

Managing Your Syllabus

Summer 2018

Introduction

The ACCJC's comprehensive external evaluation visit in March 2016 resulted in a recommendation for compliance to "ensure that for every class section offered students receive a course syllabus that includes learning outcomes matching the institution's officially approved course outline of record." To address this recommendation, the Academic Senate approved on May 5, 2016 a course syllabus template that starting in fall 2016 faculty will be required to include as an addendum to their syllabus. In July 2016, the Office of Institutional Effectiveness developed a mechanism to create an addendum for each course.

Each semester you must:

1. Include the appropriate addendum with your syllabus

http://effectiveness.lacitycollege.edu/academic_affairs/CourseSyllabiAddendum/Forms/AllItems.aspx

2. Upload your syllabus at

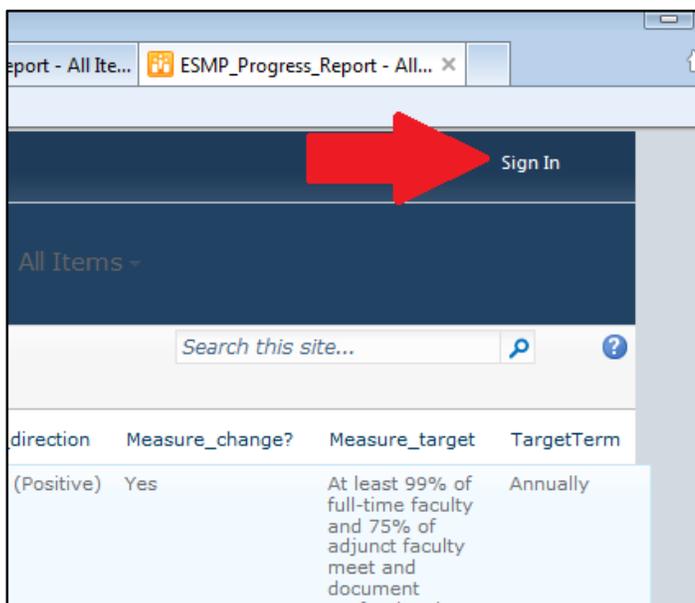
http://effectiveness.lacitycollege.edu/academic_affairs/Syllabi20182Summer2018/Forms/AllMyDocs.aspx

I. How to Download Your Syllabus Addendum

1. Go to http://effectiveness.lacitycollege.edu/academic_affairs/CourseSyllabiAddendum/Forms/AllItems.aspx.

Click on "Sign In" in the top right corner. Type in the same User name and Password you use to log on to your LACC office computer or LACC email. Click "OK." Your name will appear in the top right corner.

NOTE: If you have issues signing in (especially if you are working off campus), please refer to "Troubleshooting" section at the end of this document.



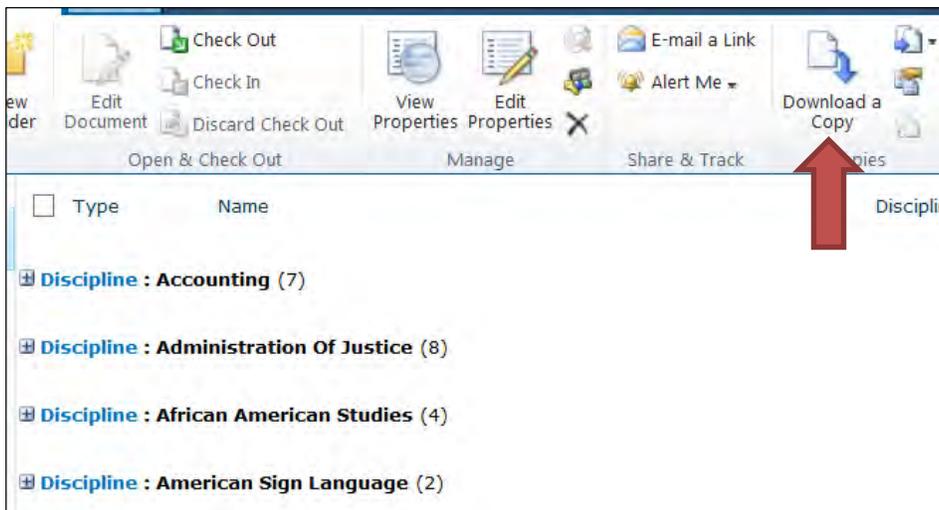
2. Scroll down to find your discipline.



