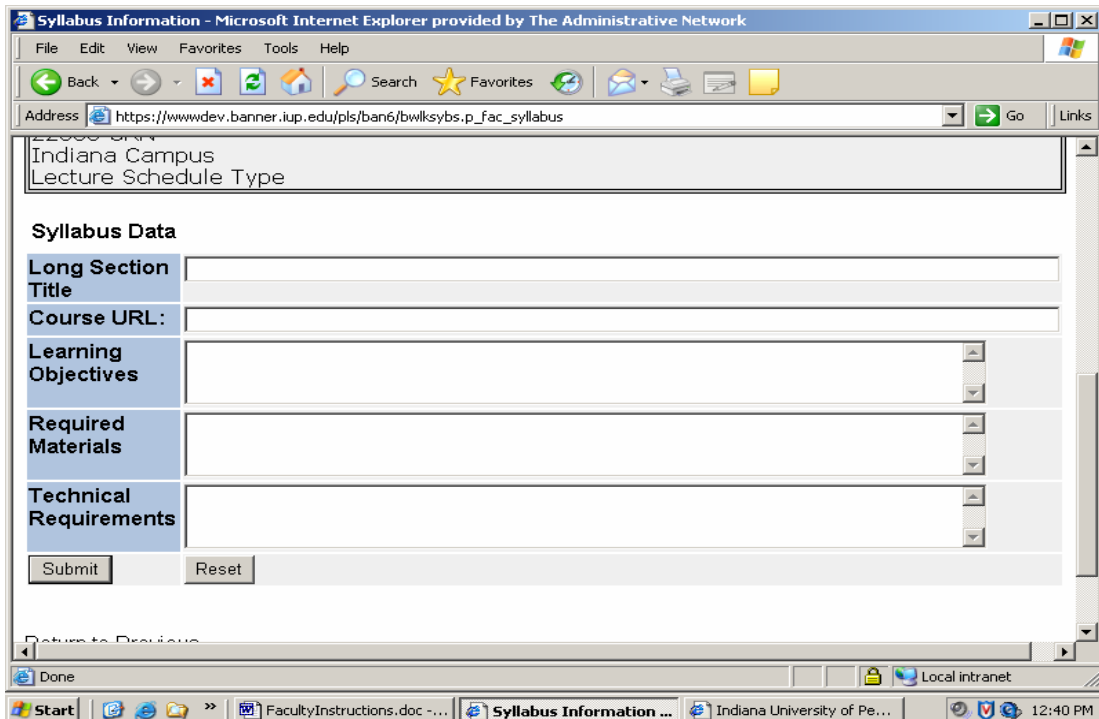


## Entering a Course Syllabus on MyIUP

Faculty members can enter syllabus information for sections they are listed as the instructor. Students can view this information in MyIUP by clicking on the CRN when they are selecting classes to add to their schedule. Instructions for entering syllabus information are as follows:

- After logging in to the secure area on MyIUP, select the **Academics** tab, then under **Course Tools**, select **Course Syllabus**. **Select a Term** (i.e. Spring 2015) in which you want to add syllabus information to courses. Click on **Submit**. From the drop-down menu, choose the **CRN** of the course in which you want to add syllabus information. Click on **Submit**.
- You can now enter data into the fields (shown in picture below). Please do not enter any information in the first field, **Long Section Title**. Data can be entered in the following:
  - **Course URL**
  - **Learning Objectives**
  - **Required Materials**
  - **Technical Requirements**
- Students will be able to view the data in these fields if they need more information about a section by clicking on the CRN when they are looking up classes to add.



The screenshot shows a web browser window titled "Syllabus Information - Microsoft Internet Explorer provided by The Administrative Network". The address bar shows the URL: [https://wwwdev.banner.iup.edu/pls/ban6/bwlksybs.p\\_fac\\_syllabus](https://wwwdev.banner.iup.edu/pls/ban6/bwlksybs.p_fac_syllabus). The page content includes a form with the following fields:

- Indiana Campus
- Lecture Schedule Type
- Syllabus Data**
- Long Section Title (empty text box)
- Course URL: (empty text box)
- Learning Objectives (text area with up/down arrows)
- Required Materials (text area with up/down arrows)
- Technical Requirements (text area with up/down arrows)
- Submit (button)
- Reset (button)

The browser's taskbar at the bottom shows the Start button, several open applications, and the system clock displaying 12:40 PM.

- After entering data, click on **Submit** to save the information.