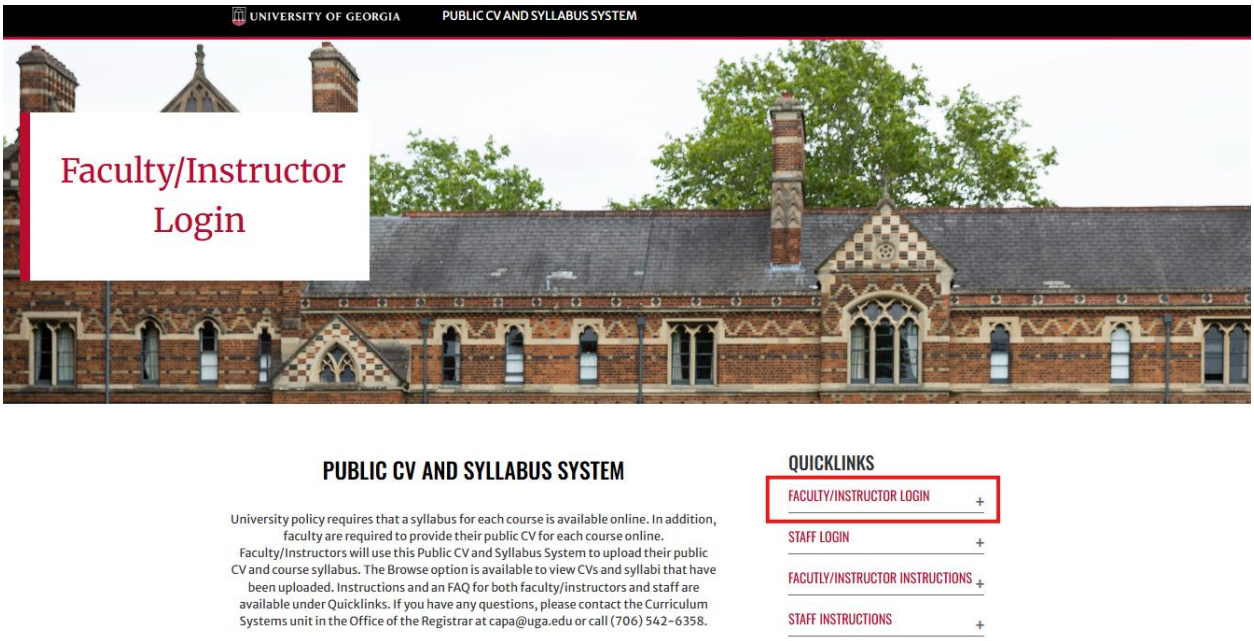
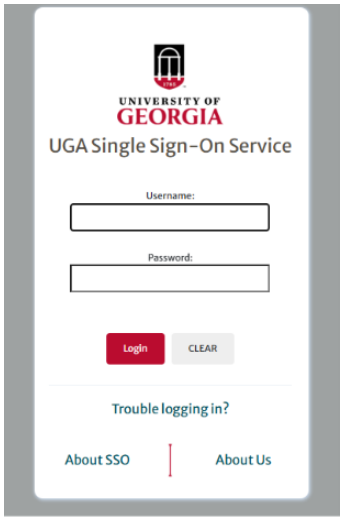
UGA Public CV and Syllabus System
Faculty/Instructor Instructions

Enter https://syllabus.uga.edu/ to navigate to the Public CV and Syllabus System website.

Then, click on the **Faculty/Instructor login** link:

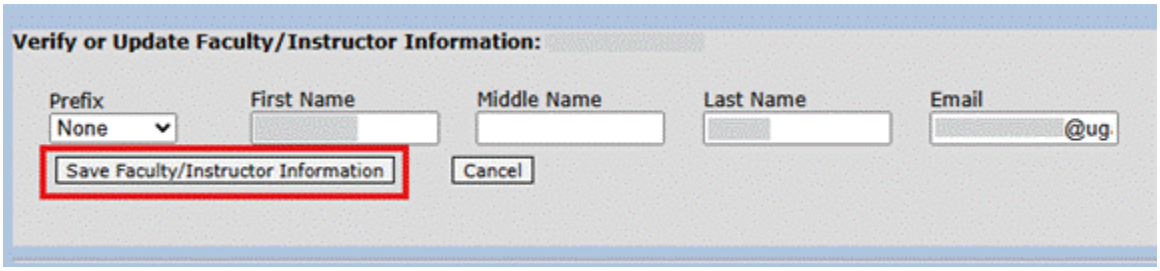


After clicking the link, you will be prompted to the UGA SSO login page. Enter your UGA MyID and password:



