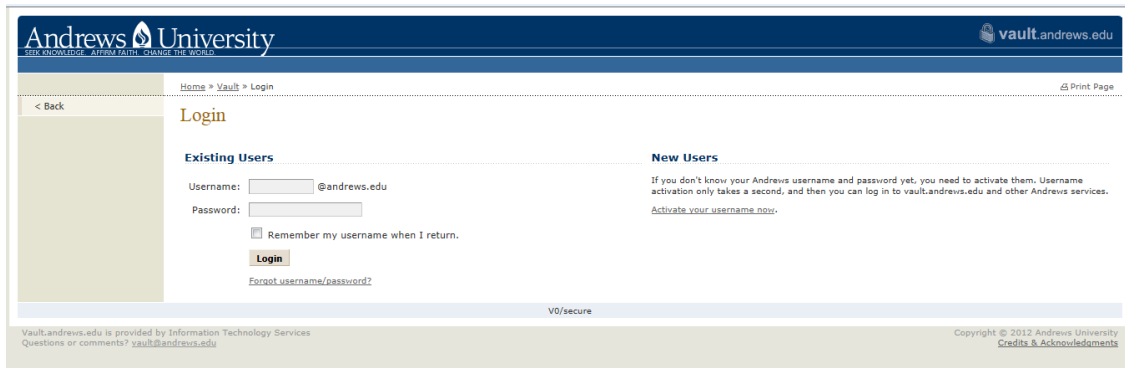


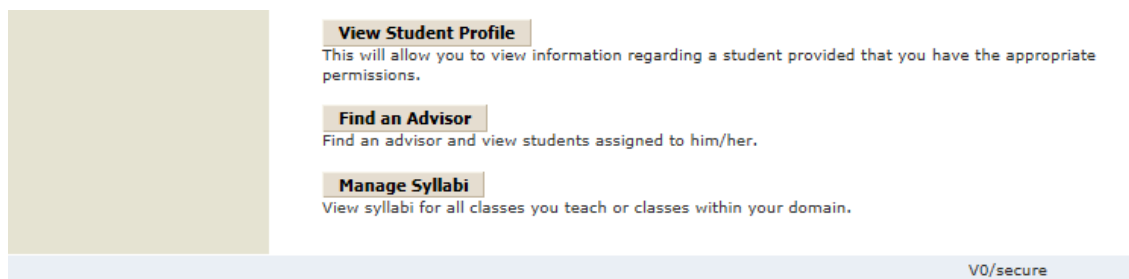
Instructions for Uploading Syllabus Template

- Login to iVue

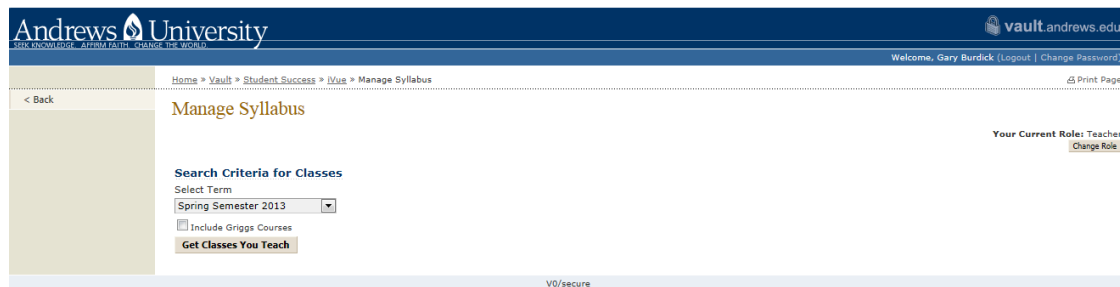
https://vault.andrews.edu/vault/goto/login?service=https%3A%2F%2Fvault.andrews.edu%2Fvault%2Fapp%2Fsecure%2Ffs%2Fdetermine_role