3. Point to your course and put a check in the box next to it.



4. Scroll up to the top and click "Download a Copy" in the ribbon.



5. Choose "Save" at the prompt and pick a folder where you want it to be saved.

6. If you have Adobe Acrobat Pro installed, you can merge the addendum with your syllabus, or you can scan then together to PDF on a scanner to prepare for the upload.

7. Print, make copies, and distribute to your students along with your syllabus. If teaching an online class, make sure to include the addendum along with your syllabus.

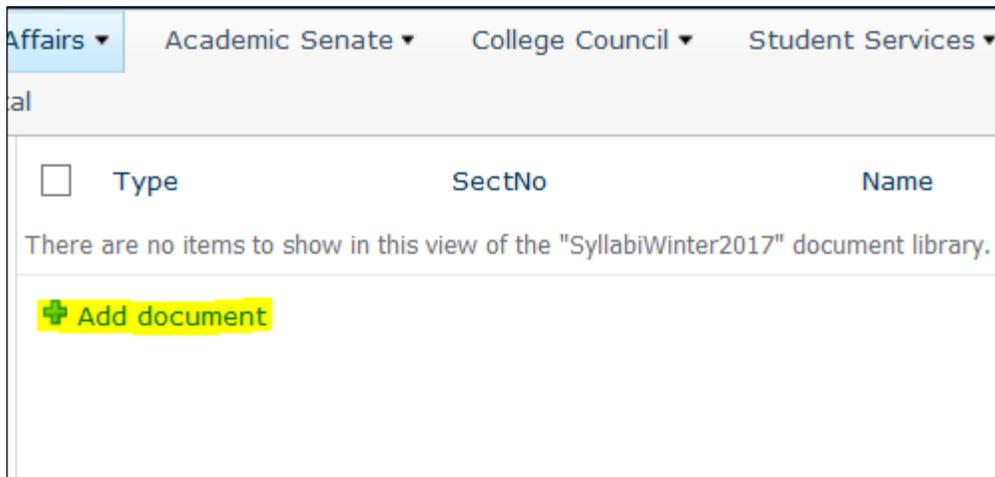
II. How to Upload your Syllabus

Go to http://effectiveness.lacitycollege.edu/academic_affairs/Syllabi20182Summer2018/Forms/AllDocsSP.aspx

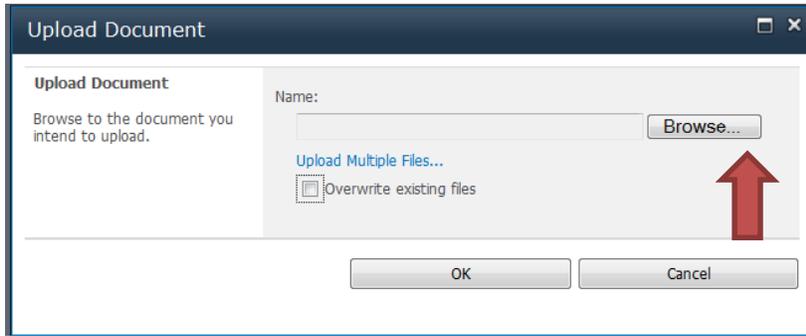
1. Click on "Sign In" in the top right corner of the page. Type in the same User name and Password you use to log on to your LACC office computer or LACC email. Click "OK." Your name should appear in the top right corner.
NOTE: If you see message such as *"Access denied. You do not have permission to perform this action or access this resource"* that means you have not yet signed in. If so, go back to the previous step.



