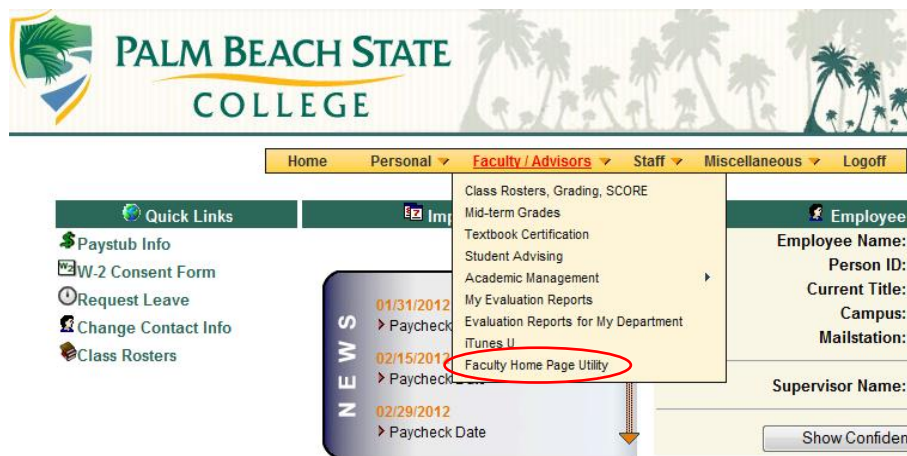


ATTACHING YOUR SYLLABUS TO YOUR FACULTY HOME PAGE

This process will upload your syllabus file
and place a link to it on your Faculty Home Page

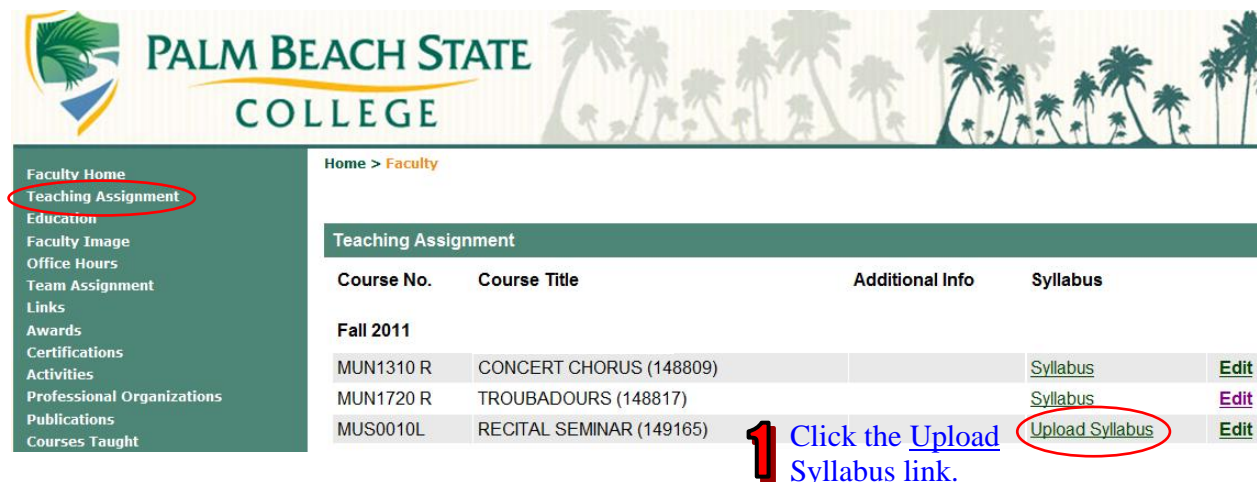
TO PUT YOUR SYLLABUS ON YOUR FACULTY HOME PAGE:

- open a Web browser (such as Internet Explorer)
- go to <http://www.palmbeachstate.edu/employeeweb>
- login to EmployeeWeb with your user-id and current email password



- point to **Faculty/Advisors** in the yellow bar
- click on **Faculty Home Page Utility**
- click on **Teaching Assignment** (in the green Faculty Links column shown below)

from here it's as simple as **1 - 2 - 3!**





- Faculty Home
- Teaching Assignment
- Education
- Faculty Image
- Office Hours
- Team Assignment
- Links
- Awards
- Certifications
- Activities
- Professional Organizations
- Publications
- Courses Taught

Home > Faculty

Course Syllabus

MUS0010L - RECITAL SEMINAR (Ref# 149165)

Click the "Browse..." button below to select the syllabus you want to upload.

Select Your Syllabi:

Browse...

Upload

2

Click **Browse**, then navigate to your file. Click on your filename, then click **Open**.

3

Now that you have identified the file you want (in step 2), click **Upload** to upload it to your webpage.

Faculty cannot add a teaching assignment to their own faculty home page.

Course sections that you are assigned to teach will automatically display on your faculty home page the day after your Associate Dean or Dean updates PantherNet to associate you with a course section(s).

If a section you are assigned to teach does NOT display on your faculty homepage, notify your Department Chair so that he or she can request the Associate Dean or Dean to update PantherNet.

