UAConnect
Knowledge Center

Manage Your Class Syllabus

Faculty and Instructors have the option to upload and manage their class syllabi for current, past, or future assigned classes using Faculty Homepage.

It is important to note that your uploaded syllabi *will not* carry forward to the next semester automatically. You must upload your class syllabus for each term.

With combined classes, a syllabus may be uploaded to one section and will appear accordingly.

Add Your Class Syllabus

1. Create and save your syllabus as a pdf file before uploading the document to UAConnect. (*Example: coursenamesyllabus.pdf*).

NOTE: Once the syllabus is uploaded, it cannot be edited or modified. You must delete and replace that file with an updated document.

2. Log in to your Faculty Homepage **Teaching Schedule**. Click the **Change Term** button to select a different term.

3. Click the **Manage Syllabus** icon ✎ for the class syllabus you wish to upload. *Uploading your document using an iPad or iPhone is not recommended as the iOS does not support file uploads.*

Fall 2017 | The University of Arkansas   Change Term

Select display option

⦿ Show All Classes   ◯ Show Enrolled Classes Only

My Teaching Schedule > Fall 2017 > The University of Arkansas

Personalize | View All | 🗗 | 📊   First ◀ 1-16 of 16 ▶ Last

Class	Class Title	EP Approval Status	Final Approval Status	Enrolled	Manage Syllabus	View Syllabus		
BENG 450V-002 (19504)	SPECIAL PROBLEMS (Special Problems)		Blank	0	✎			
BENG 5613-901 (20362)	SIMULATION MODEL OF BIOL SYS (Lecture)		Submitted	6	✎	📄	Class Roster	Grade Roster
BENG 5613-919 (17971)	SIMULATION MODEL OF BIOL SYS (Lecture)		Submitted	6	✎	📄	Class Roster	Grade Roster
BENG 5633-001 (16140)	LINKAGE TECH, ECON & SOC (Lecture)		Blank	3	✎	📄	Class Roster	Grade Roster

4. From the Course Syllabus page, click the **Add Syllabus** button to begin the upload process.

5. Browse for your syllabus in the **Class Syllabus Upload** pop-up window.

6. Navigate to the syllabus pdf file you want to upload.

7. Click the **Upload** button to complete this process.

8. This message appears on the Class Syllabus page when your upload is successful.

9. Return to your Teaching Schedule to see that your syllabus is now available for view.

Class	Class Title	EP Approval Status	Final Approval Status	Enrolled	Manage Syllabus	View Syllabus		
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BENG 5633-001 (16140)	LINKAGE TECH, ECON & SOC (Lecture)		Blank	3	✎	📄	Class Roster	Grade Roster

Replace, Delete or View Your Syllabus

Additional options are available to you once your syllabus is uploaded.

Replace Syllabus

Delete Syllabus

View Syllabus
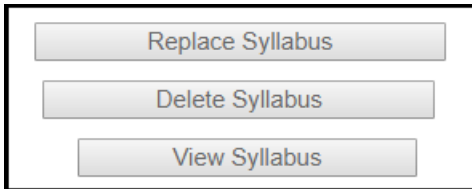
Replace Syllabus allows you to *replace* your currently uploaded class syllabus with another syllabus. *You cannot edit or modify the existing pdf document*.

Delete Syllabus allows you to delete your currently uploaded class syllabus. This removes the document from your teaching schedule and the Syllabus Bank. In addition, the **View Syllabus** icon is removed from your teaching schedule.

View Syllabus allows you to open and view the uploaded syllabus. *This is "view only" and no changes can be made.*

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Viewing a Class Syllabus

Class syllabi can be viewed from several locations; the Schedule of Classes, the student's schedule, and from the Syllabus Bank web site at syllabus.uark.edu.

Schedule of Classes

All users may view a class syllabus from the **Schedule of Classes – Class Search** view. Click the link to open and view the syllabus.

				View All Sections	First ◄ 1 of 1 ► Last	
Section	001-LEC(4566)		Instruction Mode P		Status ●	
Session	Eight Wk 1		View Materials			
	Days & Times	**Room**	**Instructor**	**Meeting Dates**	**Location**	**Class Syllabus**
	MoWe 12:55PM - 1:45PM	Distance Ed Room AGRI 0332	Curt Rom	08/26/2013 - 10/15/2013	University of Arkansas, Fay	Class Syllabus

Class Search View

Student Schedule

The **Class Syllabus** link appears immediately when the document is successfully uploaded to UAConnect. The link displays on a student's class schedule even if the student has registered for the class before the syllabus is uploaded.

BIOL 1543 - PRINCIPLES OF BIOLOGY						
Status	**Units**	**Grading**	**Grade**	**Requirement Designation**	**Deadlines**	**Class Syllabus**
Enrolled	3.00	Graded		University Core Natural Science (Taken)	📑	Class Syllabus

Class Nbr	**Section**	**Component**	**Days & Times**	**Room**	**Instructor**	**Start/End Date**
5436	002	Lecture	MoWeFr 11:50AM - 12:40PM	Hillside Auditorium Rm 0202	Theron Roberts	08/26/2013 - 12/19/2013

Student Schedule

Syllabus Bank

After logging in, users can search for a class syllabus by class name, subject, or instructor name after a term has been selected.

UNIVERSITY OF ARKANSAS
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Syllabus Bank

This is a test site. Search is limited to the 22 syllabi contributed thus far.

SEARCH SYLLABI

Search class syllabi for a wide variety of courses at the University of Arkansas. Select a term, or start typing a class name, subject or faculty member's name in the Search box below.

Term (optional)
Any term

Search
Start typing a class name, subject or instructor

Students
Can't find what you're looking for? Only syllabi added by faculty are included in the bank. Ask your faculty member to add his or her syllabi in ISIS.

Current Courses: Some syllabi may have changed since being added to the bank. If you are enrolled in a class, contact your faculty member for the most current version of the syllabus.

Faculty
Add a course syllabus to the bank by logging into isis.uark.edu, navigating to the course and clicking the icon in the Manage Syllabus column. Before submitting your syllabus, save it as a PDF.