

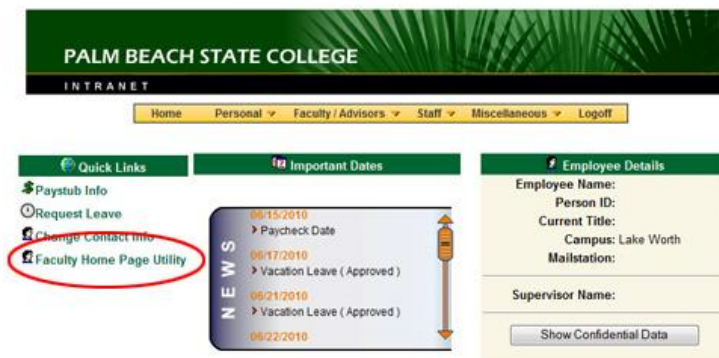
ATTACHING YOUR SYLLABUS TO YOUR FACULTY HOME PAGE

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

Putting your syllabus on your faculty home page has become MUCH easier. Faculty can now upload and link to their syllabi with just a few mouse clicks. FTP is no longer needed to upload syllabi files. Only non-syllabi files will still need to be loaded using FTP. Doing this from home has also been made much easier, since VPN is no longer required.

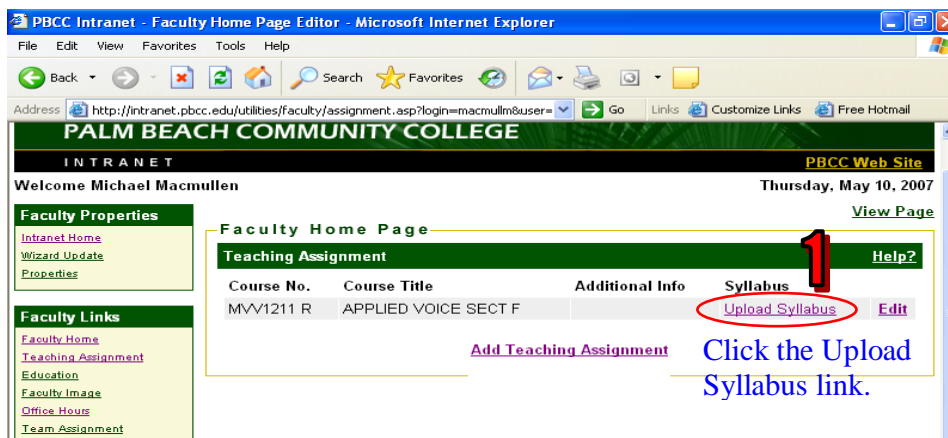
TO PUT YOUR SYLLABUS ON YOUR FACULTY HOME PAGE:

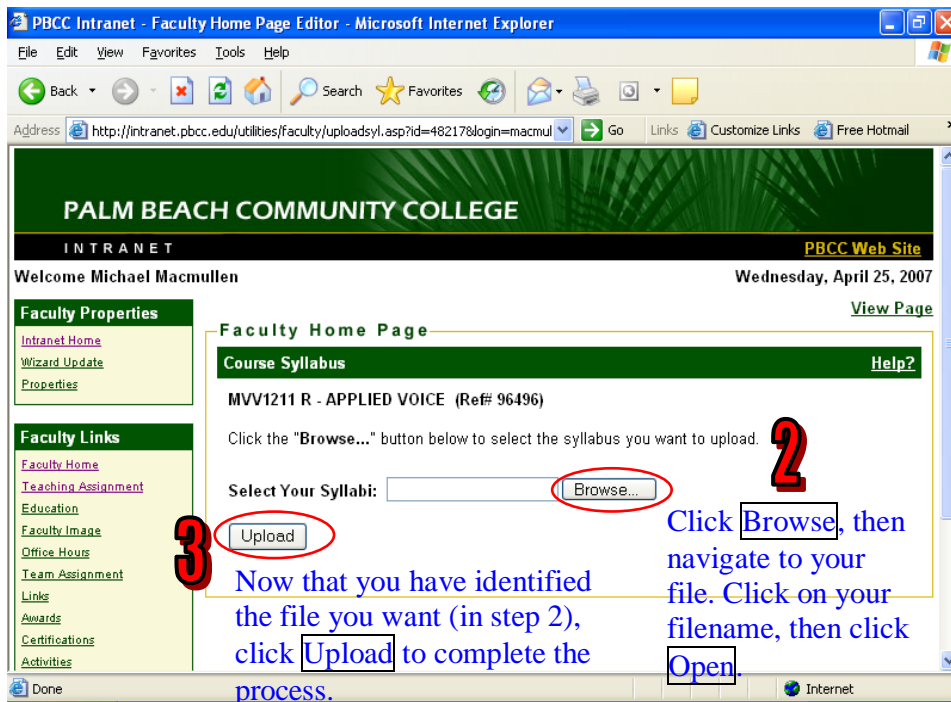
- open a Web browser (such as Internet Explorer)
- go to <http://www.palmbeachstate.edu/employeeweb>
- login to EmployeeWeb with your user-id and current email password



- click on **Faculty Home Page Utility**
- click on Teaching Assignment (in the Faculty Links column)

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





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.

