

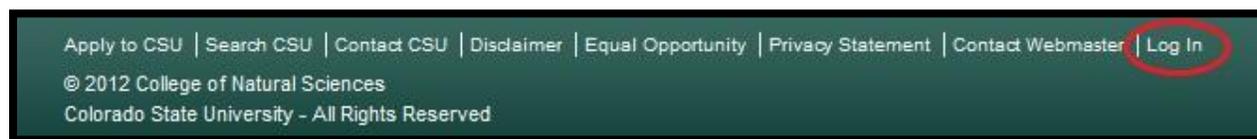
# How to add a Syllabus

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Any CNSIT user that can log in to the Administrative back end for the Department of Biology can upload syllabus files. These instructions will help you add your classes syllabus to the department web site.

## Logging In

To log in to the Administrative Back-End of the Content Management System (CMS), you will need to click on the 'Log In' link located at the bottom of the Departmental web site:



This will display a login screen that will accept your CSU eName and CSU password. If you have trouble logging in, you have either forgotten your CSU eName information, or do not have an account that allows you to administer content on the site. Please contact CNSIT South for assistance: <http://cnsit.natsci.colostate.edu>

## Adding a Publication



Once you are logged in you will be presented with the CMS Dashboard. This will contain bits of news regarding the software being used, as well as a menu showing you what content you can administer. To add a Syllabus, select the Syllabus menu item located in the left hand side.

From here, you will be presented with the Syllabus Upload Form. All you need to do is to fill out the form and click the Upload button.

There are five items that can be added to a Publication.

**ID String:** This helps identify this syllabus from another. A good ID String is the last name of the instructor.

EXAMPLE: "Garrity" or "Lab"

**Semester:** This is the semester this Syllabus file is applicable to. Options are "Spring", Summer" or "Fall".

**Year:** This is the calendar year this Syllabus file is applicable to. The default options are the current year, last year, and next year.

**Upload PDF:** This is where you will select a PDF file to upload. This file must be a PDF file, and must be less than or equal to 2MB in file size. Simply click on the "Browse" button, and locate your file!

**Course:** This is where you will select the course this file is associated with. This is a pre-populated course list. If a course does not show up for your syllabus, please contact CNSIT to have that added (<https://cnsit.natsci.colostate.edu/help>).

Now that you have all of the information filled out, you should click on the 'Upload' button in the top right.



Dashboard

Posts

Events

Publications

TWIB

Syllabus

Profile

Collapse menu

Please fill out the following form to upload your Syllabus file.

**ID String:**

(This helps identify this syllabus from another. A good ID String is the last name of the instructor, i.e. Garrity)

**Semester:**

**Year:**

**Upload PDF:**

(This file MUST be a PDF file with a maximum file size of 2MB)

**Course:**