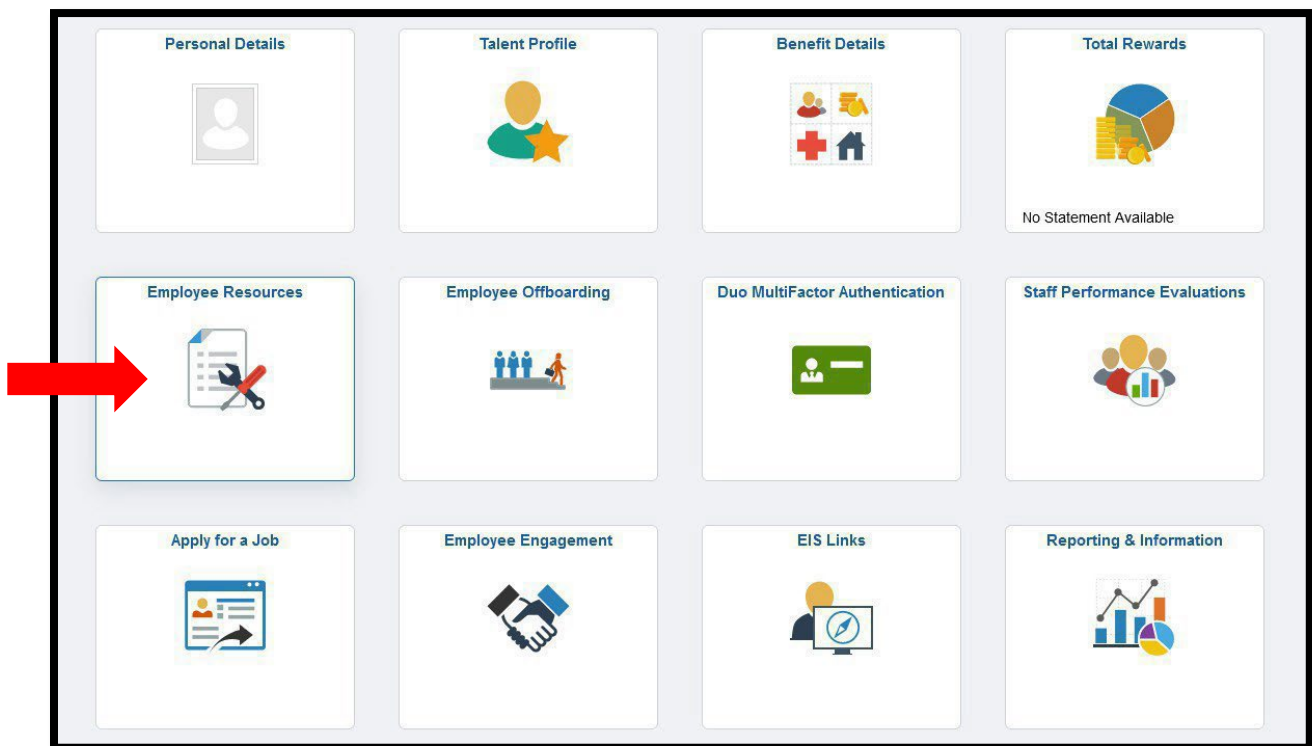


How to upload your course syllabus

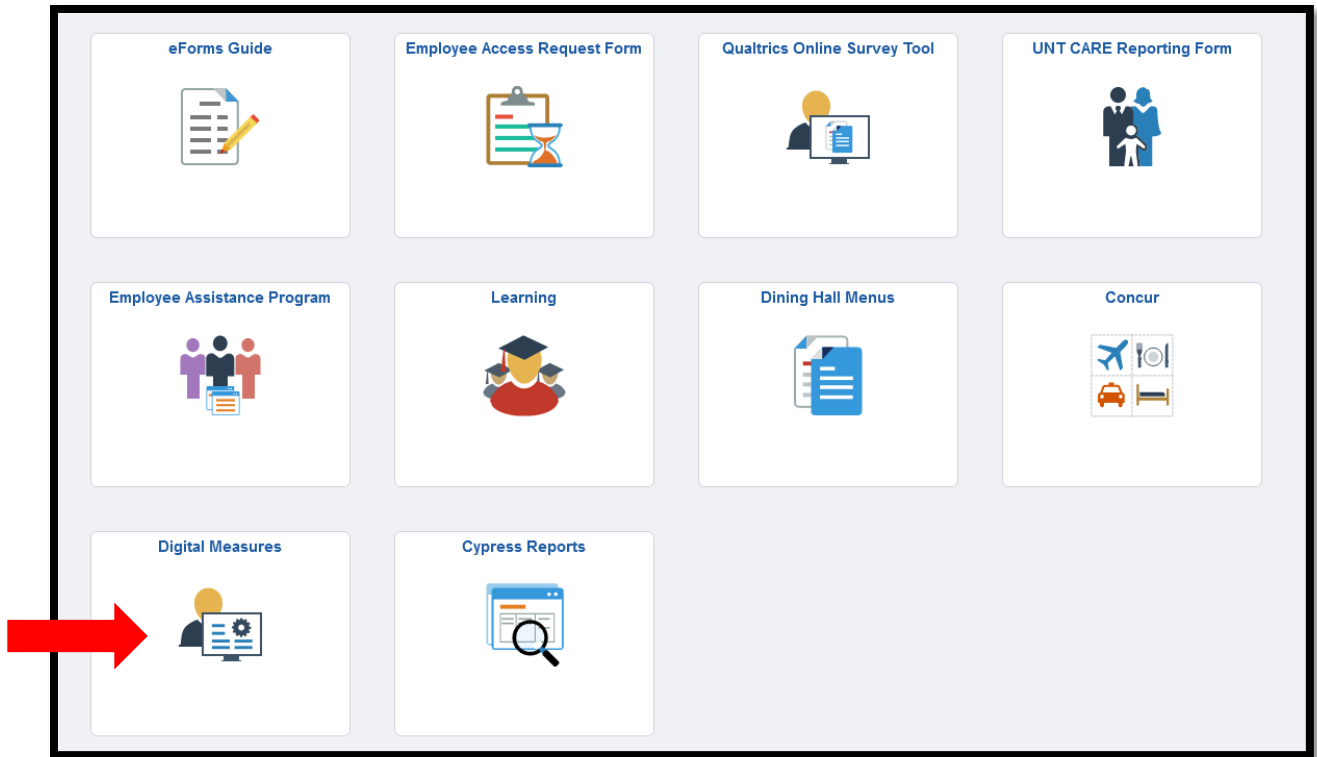
1. Log into myhr.unt.edu.



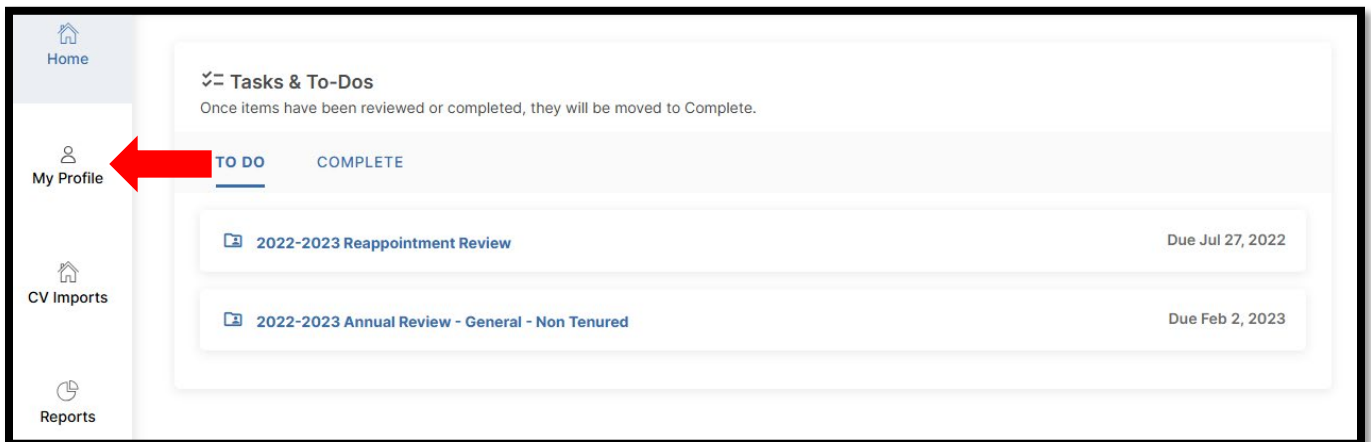
2. Select the 'Employee Resources' tile.



3. Click on 'Digital Measures' tile.



4. Go to 'My Profile' on the left of the screen.



5. Look for 'Scheduled Teaching' heading.

▼ **Non-Credit Instruction Taught**

No items exist for Non-Credit Instruction Taught

▼ **Scheduled Teaching**

DSCI 4800, section 712, Cooperative Education. 3 credit hours. 1 enrolled.

DSCI 4330, section 2, Enterprise Applications of Business Intelligence/Analytics. 3 credit hours. 48 enrolled.

