button" value="Reset"/>			

Your syllabus was uploaded successfully. ←

CRN	Subj	Crse	Sec	Title	Instructor	Syllabi URL	-- Actions --
42067	AH	101	101	PARAMEDICINE I	Brown, Diana L.	https://intranet.wku.edu/syllabus/201530_test_AH10	Upload View ←
42068	AH	102	101	PARAMEDICINE LAB I	Brown, Diana L.	https://intranet.wku.edu/syllabus/201530_prod_AH10	Upload View
43010	AH	109	001	PARAMEDICINE V	Dennison, Kenneth J.		Upload View

Select the view link to view the uploaded information; should display all of your information.

https://intranet.wku.edu/Syllabi Maintenance

Western Kentucky University
Department of Allied Health
Doctor of Physical Therapy Program

Course Number: DPT 779

Course Title: Physical Therapy across the Lifespan

Credit Hours: 3

Lecture/Lab Hours: 6 hours/week

Weekly Schedule: Tu, Th 1:00-4:00 and select Fridays

If you need to remove the information – highlight the URL – select the delete key and then select the Save Changes button