



Syllabus Upload Instructions

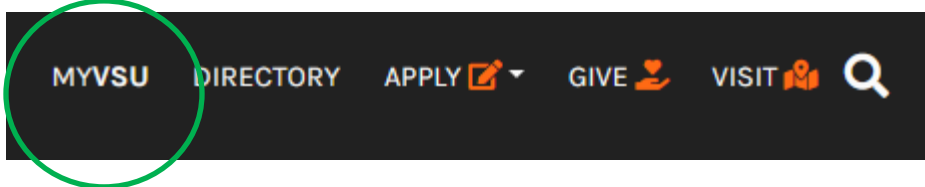
Each semester, VSU collects a syllabus for every course utilizing the Success Portal. The course syllabus must include the student learning outcomes for the course and how the course addresses each outcome.

STEP 1: Login to the VSYOU Success Portal

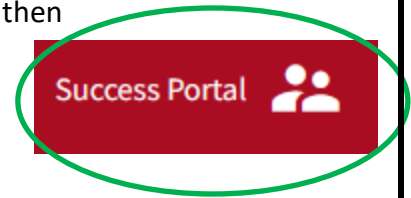
Login directly at <https://successportal.valdosta.edu/>

OR

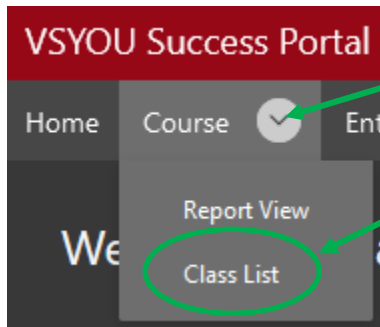
Select



from the VSU homepage then



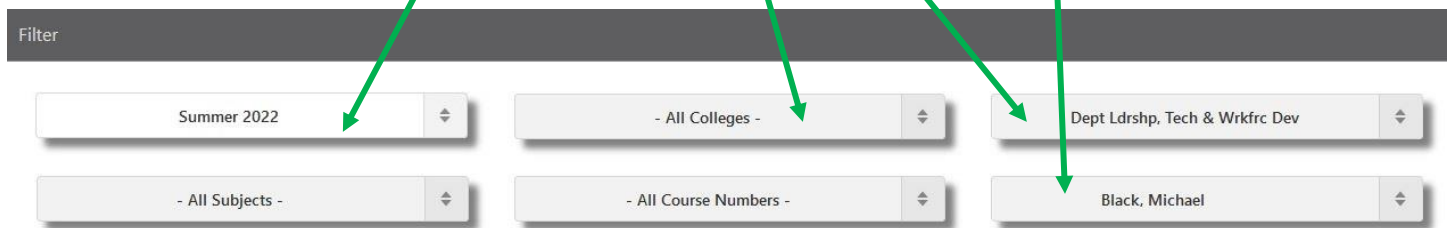
STEP 2: Select Course>>Class List



Select **Course**, then **Class List** from the top menu.

STEP 3: Filter the List to Show Your Courses

Change the filter to the current semester, select your college, department and name to display your current courses.





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STEP 4: Locate Your Course and Upload a Syllabus

Locate your courses. You may need to scroll to the right to see the column labeled **Syllabus**.



Select Course	Course Closed	Students on Wait List?	CRN	Course Name	Combine Courses	Campus	Days	Class Time	Location	Course Capacity	Students Enrolled	Remaining Seats	Instructor Name	Syllabus
<input type="checkbox"/>			50397	ACCT 2101 IA		5			ONLINE	25	18	7	Crews, Cori	None uploaded
<input type="checkbox"/>			50398	ACCT 2102 IB		5			ONLINE	30	28	2	Crews, Cori	None uploaded
<input type="checkbox"/>	CLOSED		53406	ACCT 4980 B		A				0	1	-1	Crews, Cori	None uploaded

Select **None uploaded**

Browse to choose file from your computer or OneDrive [upload DOC, DOCX or PDF]

Syllabus Upload ✕

Upload Syllabus Browse... No file selected.

Upload Syllabus

Then select **Upload Syllabus**

The file size should be less than 2 MB.



Syllabus Upload Instructions

You will receive a confirmation pop-up box.

Select **X** and **repeat** for other courses.

Syllabus Upload



File successfully uploaded.



Current Syllabus: HEDL 7820 Fall 2021 Syllabus.pdf
Uploaded by MMBLACK on 06/16/2022

Download Syllabus

Remove Syllabus

Upload Syllabus No file selected.

Replace Syllabus

If you upload an incorrect file, you can **Remove Syllabus** or **Browse** to select the replacement file. You will have to refresh (F5) the screen with the course list and it will show the file was uploaded.

For questions about uploading your course syllabus, contact Dr. Michael Black at [assessment \[at\] valdosta.edu](mailto:assessment@valdosta.edu). This handout is posted online at <http://www.valdosta.edu/administration/sacs/faculty-credentials.php>