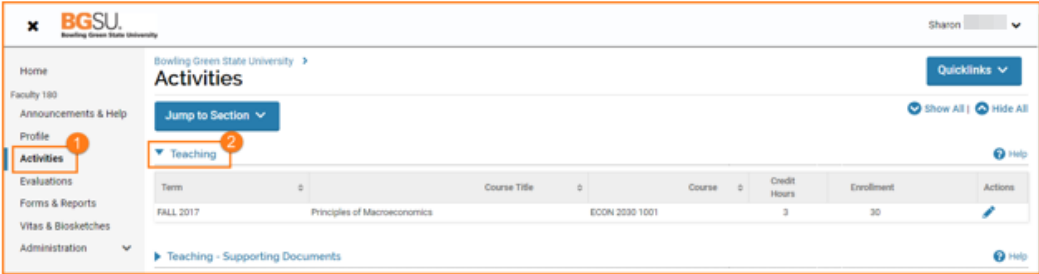
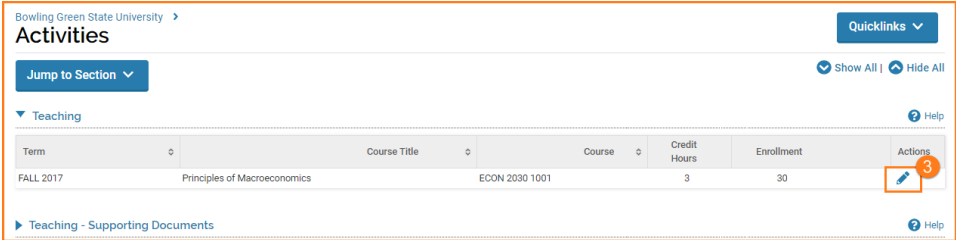
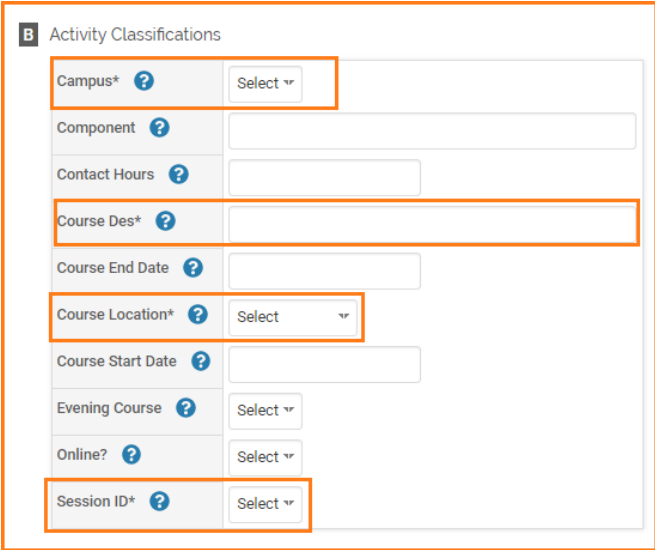
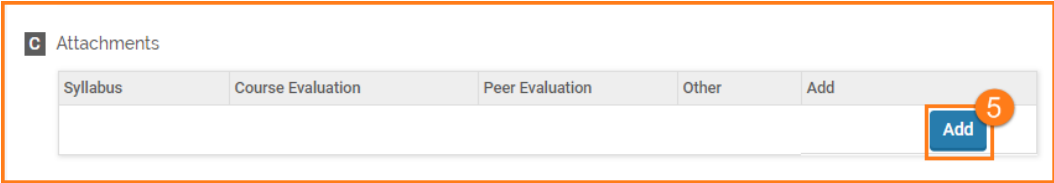


Faculty180 – Activities, Teaching - Add Supplemental Course Materials

<h2 style="color: #8B4513;">OVERVIEW</h2>	<p>You can upload course attachments, such as a course syllabus, student evaluations, and peer evaluations in Faculty180. The uploaded documents should pertain to a specific course. If you have documents that are broader, please use the Teaching – Supporting Documents section.</p>
<ol style="list-style-type: none"> 1. Click Activities on left navigation 2. Expand the Teaching section 	 <p>The screenshot shows the Faculty180 interface. On the left sidebar, 'Activities' is highlighted with a red circle and the number 1. In the main content area, the 'Teaching' dropdown menu is expanded, also highlighted with a red circle and the number 2. Below it, a table lists course information for 'Principles of Macroeconomics' in 'FALL 2017'.</p>
<ol style="list-style-type: none"> 3. To add supplemental course materials specific to this course, click the pencil on the far right of the line. 	 <p>This screenshot is a zoomed-in view of the 'Teaching' section of the Activities page. A red circle with the number 3 highlights the pencil icon in the 'Actions' column of the course table, indicating where to click to add materials.</p>
<ol style="list-style-type: none"> 4. Complete the mandatory fields in Activity Classifications. 	 <p>The screenshot shows the 'Activity Classifications' form. Several fields are highlighted with red boxes and numbered 1 through 5: 'Campus*' (dropdown), 'Course Des*' (text input), 'Course Location*' (dropdown), and 'Session ID*' (dropdown). Other fields include Component, Contact Hours, Course End Date, Course Start Date, Evening Course, and Online?.</p>
<ol style="list-style-type: none"> 5. In the attachments section, click the Add button. 	 <p>The screenshot shows the 'Attachments' section. At the bottom right, there is a blue 'Add' button highlighted with a red circle and the number 5. Above the button are tabs for 'Syllabus', 'Course Evaluation', 'Peer Evaluation', and 'Other'.</p>

Faculty180 – Activities, Teaching - Add Supplemental Course Materials

6. In the drop down menu select the attachment **type** (file or URL).
7. **Browse** to find the attachment.
8. Select the **type** of supplemental material (syllabus, course evaluation, peer evaluation, other).
9. Click **upload** once complete.

Once you have uploaded a document, a hyperlinked number will appear in the attachments.

10. You can **click this link** to assure that you uploaded the correct document. If you uploaded more than one document to the same category, you will have multiple hyperlinks.

Syllabus	Course Evaluation	Peer Evaluation	Other	Add
-	1	-	-	Add

11. You can **View** the document, **Delete** the document, **Cancel** out of this window or **Close** this window.

12. Click **Save and Go Back**.

If you are experiencing issues with logging in, browsers, printing, or some feature of the system is not working properly, contact the TSC at 2-0999. If you have questions about entering your activities or information in the system, which category to use for a specific activity, etc., contact faculty180@bgsu.edu for assistance.