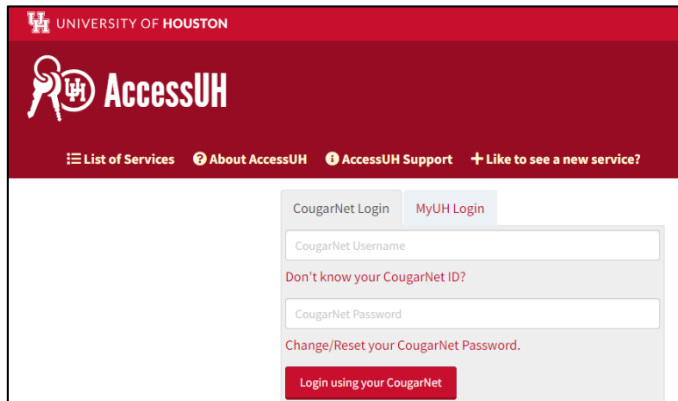




## UPLOADING SYLLABUS IN FACULTY CENTER

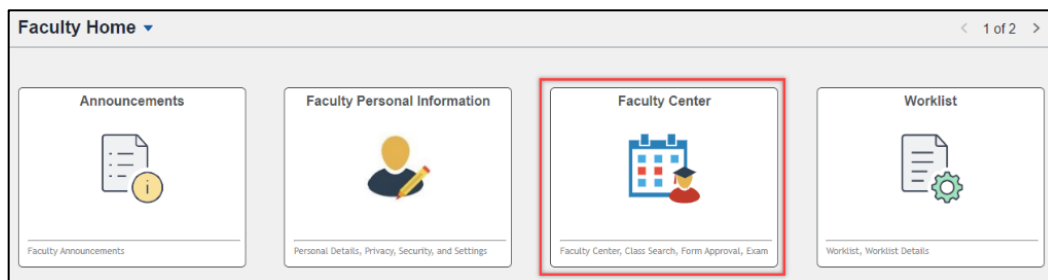
Log into AccessUH.



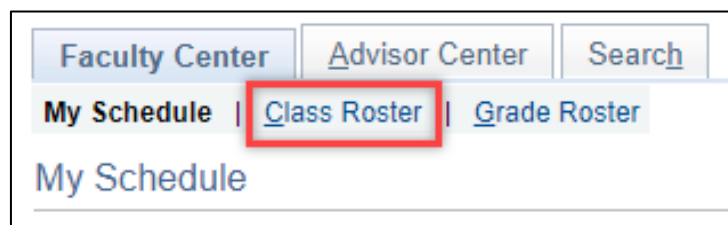
Select the **myUH** self-service icon in the University Services area.



Select the **Faculty Center**.



Select the Class Roster icon.





**Important:** Pop-up blockers must be disabled in your browser for this process.

Click on the “Syllabus Upload Link”.

The screenshot shows the Faculty Center interface. At the top, there are navigation tabs: Faculty Center, Advisor Center, and Search. Below that, there are links for My Schedule, Class Roster, and Grade Roster. The main content area shows the current term as Summer 2024 at the University of Houston, with a Change Term button. There are options to Show All Classes (selected) or Show Enrolled Classes Only, along with an Upload CV button. A navigation bar includes Icon Legend, Class Roster, Grade Roster, and Learning Management. The main section is titled "My Teaching Schedule > Summer 2024 > University of Houston". It features a table with columns for Class, Class Title, Enrolled, Days & Times, Room, and Class Dates. The first row shows "MATH 1351-02 (14874) Intro to Geometric Reasoning (Lecture)" with 57 enrolled students and TBA for days and times. A "Syllabus Upload Link" button is highlighted in a red box next to the class entry.

The steps must be followed as shown below:

The screenshot shows the "Class Syllabus" upload instructions page. It includes fields for Session (1 Regular Academic Session), Class Section (02), Start Date (06/03/2024), Class Nbr, and Course Component (Lecture). There is a checkbox for "Shared Syllabus". The main section is titled "Instructions for uploading your Syllabus". A note states: "Note: Disable pop-up blockers in your browser to download your Syllabus or Syllabus Template." Step 1: "Download Syllabus Template Here" (link highlighted in a red box). Step 2: "Open downloaded template and fill in the required information." Step 3: "Save the template as a PDF document to your computer's desktop." Step 4: "Upload the file to your Faculty Center by pressing the button below." (button: Upload and Save Syllabus Document). Step 5: "View your uploaded Syllabus by pressing the button below." (button: View/Download Syllabus Document). A "Close" button is at the bottom.



This template format must be used. Repeat the process for each course you teach. Save the file as a PDF for uploading

COURSE SYLLABUS

\*\*\*\*\*

YEAR COURSE OFFERED:

SEMESTER COURSE OFFERED:

DEPARTMENT:

COURSE NUMBER:

NAME OF COURSE:

NAME OF INSTRUCTOR:

\*\*\*\*\*

The information contained in this class syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.

\*\*\*\*\*

Learning Objectives

Major Assignments/Exams

Required Reading

Recommended Reading

List of discussion/lecture topics

**Important Notes:**

- HB-2504 requires the posting of syllabi that contain minimally the following information: course and instructor identifiers, learning objectives, major assignments, required and recommended reading, and a brief list/ description of discussion topics.
- The [HB2504 website](#) provides answers to questions regarding the CV requirement for undergraduate courses.

**Questions**

Contact the Office of the University Registrar  
uhsrsec@uh.edu