

Uploading your CV and Syllabus

The Texas legislature has passed House Bill 2504, which includes a mandate that all course syllabi and faculty vitae will be posted on our university website in an easily accessible location. The online system at ASU requires that your vita and syllabus be in Adobe PDF format, and uploaded through a link in Blackboard. Please follow these instructions to correctly upload your CV and Syllabus.

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How to Convert a Microsoft Word document to a PDF

The online system at ASU requires that your vita and syllabus be in Adobe PDF format:

1. Open your CV or Syllabus in Word
2. Click "File" located on the upper left hand corner
3. Click "Export"
4. Click "Create PDF/XPS" and save to a desired location

How to Upload a Curriculum Vitae (CV)

1. Log into <http://blackboard.angelo.edu> using your Ramport credentials
 2. Select one of your courses for the current term from the Home page or the Courses page
 3. Click "CV and Syllabus" from the menu on the left hand corner of your Blackboard course
- *Note:** Once you click the menu item, you should see a blue globe to the left of the CV and Syllabus link. If you do not see this blue globe, you are not in the right place! See Figure 1.

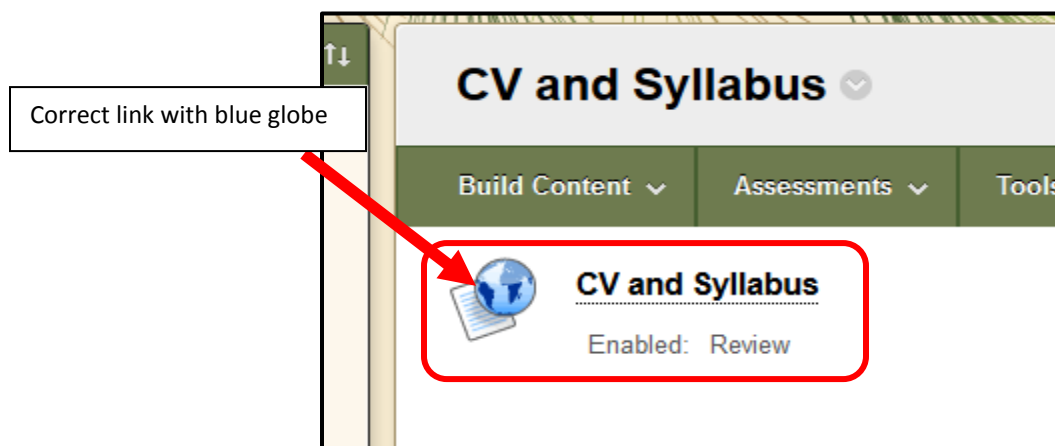


Figure 1: Correct CV and Syllabus Link

4. Click the CV and Syllabus link
5. Click "Choose File" under Curriculum Vitae and choose the PDF you have previously saved. See Figure 1.1.

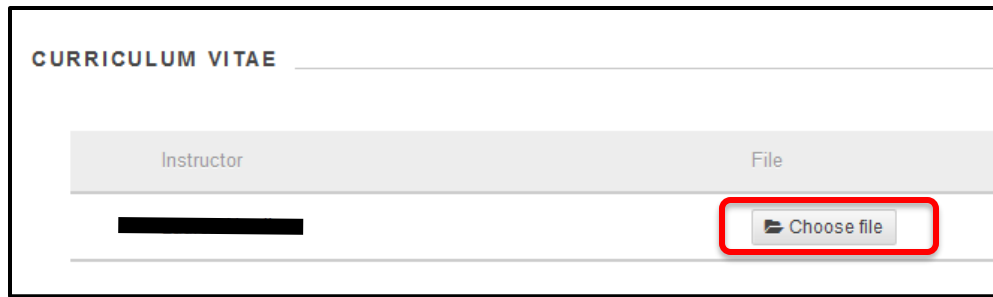


Figure 1.1: Choose CV to Upload

How to Upload and Replace a Syllabus

1. Log into <http://blackboard.angelo.edu> using your Ramport credentials
2. Select one of your courses for the current term from the Home page or the Courses page
3. Click “CV and Syllabus” from the menu on the left hand corner of your Blackboard course
***Note:** Once you click the menu item, you should see a blue globe to the left of the CV and Syllabus link. If you do not see this blue globe, you are not in the right place! See Figure 2.

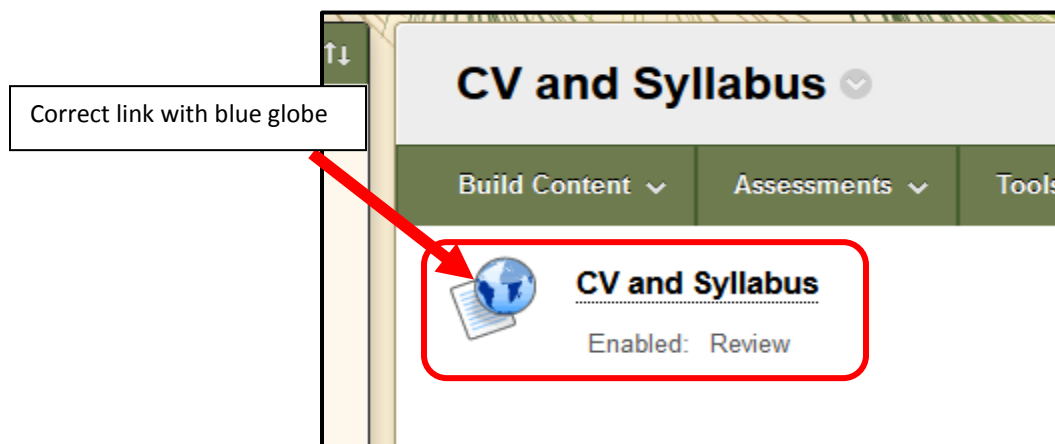


Figure 2: Correct CV and Syllabus Link

4. Click the CV and Syllabus link
5. Click “Choose File” under Syllabuses to upload each syllabus for each course you are teaching (you do not have to go into each course to upload them individually; all can be done in one course, at one time). See Figure 2.1.
6. Click “Upload Files” in blue. If your documents have uploaded successfully, you will see them in green with a green checkmark to the left of them.
***Note:** If you want to replace an outdated syllabus, click “replace” next to the uploaded file.

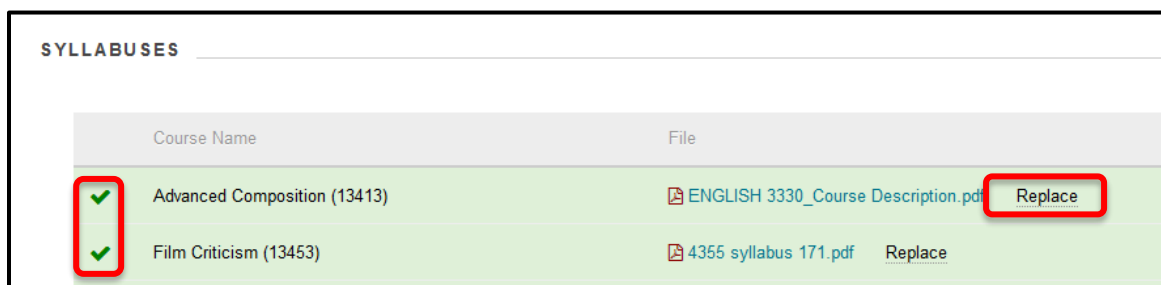


Figure 2.1: Correctly Uploaded Syllabi

For further assistance uploading your CV and/or syllabus into your Blackboard course(s), please contact the eLearning Center at 325-486-6263, or at elarning@angelo.edu.