

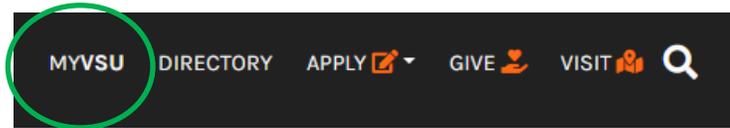
# How Department Heads Can Monitor Syllabus Uploads



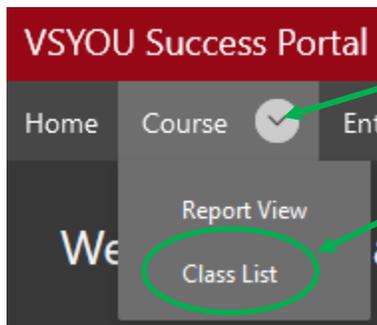
## STEP 1: Login to the Success Portal

<https://successportal.valdosta.edu/>

OR



## STEP 2: Select Course >> Class List



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

## STEP 3: Filter the Class List to Show Your Department

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



## STEP 4: Locate the Syllabus and Public Syllabus Columns

Scroll to the right to see the columns labeled **Syllabus** and **Public Syllabus**. If None uploaded is shown, there is no document. Follow up with individual instructors. Disregard eCore sections.

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

Instructions to upload syllabi are posted at <https://www.valdosta.edu/administration/sacs/documents/course-syllabi-upload.pdf>