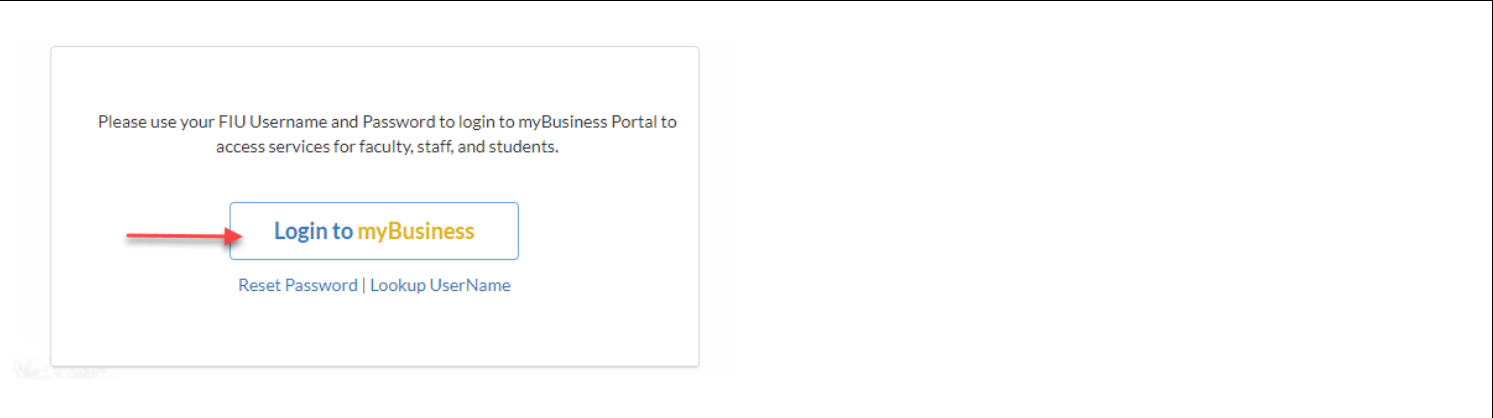
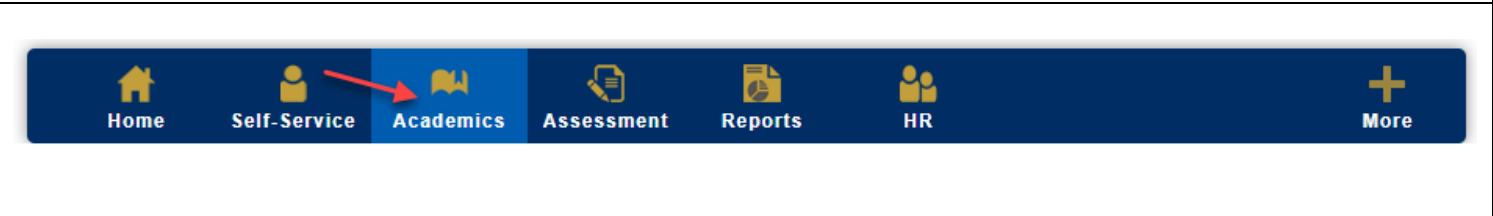


Upload My Class Syllabi - User Guide for Faculty

1. Go to <https://myBusiness.fiu.edu> and log in using your FIU MyAccounts credentials.



2. Go to the "Academics" homepage



3. Click on the link "My Class Syllabi" under "My Academics" widget.



4. Select term or terms from the dropdown.

My Class Syllabi

Term:

Semester	Course	Section	Course Name	Department
SPR 2017	ISM6205	RG9/RXV	Database Management	Department of Information Analytics
SPR 2017	ISM6205	RXP	Database Management	Department of Information Analytics






5. Click on "Refresh report". All your courses for the selected term will be listed.

My Class Syllabi






Term:

Semester	Course	Section	Course Name	Department
FALL 2016	ISM6205	RG9/RXV	Database Management	Department of Information Analytics
FALL 2016	ISM4210	U01	Data Base Applications	Department of Information Analytics
FALL 2016	ISM7980	U04	Ph.D. Dissertation	Department of Information Analytics
SPR 2017	ISM6205	RG9/RXV	Database Management	Department of Information Analytics
SPR 2017	ISM6205	RXP	Database Management	Department of Information Analytics

6. Click on the "Syllabus" column to sort by the courses missing "Link" to syllabus

Combined Programs	Course Level	Syllabus	Upload Syllabus
	GRAD		
	GRAD		
MSIS	GRAD	Link	
	UGRD	Link	
MSIS	GRAD	Link	

7. Click on "Upload Syllabus" button

Combined Programs	Course Level	Syllabus	Upload Syllabus
	GRAD		
	GRAD		
MSIS	GRAD	Link	
	UGRD	Link	
MSIS	GRAD	Link	





8. Click on "Chose File" to select the document to upload, and click on "Upload File" to upload the document selected.

Upload Syllabi

Please, select the syllabi location.

No file chosen

9. Click on the "Link" to open the syllabus.

Combined Programs	Course Level	Syllabus	Upload Syllabus
	GRAD		
	GRAD		
MSIS	GRAD	Link	
	UGRD	Link	
MSIS	GRAD	Link	