

HB2504 Syllabi and CV Upload Instructions

In order to be in compliance with HB2504, all instructors teaching undergraduate courses must upload their undergraduate course syllabi and CV **by the first class day**.

Instructions:

1. Name Documents

Syllabus Name: SOC + CourseNumber + CCYY + Semester (2, 6, or 9) + UniqueNumber (example: SOC3022014945670.pdf)

Semester = 2 for Spring; 6 for Summer; 9 for Fall

CV Name: LastName + FirstName + SOC + Semester (02, 06, or 09) + CCYY (example: PowersDanSOC092014.pdf)

Semester = 02 for Spring; 06 for Summer; 09 for Fall

2. What to Include

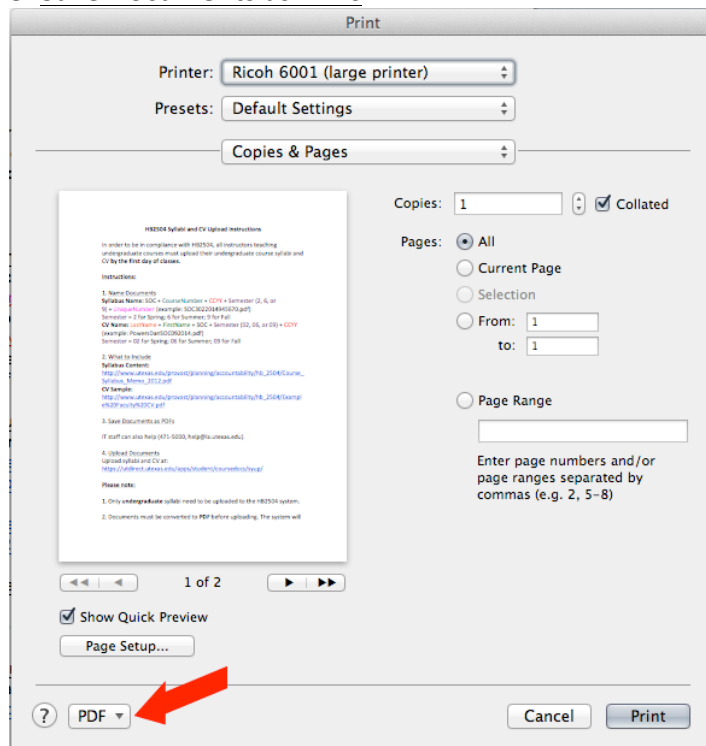
Syllabus Content:

http://www.utexas.edu/provost/planning/accountability/hb_2504/Course_Syllabus_Memo_2012.pdf

CV Sample:

http://www.utexas.edu/provost/planning/accountability/hb_2504/Example%20Faculty%20CV.pdf

3. Save Documents as PDFs



IT staff can also help (471-5000, help@la.utexas.edu).

4. Upload Documents

Upload syllabi and CV at:

<https://utdirect.utexas.edu/apps/student/coursedocs/syup/>

Please note:

1. Only **undergraduate** syllabi need to be uploaded to the HB2504 system.
2. Documents must be converted to **PDF** before uploading. The system will not store non-PDF documents.
3. Remember to **click on the upload buttons** after browsing for the documents.

The screenshot shows two separate upload sections. The top section is for syllabi, with a text label 'Select Syllabus(in pdf format) to upload:', a 'Browse...' button, and the filename 'SOC3022013945975.pdf'. Below this is an 'Upload Syllabi' button with a blue arrow pointing to it from the right. The bottom section is for CVs, with a text label 'Select CV (in pdf format) to upload:', a 'Browse...' button, and the filename 'SOC3022013946000.pdf'. Below this is an 'Upload CV' button with a purple arrow pointing to it from the right.