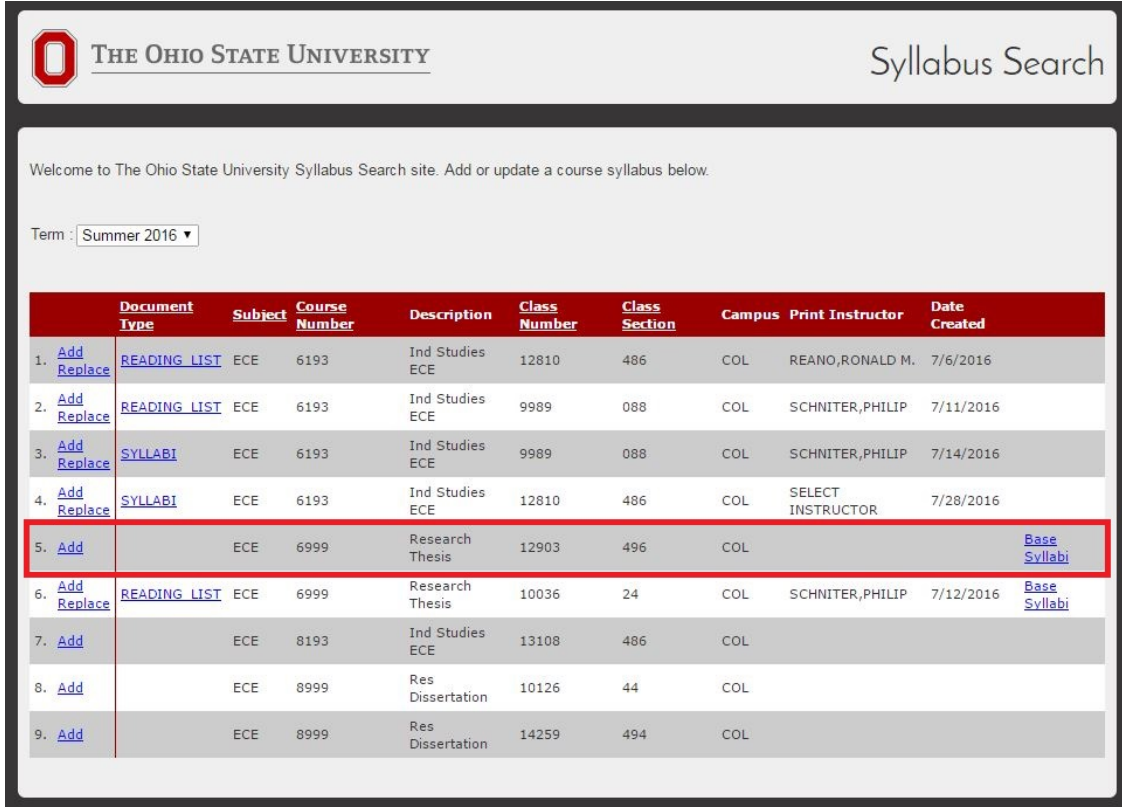


Syllabus Website Instructions

1. Login to the [Enrollment Services Syllabus Upload Website](#)
2. You should have a list of all the courses you are assigned to in Buckeyelink. It should be noted that your access to upload documents to a specific class section is contingent upon being added as a Primary Instructor in Buckeyelink. If you need to be added as an instructor to a class section in Buckeyelink, please contact your department's scheduling contact. You should see something similar to the figure below:



Welcome to The Ohio State University Syllabus Search site. Add or update a course syllabus below.

Term :

	Document Type	Subject	Course Number	Description	Class Number	Class Section	Campus	Print Instructor	Date Created
1.	Add Replace	READING LIST	ECE 6193	Ind Studies ECE	12810	486	COL	REANO, RONALD M.	7/6/2016
2.	Add Replace	READING LIST	ECE 6193	Ind Studies ECE	9989	088	COL	SCHNITER, PHILIP	7/11/2016
3.	Add Replace	SYLLABI	ECE 6193	Ind Studies ECE	9989	088	COL	SCHNITER, PHILIP	7/14/2016
4.	Add Replace	SYLLABI	ECE 6193	Ind Studies ECE	12810	486	COL	SELECT INSTRUCTOR	7/28/2016
5.	Add		ECE 6999	Research Thesis	12903	496	COL		Base Syllabi
6.	Add Replace	READING LIST	ECE 6999	Research Thesis	10036	24	COL	SCHNITER, PHILIP	7/12/2016
7.	Add		ECE 8193	Ind Studies ECE	13108	486	COL		
8.	Add		ECE 8999	Res Dissertation	10126	44	COL		
9.	Add		ECE 8999	Res Dissertation	14259	494	COL		

3. In this example, we will be adding a syllabus to a section of ECE 6999 (Class Number 12903, Class Section 496).
4. Click on the 'Add' hyperlink.
5. The Document Uploader will pop up. Make sure that the Subject, Course Number, and Section match the section to which you are assigned in Buckeyelink.
6. Click on the drop down menu next to Document Type.
7. Select the type of document you will be uploading. You can select from Syllabi, Reading List, and Equip/Supply List.



Syllabus Website Instructions

Document Uploader

Subject: ECE Course Number: 6999 Section: 496

Document Type: Select Type

Print Instructor: Select Instructor

File Upload: Choose File No file chosen

Cancel

8. Click on the drop down menu next to Print Instructor.

Document Uploader

Subject: ECE Course Number: 6999 Section: 496

Document Type: Syllabi

Print Instructor: Select Instructor

File Upload: Choose File No file chosen

Cancel

9. Select your name.
10. Click the 'Choose File' button.
11. Navigate to the document you are uploading. PDFs are preferable for consistency of format.
12. Click 'Open'.
13. Then click 'Upload Document'.

Document Uploader

Subject: ECE Course Number: 6999 Section: 496

Document Type: Syllabi

Print Instructor: Schniter, Philip

File Upload: Choose File ECE 6999 S...llabus.pdf

Upload Document Cancel

14. This will upload the document into the website's searchable files.
15. If you need to replace a document you have previously uploaded, you may do so by clicking the 'Replace' hyperlink. Follow steps 5-13 to upload the updated document.