2. Once you have signed in, you will see the link with green plus sign, click "Add document."



3. The following window will appear. Click “Browse.”



4. Locate the file with you syllabus on your computer, click “Open” and click “OK.”

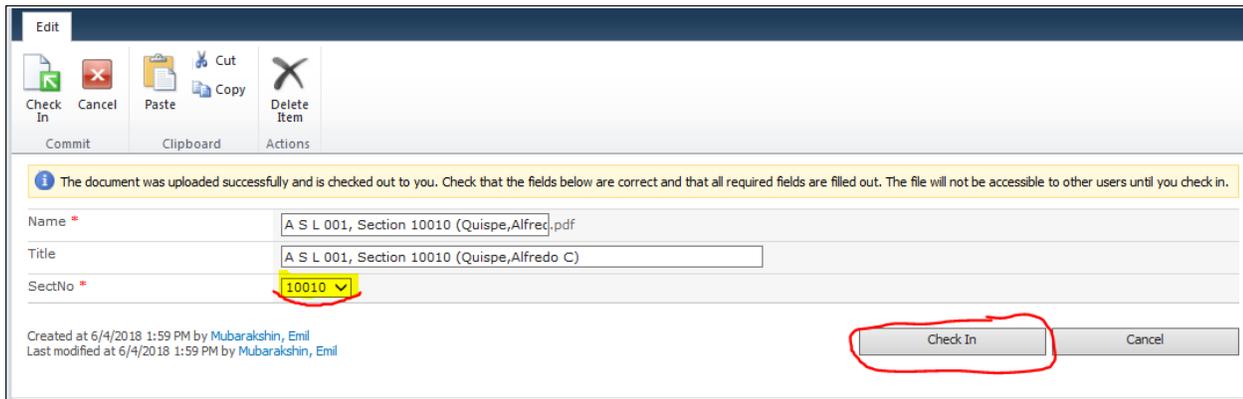
5. At the following window, please type in the name of your file. We encourage using following format for the file name: “Course Name and Number, Section No, and instructor’s name.” For example,

Type	Name	SectNo
	A S L 001, Section 10010 (Quispe,Alfredo C) NEW	10010

6. Choose the correct section no in the SectNo box either by:

- a. Clicking the dropdown menu and scroll to find the Section Number of your course (Mac)
- b. Typing in your section number (Windows PC)

NOTE: SharePoint will not allow you to upload multiple files for one section, so if you want to **upload multiple documents** you **must combine** them into single file prior to upload.



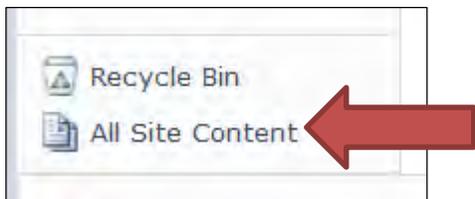
7. Click "Check In" or "Save."

NOTE: If you having difficulties, you need to email your syllabus to Amy Ho hoa@lacitycollege.edu. It is also recommended, that in addition to uploading your syllabus that you also submit it to your Department Chair.

III. Troubleshooting

If you unable to Sign In, follow the following steps.

1. Make sure you are using your LACC e-mail username and password to log in to SharePoint
2. If you are trying to upload a syllabus from an **off-campus computer**, make sure you add "LACC_MAIL\" to your username, e.g. "LACC_MAIL\username." This step is required for you to login to SharePoint from a non-LACC computer.
3. Switch browsers. For example, if using Safari try Internet Explorer, Firefox, or Chrome.
4. In rare cases, the "Sign In" link will disappear from the page. If it happens, scroll to the bottom of the left menu and click on "All Site Content." The "Sign In" should appear and then you can follow the steps above.



***If after trying the above you are still unable to Sign In, please contact Amy Ho at ext. 2068 . Another possibility is to email your syllabus to your Department Chair to upload or contact Amy on your behalf.*