

Syllabus Preparation and Upload Instructions



VALDOSTA STATE
UNIVERSITY

Preparation of Documents

Document Name	Purpose and Where Displayed	Upload Due Date
Public Syllabus (Word template)	The public syllabus aims to ensure that all students have access to the critical information necessary for informed course selection and successful academic planning. Publicly available. Displayed in the Schedule of Classes which the Registrar's Office publishes before registration.	For Fall 2025, Spring 2026, and Summer 2026, <u>upload at least one week before the term begins for CoreIMPACTS courses and Teacher Education courses.</u> For Fall 2026 forward, <u>upload before registration begins for all courses at all levels.</u> Generally, in March for fall semester and in October for spring and summer semesters. Specific dates are found in the Registration Guide .
Syllabus (section checklist)	A full syllabus with all required elements, mandatory statements, and calendar. Not publicly available. Displayed in the Success Portal only to the course instructor and academic administrators.	By the <u>end of the second week of each term.</u> In addition to uploading in the Success Portal, the syllabus should be uploaded in BlazeView.

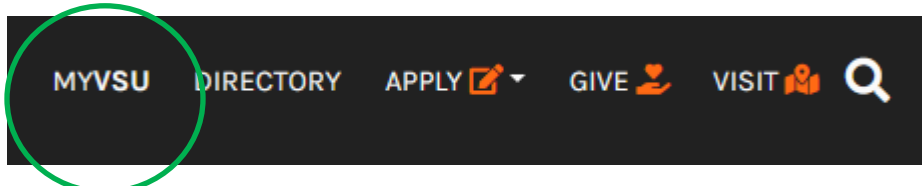
Upload Instructions

STEP 1: Login to the Success Portal

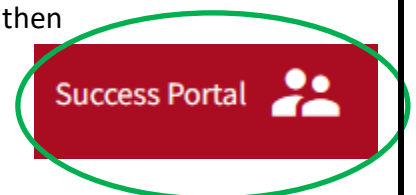
Login directly at <https://successportal.valdosta.edu/>

OR

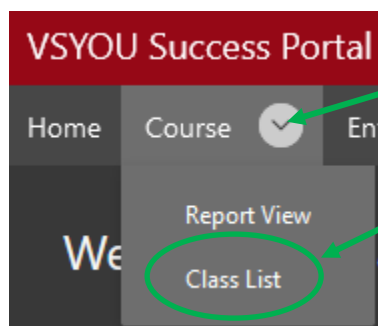
select



from the VSU homepage
then



STEP 2: Select Course>>Class List



Select **Course**, then **Class List** from the top menu.

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VALDOSTA STATE
UNIVERSITY

STEP 3: Filter the Class List to Show Your Courses

Change the filter to the current semester, select your college, department and name to display your current courses.

Filter

Summer 2022 - All Colleges - Dept Ldrshp, Tech & Wrkfrc Dev - All Subjects - - All Course Numbers - Black, Michael

STEP 4: Locate Your Course and Upload a Public Syllabus and Syllabus

Locate your courses. You may need to scroll to the right to see the columns labeled **Syllabus** and **Public Syllabus**.

< 1 - 100 >

Select Course	Course Closed	Students on Wait List?	CRN	Course Name	Course	Combine Courses	Class Time	Location	Course Capacity	Students Enrolled	Remaining Seats	Instructor Name	Syllabus	Public Syllabus
<input type="checkbox"/>	CLOSED		80807	ACCT 2101 A	ACCT 2101 - Principles of Accounting I		11:00 am - 12:15 pm	Health & Business Administration 1107	40	40	0	Crump, Lynn	None uploaded	None uploaded
<input type="checkbox"/>			80808	ACCT 2101 B	ACCT 2101 - Principles of Accounting I		11:00 am - 12:15 pm	Pound Hall 3004	40	12	28	Mathis, Kelly	None uploaded	None uploaded

IF YOU DO NOT SEE THE PUBLIC SYLLABUS OR SYLLABUS COLUMNS, SELECT THE "ACTIONS" BUTTON, THEN "SELECT COLUMNS", THEN MOVE THEM FROM DO NOT DISPLAY TO DISPLAY.

Select **None uploaded**

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UNIVERSITY

Browse to choose file from your computer or OneDrive [upload DOC, DOCX or PDF]

Syllabus Upload ×

Upload Syllabus No file selected.

Then select **Upload Syllabus**

The file size should be less than 2 MB.

You will receive a confirmation pop-up box.

Select **X** and **repeat** for other courses.

Syllabus Upload ×

✓ **File successfully uploaded.** ×

Current Syllabus: **HEDL 7820 Fall 2021 Syllabus.pdf**
Uploaded by MMBLACK on 06/16/2022

Remove Syllabus

Upload Syllabus No file selected.

You will have to refresh (F5) the screen with the course list, and it will show the files that have been uploaded. If you upload an incorrect file, you can **Remove Syllabus** or **Browse** to select the replacement file.

For questions about uploading your course syllabus, contact Dr. Michael Black at assessment [at] valdosta.edu.