Generating

Management

Reports

CV, Syllabi

Uploads

(Course Schedule Coordinators)

This tutorial provides the administrative process for uploading and viewing CV and syllabus, as well as generating management reports in myUH.

Notes:

♦ HB2504 is the Texas state law that governs the accessibility of CV (Curriculum Vitae) and syllabus for undergraduate academic programs. Click here to view the HB2504 information.

♦ Pop-up blockers must be disabled in your browser in order to upload CV and syllabi.

♦ Users must first download and use the templates provided in the upload processes. The saved files must be in PDF format in order to be uploaded.

♦ If you have questions or need assistance, please contact your Course Schedule Coordinator or send an email to hb2504@uh.edu

Table of Contents

Uploading and Viewing CV

Log into your myUH self-service using AccessUH.

Select the Campus Solutions icon CS in the Administrative Services area.

Navigate from the Main Menu>Self-Service>Curriculum Vitae HB2504>UHS Faculty CV Upload—Admin

Main Menu ▾   >   Self Service ▾   >   Curriculum Vitae HB2504 ▾   >   UHS Faculty CV Upload - Admin

Enter the PeopleSoft ID of the instructor for the CV you wish to upload in the "Empl ID" field. Click Search.
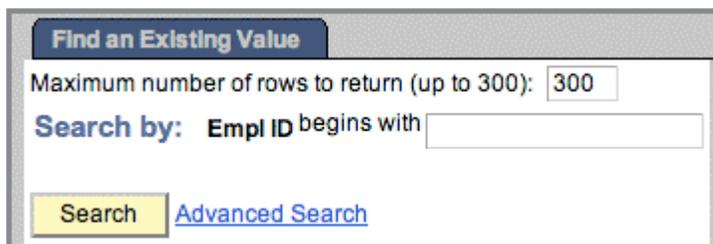
Find an Existing Value

Maximum number of rows to return (up to 300): 300

Search by: **Empl ID** begins with

Search   Advanced Search

Follow the instructions for uploading the CV.

Instructions for uploading your CV

Note: Disable pop-up blockers in your browser to download your CV or CV Template.

Step 1:   Download CV Template Here
Step 2:   Open downloaded template and fill in the required information.
Step 3:   Save the template as a PDF document to your computer's desktop.   Saving PDF documents instructions
Step 4:   Upload the file to your Faculty Center by pressing the button below.
Upload And Save CV Document

After your file is uploaded, you will see its filename as noted below.
Attached File:
Step 5:   View your uploaded CV by pressing the button below.
View/Download Original CV

Want to make changes to your CV? Edit the CV file on your computer in Microsoft Word, save it as a PDF document, then follow Step 3 to save and upload your changes. Your previous CV on file will be overwritten.

Save   Return to Search

Click the "View" link to confirm the document uploaded correctly.

Follow these instructions to upload a **single** syllabus (one section.)

Navigate from the Main Menu>Self-Service>Class Syllabus HB2504>UHS ClassSyllabus Upload-Admin

Enter data in the fields as appropriate. Illustration shows the most common data entered. Click search.

Main Menu ▾ > Self Service ▾ > Class Syllabus HB2504 ▾ > UHS ClassSyllabus Upload-Admin

UHS Syllabus Admin Access

Enter any information you have and click Search. Leave fields blank for

Find an Existing Value

▼ Search Criteria

Academic Institution:	begins with ∨	00730	🔍
Term:	begins with ∨		🔍
Course ID:	begins with ∨		🔍
Subject Area:	begins with ∨		🔍
Catalog Nbr:	begins with ∨		
Class Nbr:	= ∨		

Search   Clear   Basic Search 📄 Save Search Criteria

Follow the instructions for uploading the syllabus. Click Save.

University of Houston

Term: Fall 2016   Undergrad

Subject Area: CHEM   CHEM (Chemistry)

Catalog Nbr: 1101   Foundations of Chem Lab

Class Syllabus

Session: 1 Regular Academic Session	**Class Nbr:** 14779	
Class Section: 01	**Course Component:** Laboratory	
Start Date: 08/22/2016		
Instructor ID:		

☐ **Shared Syllabus**

Instructions for uploading your Syllabus

Note: Disable pop-up blockers in your browser to download your Syllabus or Syllabus Template.

Step 1: Download Syllabus Template Here

Step 2: Open downloaded template and fill in the required information.

Step 3: Save the template as a PDF document to your computer's desktop.   Saving PDF documents instruction

Step 4: Upload the file to your Faculty Center by pressing the button below.

     [Upload and Save Syllabus Document]

After your file is uploaded, you will see its filename as noted below.

Attached File: Syllabus_CHEM_1101_Fall_16.pdf

Step 5: View your uploaded Syllabus by pressing the button below.

     [View/Download Syllabus Document]

Want to make changes to your Syllabus? Edit the Syllabus file on your computer in Microsoft Word, then follow Step 3 to save and upload your changes. Your previous Syllabus on file will be overwritten.