- Click on the Manage Syllabi icon



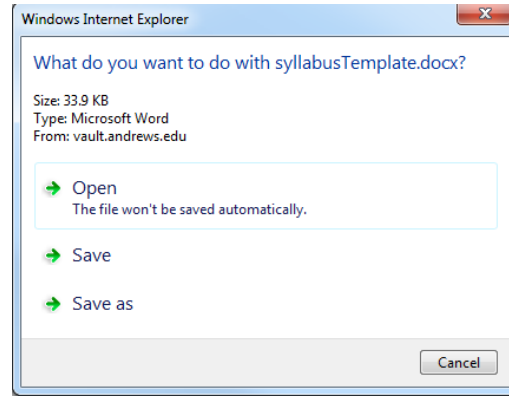
- Select the Term



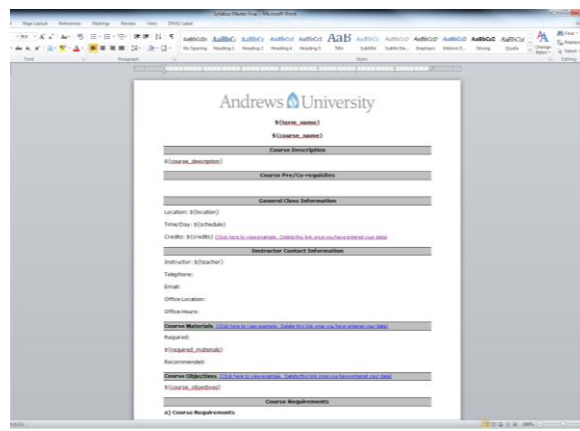
- Get Template



- Open Template





- Save a copy of the Template on your computer

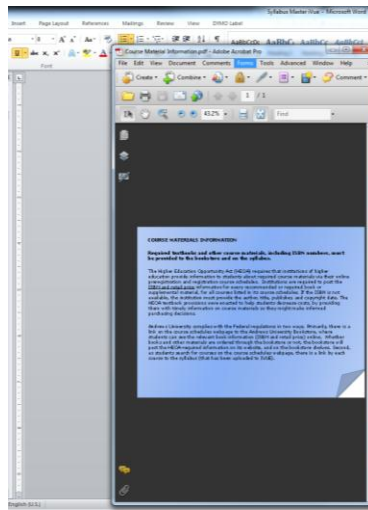


- Open the copy of the Template you saved on your computer.
- Fill in each section

- You will find links within the syllabus template to assist you along the way. You may access these links by placing your cursor over the link and then press the ctrl button while clicking your left mouse button.

General Class Information	
Location: \${location}	
Time/Day: \${schedule}	
Credits: \${credits} (Click here to view example. Delete this link once you have entered your data)	 Click here to view example
Instructor Contact Information	
Instructor: \${teacher}	
Telephone:	
Email:	
Office Location:	
Office Hours:	
Course Materials (Click here to view example. Delete this link once you have entered your data)	 Click here to view example
Required:	

Example link



- Cut and paste from the examples as is appropriate for your syllabus. You may add additional information as needed
- Remember to delete the sample links line from your document before saving it.
- Once you have filled in each section, save as a word document and also as a pdf file. The document file name should include course Acronym, course number and section number.
- Click Upload on the iVue Manage Syllabus

Andrews University
SEEK KNOWLEDGE AFFIRM FAITH CHANGE THE WORLD

Home » Vault » Student Success » iVue » Manage Syllabus

Manage Syllabus

Your Current Role: Teacher [Change Role](#)

Search Criteria for Classes

Select Term
Fall Semester 2012

Include Griggs Courses

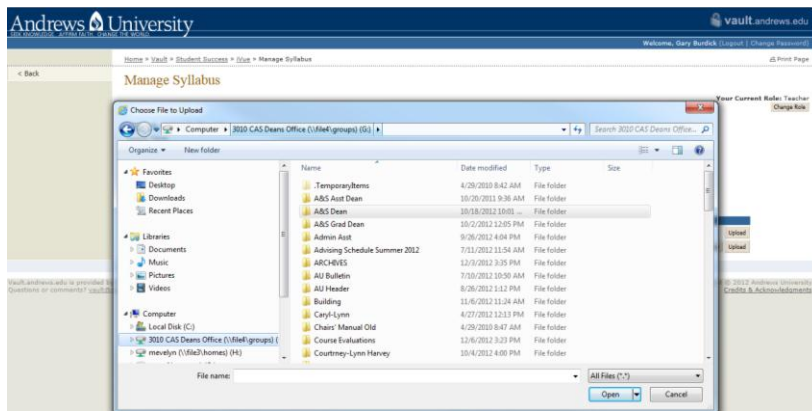
[Get Classes You Teach](#)

Course Sections Matching Your Criteria (2 sections)

Course	Instructor(s)	Location	Time	Days	Credits	Capacity	Registered	Updated on		
PHYS-241-001 Phys for Scientists&Engineers	Gary Burdick	HYH 207	1030-1120	MTWRF	4.0	32	20	09/12/2012 10:43 AM	Get Template	View Upload
HONS-365H-001 Cosmos	Gary Burdick, Peter Lyons	HYH 133	1230-1345	MW	3.0	60	29	09/02/2012 11:08 AM	Get Template	View Upload

V0/secure

- Select the syllabus pdf file.



- Make sure you upload the **pdf** version of your syllabus