DSCI 4520, section 1, Introduction to Data Mining. 3 credit hours. 81 enrolled.

DSCI 4520, section 2, Introduction to Data Mining. 3 credit hours. 83 enrolled.

▼ **Statement of Teaching Philosophy and Goals**

No items exist for Statement of Teaching Philosophy and Goals

6. If you cannot find 'Scheduled Teaching', turn on 'Show categories with no records in profile' and then look for the 'Scheduled Teaching' again.

NS

University of North Texas University of North Texas
Academic Administration

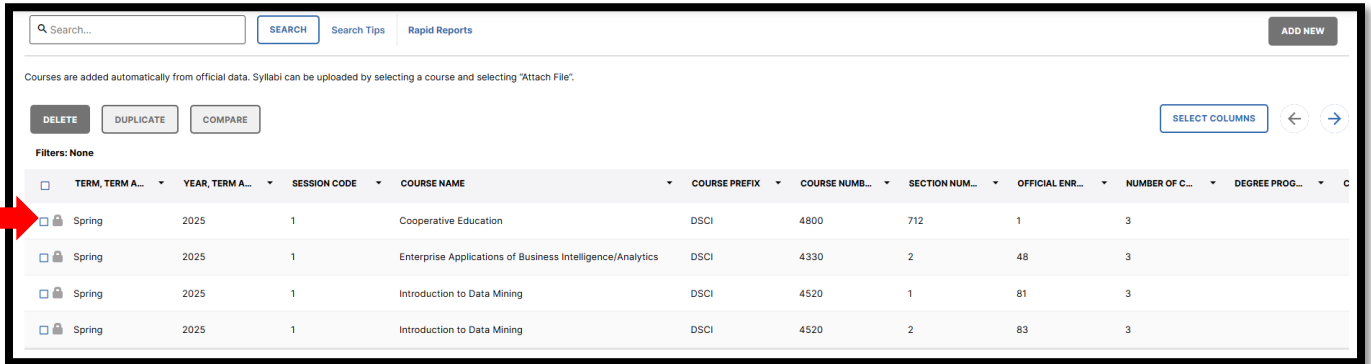
CREATE OR CONNECT YOUR ORCID ID

Q Search SEARCH

ON Show categories with no records in profile

▼ **Personal and Contact Information**

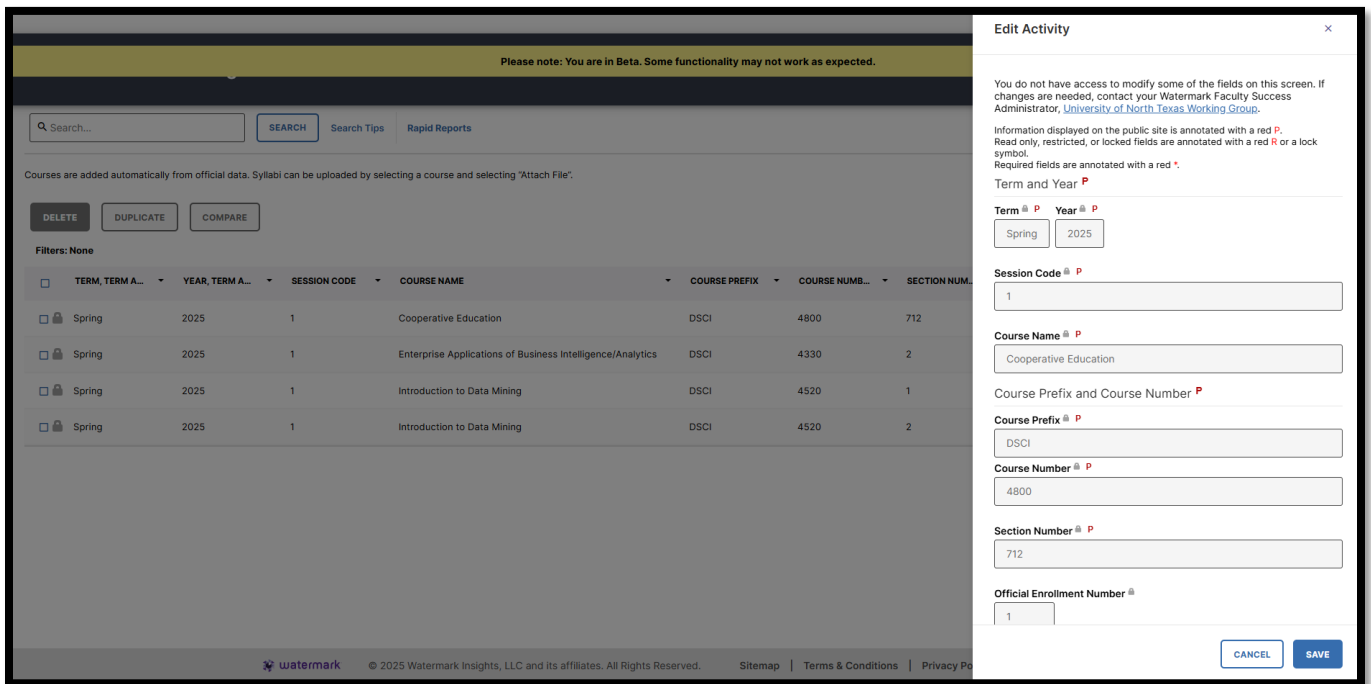
7. Select the course for which you want to upload the syllabus.