- After logging in, you will be navigated to this page. Your information will be pre-populated:

- Faculty/instructor information must be verified if the user is entering the Syllabus System for the first time. Review and edit faculty/instructor information if necessary. Then click the Save Faculty/Instructor Information button:

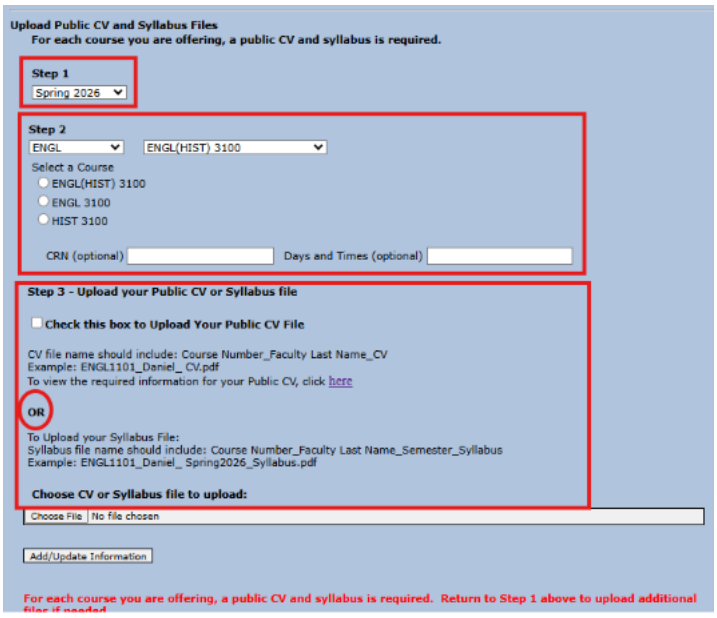


- After entering the Faculty/Instructor Information, scroll down to upload a new syllabus file.

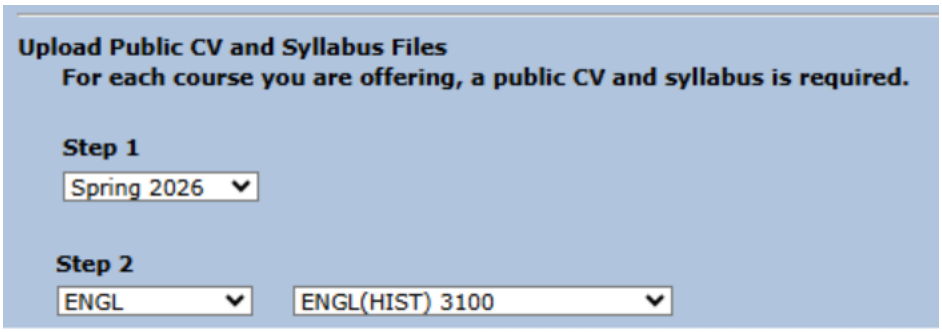
SELECT COURSE TO UPLOAD A CV/SYLLABUS:

There are <u>three (3) steps</u> to upload a CV and/or syllabus.

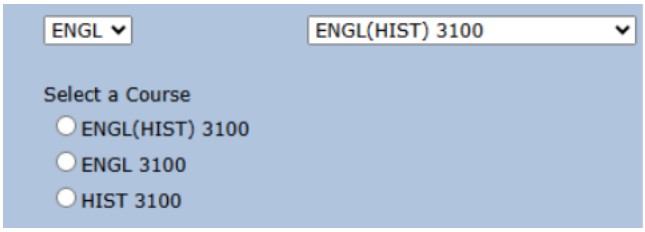
<u>Important:</u> Choosing the term, course prefix, and course number must be completed for <u>EACH</u> upload.



