



Search for a Syllabus

for employees with administrative roles

APL nextED is a secure, easy-to-use online database for storing information about faculty achievements such as teaching, research and publications, service, and engagement.

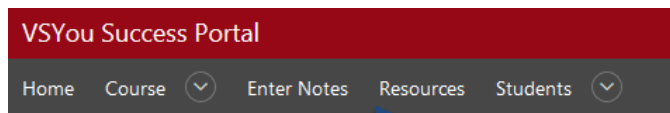
Each semester, VSU collects a syllabus for every course, **including directed studies, independent studies, and thesis hours**. The course syllabus must include the student learning outcomes for the course and how the course addresses each outcome.

STEP 1: Login to APL

Login to **APL** directly at <http://app.aplnexted.com/login/valdosta>

OR

Log in to **APL** from the Success Portal (<https://successportal.valdosta.edu/>).

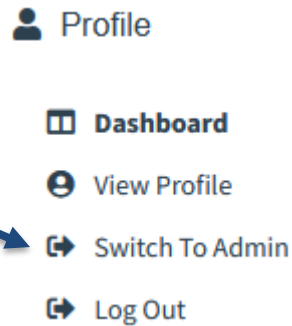


Select the **Resources** tab

Click on the **APL nextED** tile to be redirected to the APL dashboard.

STEP 2: Switch to the Administrative Role

from the left Profile menu, select **Switch To Admin**



If you know the instructor and term, skip to step 5.



Search for a Syllabus

for employees with administrative roles

STEP 3: Select Courses, Course Reports, then Course Documents

Courses ← click **Courses**

Course List

Course Reports ← click **Course Reports**

Staffing

Course Release/Re-Assignment

Faculty/Course Qualifications

Course Outcomes

← click **Course Documents** → **Course Documents**

STEP 4: Identify if a syllabus has been uploaded to APL

leave filter type as **All Types** and **All Statuses**

select term or leave as All Terms

Course Documents

All Campuses | All Colleges | All Departments | All Terms | Year: 2019 | 2020 | Filter | Reset

* Reports filtered by term, but generated before the census date, designated for that term are subject to change. Some reports reflect faculty's primary department assignment only.

All Types | All Statuses | Download Report

Show 100 entries | Search:

College	Department	Instructor	Term	Academic Year	Course Name	Number	Section	Status
Education and Human Services	Kinesiology and Physical Education	[REDACTED]	Fall 2019	2019/2020	Risk Mgmt for Rec & Leisure	CHPE 4010	A	Doesn't Exist
Education and Human Services	Kinesiology and Physical Education	[REDACTED]	Fall 2019	2019/2020	First Aid - CPR	KSPE 2150	E	Exists

change show 100 to 2500 entries

Use CTRL-F to search by course number.

If syllabus has been uploaded, you will see **Exists**.



Search for a Syllabus

for employees with administrative roles

STEP 5: Access the Instructor's Profile

click **Faculty** → Faculty

click **Faculty Profiles** → Faculty Profiles

- Search Faculty
- Performance**
 - Required Evaluations
 - Submitted Evaluations
 - Evaluations Summary

make sure the top displays the current academic year and "All Statuses"

Faculty Profiles

All Campuses | All Colleges | All Departments | All Terms

Year: 2020 | 2021 | Filter | Reset

* Reports filtered by term but generated before the census date designated for that term are subject to change. Some reports reflect faculty's primary department assignment only.

All Statuses | All Faculty

type the last name in the Search box or scroll through the list of displayed names

Excel CSV PDF Print

Show 100 entries

Search: sewell

Prefix	Firstname	Lastname	Suffix	Code	Identifier	Email	UniqueID	Access Status	Actions
--	█	█	--	N/A	█	█@valdosta.edu	█	Enabled	Notes Modify Delete

Showing 1 to 1 of 1 entries (filtered from 1,883 total entries)

Previous 1 Next

click the magnifying glass to access the instructor's profile



Search for a Syllabus

for employees with administrative roles

STEP 6: Select Documents Tab, Teaching Exhibits Folder, and Download File

select **Documents** tab

Faculty Profile

- Personal
- Credentials
- Teaching
- Experience
- Documents
- Availability
- Capacity
- PDO
- Activity
- Qualifications

General Uploads

- Transcripts
- Resume/CV
- Course Documents
- Other

select the **Teaching Exhibits** folder

System Uploads

- Activity Reports
- Performance Evaluations
- Teaching Exhibits

scroll through list to find document, then click **Download**

Teaching Exhibits

Course	Term	Year	Type	Date Uploaded	Actions
HONS 1990 - Honors Introductory Seminar	Fall 2019	2019/2020	Syllabus	08/21/2019	Download

For questions about locating a course syllabus, contact Dr. Michael Black at apl [at] valdosta.edu. This handout is posted online at <http://www.valdosta.edu/administration/sacs/faculty-credentials.php>