Using the Faculty Syllabi/Vita Upload
(For University faculty)

Logging In

Open your web browser and navigate to https://documents.tamuk.edu/faculty. The following screen will appear:

Please sign in using your user ID and NT password.

Userid:
Password:
Log In

You will be asked to log in with your userid (beginning in ka, ku, kf, etc.). Your password will be your NT password (the one you sign into your university computer with). Once you click the Log In button, the next screen will show the following:

Administrative Computing Services

Self-Service Resources

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Home   Logout

Faculty Upload: allows a professor to upload their own syllabi/vita.

Delegate Upload: allows a college/department delegate to upload syllabi/vita on behalf of that college/department's professors.

Delegate   Upload (CIS TESTING):   copy of delegate upload for CIS development.

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Computing and Information Services
MSC 185, College Hall Room 240
Phone: (361) 593-2401   Fax: (361) 593-2696

You will select the first link: Faculty Upload.

Using the Application

Your screen should now show the following:

This is the faculty syllabi and vita upload application. From here, you will upload your syllabi and vita for the current term. The application is simple and organized from top to bottom.

Uploading Syllabi

1. Select the document type of Syllabus from the first dropdown box.

2. Now select the campus for which you would like to upload files. This should be selected for you if you are only teaching at one campus.

3. Next select the current term.

4. Select a course from the list of courses you are teaching. The line will be highlighted in gray to let you know that a selection has been made (HSCI 5353, section 001 in this case).

5. Click on the Browse button. A file dialog will pop up showing the contents of your computer. Navigate to where you have stored your syllabi and vita files. Select the appropriate syllabus for the course you have selected and click Open. Keep in mind, only PDF files are accepted by the system. An error message will be displayed if you attempt to upload another document type.

6. Click Upload. If it was successful, a message should display about the Upload button informing you the syllabus file was uploaded.

7. Once you have uploaded all of the syllabi for your courses, you can select Curriculum Vita from the first dropdown box.

Uploading Your Curriculum Vita

1. Select the document type of Curriculum Vita from the first dropdown box. The following screen will appear. If you already have a Vita on file, it will show up in the box below the dropdown.

2. Click on the Browse button. A file dialog will pop up showing the contents of your computer. Navigate to where you have stored your syllabi and vita files. Select the appropriate syllabus for the course you have selected and click Open. Keep in mind, only PDF files are accepted by the system. An error message will be displayed if you attempt to upload another document type.

3. Click Upload. If it was successful, a message should display about the Upload button informing you the file was uploaded.

In Case of Problems

If there is an error, it will either display after the course listing, or the screen may go blank with one line telling you an error occurred. If this happens, let CIS know immediately and we will fix the problem (screenshots of the error help).