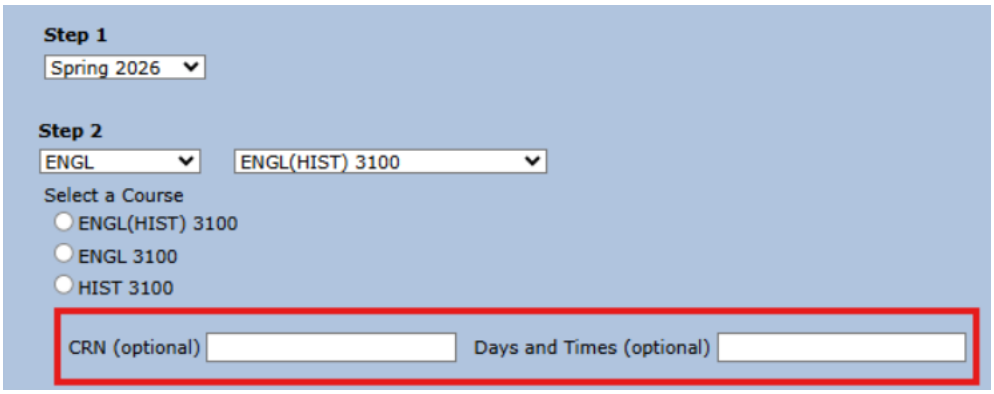
- **Step 1** - Choose a semester and year from the dropdown list
- **Step 2 -** Select a prefix and course number from the dropdown lists



- If the course is split level, crosslisted, or has a lab, select the appropriate button. For example, for the crosslisted course ENGL(HIST) 3100 you can select to upload a syllabus for ENGL(HIST) 3100 or ENGL 3100 or HIST 3100:



Optional Enter a CRN and/or the days and times the course will be taught. If a faculty/instructor has more than one syllabus for a course, this information will help distinguish between the syllabi.



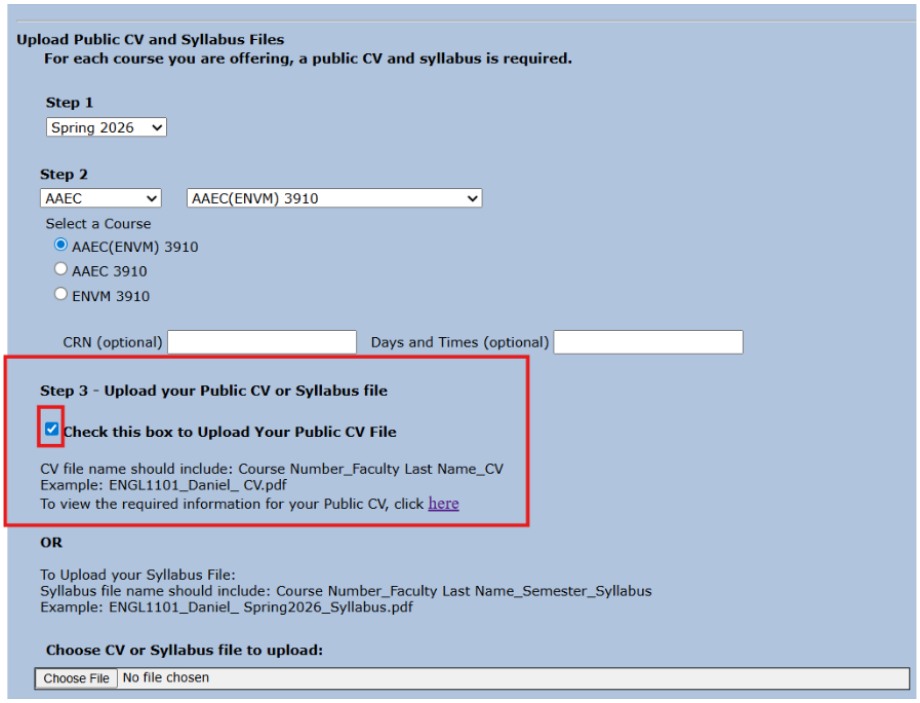
Step 3 - UPLOAD PUBLIC CV or SYLLABUS:

- upload a **CV** by checking the box

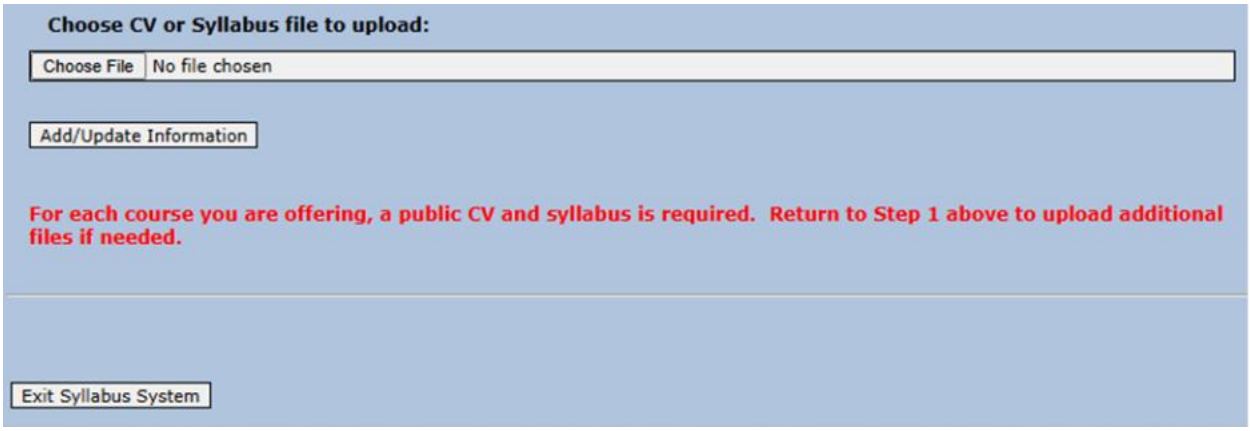
  OR

- upload a syllabus (box must be unchecked).

NOTE: It is important that the box be checked (for CVs) or left unchecked (for Syllabi) so the files appear in the Bulletin correctly.



- Click on the Choose File button to find the CV or syllabus file you would like to upload. (Please select only .wpd, .pdf, .doc, .docx, .rtf, .htm, or .html type file):



- Double click on the file name or click the Open button, then click the Add/Update Information button. The CV or syllabus file will now appear under Existing Public CV and Syllabus Files(s):

Existing Public CV and Syllabus File(s)
(If you click Edit, see fields below)

Edit	Course	Semester and Year	CV/Syllabus	Days and Times	CRN	Syllabus File	Edit
AAEC(ENVM) 3910	AAEC(ENVM) 3910	Spring 2026	CV	Thursdays, 12:45 pm – 1:45 pm	21460	AAEC3910_Daniel_Spring2026_CV.pdf	Delete
AAEC(ENVM) 3910	AAEC(ENVM) 3910	Spring 2026	Syllabus	Thursdays, 12:45 pm – 1:45 pm	21460	AAEC3910_Daniel_Spring2026_Syllabus.pdf	Delete

  - Repeat the steps above, including selecting the term and course, to upload a new file (CV or Syllabus)

EDIT INFORMATION FOR CV/SYLLABUS:

- The CV/syllabus file cannot be edited in this system. To replace a CV/syllabus file with a new or revised file, click the Choose File button to upload the new file. Click the Add/Update Information button when you are done.
- To edit information for uploaded syllabi, click the course link in the left Edit column of the Existing Syllabus File table to change the days and times, CRN, or to replace the syllabus file. The fields to edit will appear below the list of existing files:

Existing Public CV and Syllabus File(s)
(If you click Edit, see fields below)

Edit	Course	Semester and Year	CV/Syllabus	Days and Times	CRN	Syllabus File	Edit
AAEC(ENVM) 3910	AAEC(ENVM) 3910	Spring 2026	CV	Thursdays, 12:45 pm – 1:45 pm	21460	AAEC3910_Daniel_Spring2026_CV.pdf	Delete
AAEC(ENVM) 3910	AAEC(ENVM) 3910	Spring 2026	Syllabus	Thursdays, 12:45 pm – 1:45 pm	21460	AAEC3910_Daniel_Spring2026_Syllabus.pdf	Delete