The screenshot shows a web interface for course management. At the top, there is a search bar and buttons for 'SEARCH', 'Search Tips', and 'Rapid Reports'. Below this, there are buttons for 'DELETE', 'DUPLICATE', and 'COMPARE', and a 'SELECT COLUMNS' button with left and right arrows. A message states: 'Courses are added automatically from official data. Syllabi can be uploaded by selecting a course and selecting "Attach File".' Below this is a table with columns: TERM, TERM A..., YEAR, TERM A..., SESSION CODE, COURSE NAME, COURSE PREFIX, COURSE NUMB..., SECTION NUM..., OFFICIAL ENR..., NUMBER OF C..., and DEGREE PROG... The first row of the table is highlighted with a red arrow pointing to the checkbox in the first column. The data in the first row is: Spring, 2025, 1, Cooperative Education, DSCI, 4800, 712, 1, 3.

TERM, TERM A...	YEAR, TERM A...	SESSION CODE	COURSE NAME	COURSE PREFIX	COURSE NUMB...	SECTION NUM...	OFFICIAL ENR...	NUMBER OF C...	DEGREE PROG...
Spring	2025	1	Cooperative Education	DSCI	4800	712	1	3	
Spring	2025	1	Enterprise Applications of Business Intelligence/Analytics	DSCI	4330	2	48	3	
Spring	2025	1	Introduction to Data Mining	DSCI	4520	1	81	3	
Spring	2025	1	Introduction to Data Mining	DSCI	4520	2	83	3	

8. A pop-up will open on your right.



The screenshot shows the same web interface as in step 7, but with an 'Edit Activity' pop-up window open on the right side. The pop-up window contains the following information:

Edit Activity

You do not have access to modify some of the fields on this screen. If changes are needed, contact your Watermark Faculty Success Administrator, [University of North Texas Working Group](#).

Information displayed on the public site is annotated with a red **P**. Read only, restricted, or locked fields are annotated with a red **R** or a lock symbol. Required fields are annotated with a red *****.

