



October 2017

Adding a Course Syllabi to myBanner

MSU students can view course syllabi that are uploaded into myBanner prior to registering for a course. Faculty can now upload their course syllabi into myBanner as a pdf file for students to view on their class schedule or the master class schedule. Syllabi will also appear on the search page for registration. This factsheet will walk through the steps of uploading the pdf files.

1. From myBanner for Faculty and Departmental Users under Class Management select **Syllabus Management**.

The screenshot shows the myBanner interface for Faculty and Departmental Users. The 'Class Management' tab is active, and the 'Syllabus Management' link is circled in red. An arrow points from the 'Class Management' header to the circled link.

Scheduling	Reports	Registration	Grades and Absences	Student Records	Class Management
★Course Catalog	★Enrollment Counts By Department	★Class Roster	★Attendance Tracking & Absence Reporting	★General Student Information	★Class Email Lists
★Master Class Schedule	★Enrollment Counts By Course Subject Code	★Class Roster Prerequisite Check	★Enter Progress Grades	★Class Schedule	★College/Major List Setup
★Building & Room Schedule	★Admissions Applicants	★Faculty Class Schedule	★Enter Final Grades	★Holds	★Manage Class Assistant Assignments
★Sections with Low Enrollment	★Enrolled Students By Major	★Student Course Retakes (Academic Forgiveness)	★Missing Final Grades By Instructor	★Transcripts	★myCourses Section
★All Sections of a Course	★Transfer Student Transcripts	★Student Registration Audit Trail	★Missing Final Grades By Department	★Degrees	★Syllabus Management
★Closed Section Report	★MSU Enrollment Counts (Unofficial)	★Student Registration Status - Closed Terms	★Missing Final Grades Report - Graduating Students	★Transfer Courses	
	★Summary Of Credit Hour Production	★Prerequisite Checking Rules	★Missing Progress Grades By Department		
	★Degree Applicants By Term	★Release Students For Registration	★Enter Date Of Last Attendance and Reason For F Grade		
	★Senior Invitational Statistics	★Advisor Assignment			
	★On Campus Recruiting Event				

2. The Syllabus Management page will appear. Click the **Add Button** to begin.

The screenshot shows the Syllabus Management page. The 'Add Button' is circled in red, and an arrow points to it from the text 'Add Button' below the screenshot.

Instructor ID: [redacted]
Instructor Name: Tina Green

Course	Begin Term	End Term	Syllabus File Name	Created By	Date	Actions
No syllabus records exist for this instructor. Click the Add Button to the right under Actions to add a new syllabus.						

Add Button



3. The New Syllabus dialog box will appear. From the pull-down menu, select the correct course **Subject**. Enter the Course number as well. Finally pick a begin time and end time for the Syllabus. These times indicate how long the syllabus will be displayed to students. The End of time option, allows the syllabus to be displayed indefinitely.

Subject: AELC - Ag Educ,Leadership & Comm
Course #: AAS - African American Studies
Begin Term: ABE - Ag. and Bio. Engineering
End Term: ACC - Accounting
ADS - Animal Science & Dairy Science
AEC - Agricultural Economics
AELC - Ag Educ,Leadership & Comm
AIS - Agricultural Info Sci & Ed
ALHP - Appalachian Ldshp Honors Pro
AN - Anthropology

New Syllabus
Select a subject, course, begin term, and end term for the syllabus. Then select a file and click the Save button. NOTE: The syllabus file must be in PDF format.
Subject: AAS - African American Studies
Course #:
Begin Term: Fall Semester 2017
End Term: Fall Semester 2017
Select A File No File Selected
Save Cancel

Subject: AELC - Ag Educ,Leadership & Comm
Course #: 4203
Begin Term: Fall Semester 2017
End Term: Fall Semester 2017
Select A File
Fall Semester 2017
Spring Semester 2018
Summer Semester 2018
Fall Semester 2018
Fall Semester 2019
The End of Time

4. Finally, click Select a File to upload the PDF file. Only PDF files may be uploaded. Once the file has been selected, click the **Save** button. A message will appear indicating the file has been successfully uploaded. Note, the file name for the pdf document will be changed when uploaded. The filename will be **CourseSubject_CourseNumber_Term_NetID.pdf** for example: **AELC_4203_201730_tmg3.pdf**.

New Syllabus
Select a subject, course, begin term, and end term for the syllabus. Then select a file and click the Save button. NOTE: The syllabus file must be in PDF format.
Subject: AELC - Ag Educ,Leadership & Comm
Course #: 4203
Begin Term: Fall Semester 2017
End Term: Fall Semester 2017
Select A File AELC4203Fall2017.pdf
Save Cancel

Alert
The syllabus file was successfully uploaded.
Close







5. Once the syllabus is uploaded there are multiple actions that can be performed, Edit, Delete, View and Download. Faculty can also upload another syllabus for a different course.

Delete this Record

Download the Syllabus File

Syllabus Management

Instructor ID: tmj3
Instructor Name: Tina Green

Course	Begin Term	End Term	Syllabus File Name	Created By	Date	Actions
AELC 4203 App Compute Tech AELC	2017 Fall	The End of Time	AELC_4203_201730_TM03.PDF	Green, Tina	10-09-2017	   

Edit this Record

View the Syllabus File

5. The syllabus is now viewable on students' class schedules, the master schedule and the search page in registration. Note, students see as popup window indicating that the syllabi is not official and that the official syllabi will be presented in class.



Alert

Electronic syllabi available during registration are not official. Syllabi presented in class by the instructor of record are official syllabi.

[Close](#)

Term: Fall Semester 2017
Part Of Term: All Parts Of Term
Campus: Starkville
Level:

Agricultural Info Sci & Ed Classes

Campus	CRN	Course	SC	Title	Syllabus	Books	Type	Delivery Method	St
Starkville	30187	<u>AIS 4203</u>	01	App Compute Tech AIS			Lecture/Lab	Face to face	