- To view your uploaded CV/syllabus file, you can click on the link to download:

Existing Public CV and Syllabus File(s)
(If you click Edit, see fields below)

Edit	Course	Semester and Year	CV/Syllabus	Days and Times	CRN	Syllabus File	Edit
AAEC(ENVM) 3910	AAEC(ENVM) 3910	Spring 2026	CV	Thursdays, 12:45 pm – 1:45 pm	21460	AAEC3910_Daniel_Spring2026_CV.pdf	Delete
AAEC(ENVM) 3910	AAEC(ENVM) 3910	Spring 2026	Syllabus	Thursdays, 12:45 pm – 1:45 pm	21460	AAEC3910_Daniel_Spring2026_Syllabus.pdf	Delete

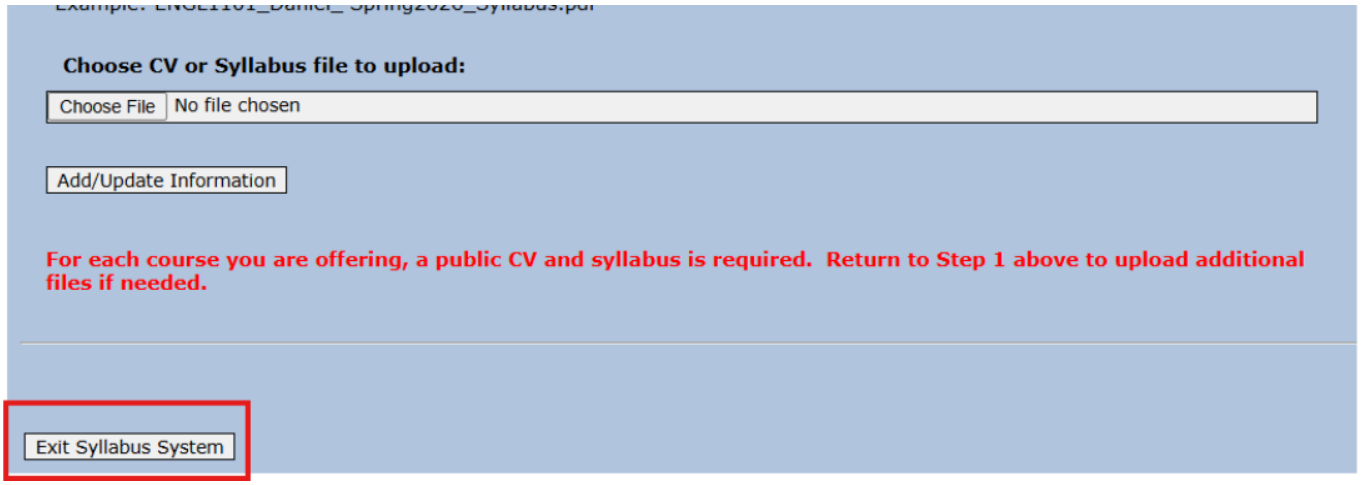
- If you wish to delete your uploaded syllabus file, click the **delete button** in the right Edit column. Please note if you delete your syllabus file, it will no longer be accessible on the website. If you wish to add it back, you will need to re-upload the file with all necessary information again:

UPLOAD ADDITIONAL CVs/SYLLABUS FOR SAME COURSE:

- To enter another CV/syllabus for the same course, choose the course from the dropdown list. It is optional to enter a CRN and/or the days and times the course will be taught. Click the Choose File button to add a new file.

UPLOAD CV/SYLLABUS FOR ANOTHER COURSE:

- To enter a syllabus for a different course, select a prefix and course ID from the dropdown lists and follow the process outlined above.
- When you are finished entering all desired syllabi, click the Exit Syllabus System button at the bottom of the page:


Example: ENGL1101_Daniel_ Spring2020_Syllabus.pdf
Choose CV or Syllabus file to upload:
Choose File
No file chosen
Add/Update Information
For each course you are offering, a public CV and syllabus is required. Return to Step 1 above to upload additional files if needed.
Exit Syllabus System