Term and Year **P**

Term **P** Year **P**

Spring 2025

Session Code **P**

1

Course Name **P**

Cooperative Education

Course Prefix and Course Number **P**

Course Prefix **P**

DSCI

Course Number **P**

4800

Section Number **P**

712

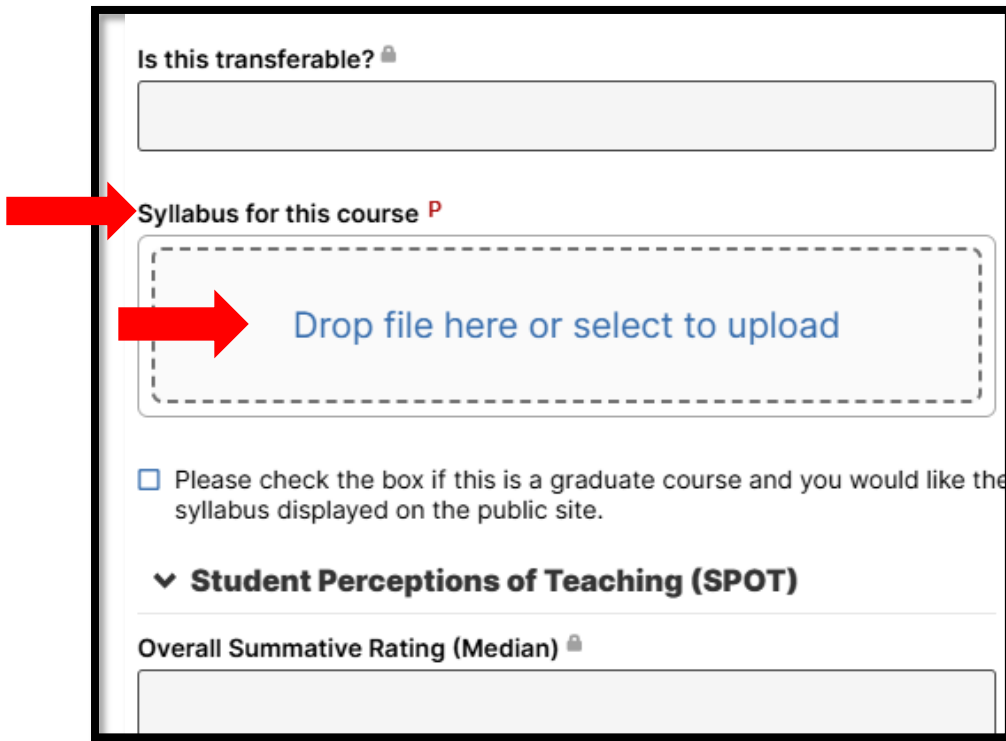
Official Enrollment Number **R**


1

CANCEL **SAVE**

The background interface is dimmed, and a message at the top reads: 'Please note: You are in Beta. Some functionality may not work as expected.'

9. Scroll until you see 'Syllabus for this course' section. Upload the syllabus here.




Is this transferable? 

Syllabus for this course ^P

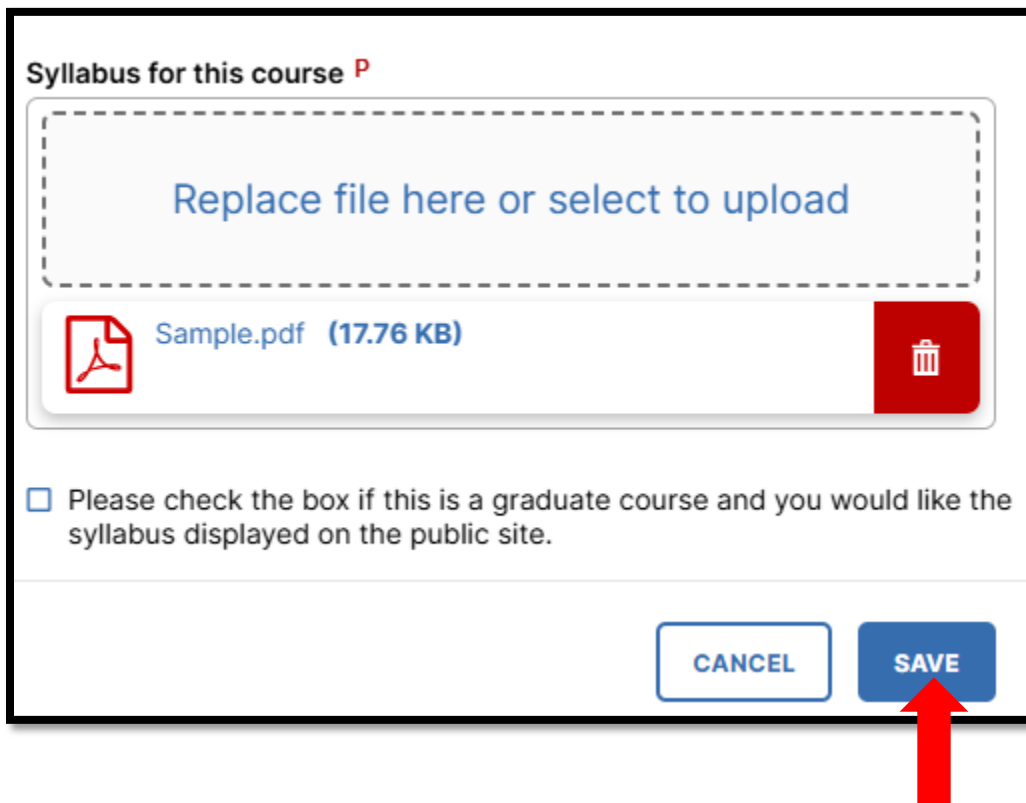
Drop file here or select to upload

Please check the box if this is a graduate course and you would like the syllabus displayed on the public site.

▼ Student Perceptions of Teaching (SPOT)



Overall Summative Rating (Median) 

10. Click 'Save'.



Syllabus for this course ^P

Replace file here or select to upload

 Sample.pdf (17.76 KB) 

Please check the box if this is a graduate course and you would like the syllabus displayed on the public site.

CANCEL **SAVE**

Please note that it may take up to 24-48 hours for the syllabus to be visible on the [public website](#).

Course posting requirements and deadlines for 2025-26 are available [here](#).

Please email Faculty.Info@unt.edu or call 940-369-6108 for additional assistance.

Thanks,

FIS Team