

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.

If you don't have your syllabus file but it already exists on the college server (e.g., large Nursing syllabi) and you know its web address, you can add it to your Faculty Home Page by using the Links feature (see <http://www.pbcc.edu/documents/PTLC/FacHmPageSetup.pdf> for instructions).

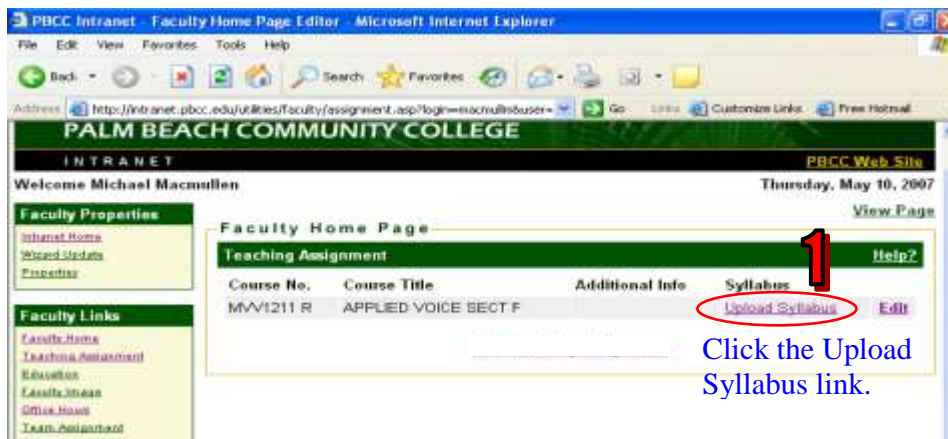
Putting your syllabus on your faculty home page has become MUCH easier. All faculty can now upload and link to their syllabi with just a few mouse clicks. FTP is no longer needed to upload syllabi files. Only non-syllabi files will still need to be loaded using FTP.

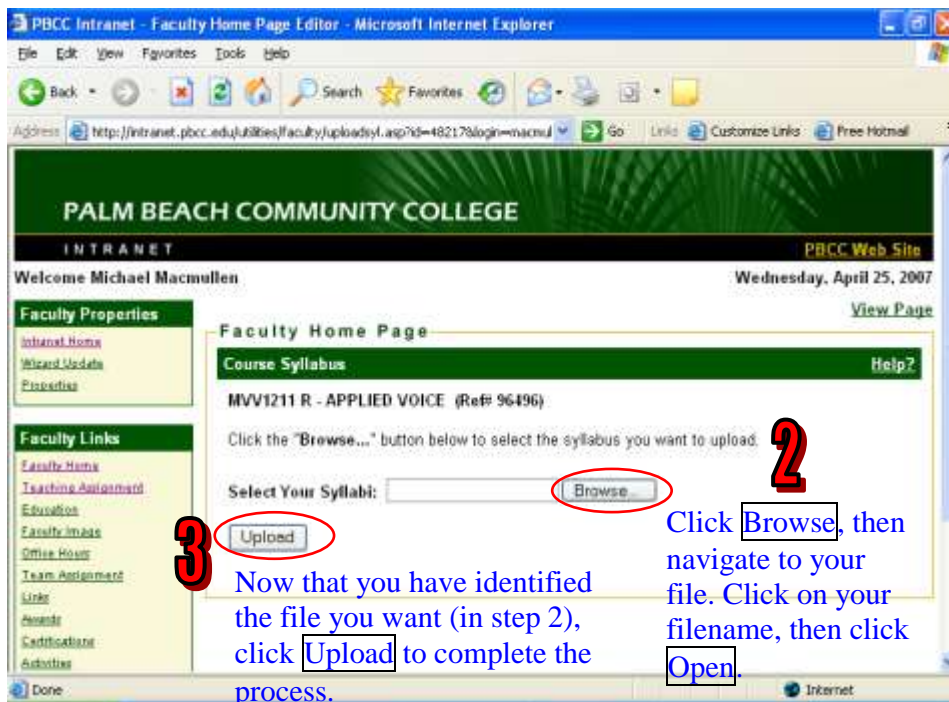
NOTE: To update your Faculty Home page, you must either use an on-campus computer or connect using VPN. See the bottom of this document for VPN instructions and options.

TO PUT YOUR SYLLABUS ON YOUR FACULTY HOME PAGE:

- Open Internet Explorer
- go to the College's home page (www.pbcc.edu)
- click on Faculty / Staff Resources
- click on Faculty Home Page Utility
- sign in with your **entire** email address (including the @pbcc.edu) and current email password
- click on Teaching Assignment (in the Faculty Links column)

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





Faculty can no longer 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).

new procedure:

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.

NOTE:

To update your Faculty Home page, you must either
Physically be at a PBCC campus on a computer with intranet access

—or—

Connect using VPN

(see <http://www.pbcc.edu/documents/PTLC/VPNinstallation.pdf> for instructions).

If you don't wish to use VPN on your other computer, feel free to upload your syllabus in any PTLC (see <http://www.pbcc.edu/ptlc> for locations).

From an on-campus p.c. this process should take less than 10 minutes.