[💾 Save]   [🔍 Return to Search]   [↑▤ Previous in List]   [↓▤ Next in List]

Uploading and Viewing Syllabi
Multiple Syllabi Process

Follow these instructions to upload the same syllabus for <u>multiple</u> sections.

Navigate from the Main Menu>Self-Service>Class Syllabus HB2504>UHS Shared Syllabus-Admin

Enter data in the fields as appropriate. Illustration shows the most common data entered. Click Search.

Click the Shared Syllabus; then click the "View Classes" link to see the sections to which the syllabus will be attached. Click Close to return to the Upload Page.

UHS Shared Syllabus

Course ID:	014949
Academic Institution:	University of Houston
Term:	Fall 2016
Description:	Foundations of Chem Lab

Class Syllabus

☐ Shared Syllabus

Instructions for uploading Shared Syllabus   View Classes for Shared Syllabus

Course View Page

Course ID:	014949
Academic Institution:	University of Houston
Term:	Fall 2016
Description:	Foundations of Chem Lab

Classes for Shared Syllabus

Shared Syllabus Classes: Personalize | Find | 🔲 | 🔳   First ◀ 1-4 of 4 ▶ Last

	Subject Area	Catalog Nbr	Academic Career	Campus	Class Nbr	Course Component	Class Section	Instructor ID	Name
1	CHEM	1101	Undergrad	UH	14779	Laboratory	01		
2	CHEM	1101	Undergrad	UH	14780	Laboratory	02		
3	CHEM	1101	Undergrad	UH	19155	Laboratory	04		
4	CHEM	1101	Undergrad	UH	19156	Laboratory	03		

Close

Follow the instructions for uploading the syllabus. Click save.

UHS Shared Syllabus

Course ID:	014949
Academic Institution:	University of Houston
Term:	Fall 2016
Description:	Foundations of Chem Lab

Class Syllabus

☑ Shared Syllabus

Instructions for uploading Shared Syllabus

View Classes for Shared Syllabus

Note: Disable pop-up blockers in your browser to download your Syllabus or Syllabus Template.

Step 1: Download Syllabus Template Here

Step 2: Open downloaded template and fill in the required information.

Step 3: Save the template as a PDF document to your computer's desktop.   Saving PDF documents instruction

Step 4: Upload the file by pressing the button below.

Upload and Save Syllabus Document

After your file is uploaded, you will see its filename as noted below.

Attached File: Syllabus_CHEM_1101_Fall_16.pdf

Step 5: View your uploaded Syllabus by pressing the button below.

View/Download Syllabus Document

Want to make changes to your Syllabus? Edit the Syllabus file on your computer in Microsoft Word, then follow Step 3 to save and upload your changes. Your previous Syllabus on file will be overwritten.

💾 Save   🔍 Return to Search   ♻ Refresh

This completes the process.

This process allows administrators to generate compliance reports for CV and syllabus uploads for their departments.

Navigate from the Main Menu>Self-Service>Curriculum Vitae HB2504>CV and Syllabi Compliance Rpt

Main Menu ▾ > Self Service ▾ > Curriculum Vitae HB2504 ▾ > CV and Syllabii Compliance Rpt

Click add new value if the report has not been run in the past. Enter your Run Control ID—which can be alphanumeric—no spaces. The "undercscore" special character is also allowed. Click Add.
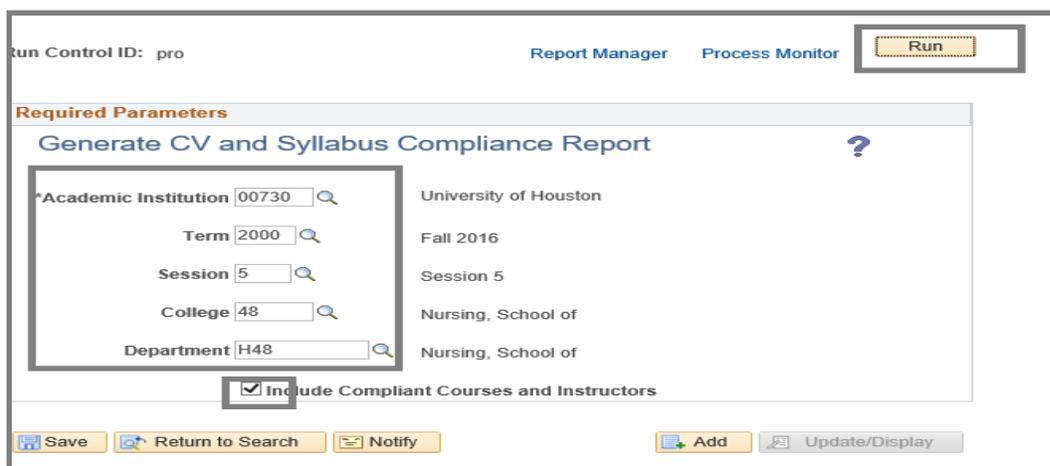
UHS HB2504 Report

Find an Existing Value	Add a New Value

Run Control ID: |

Add

Enter data in fields as appropriate. If the "Include Compliant"… box is not checked, the report will show instructors who are not in compliance. Click **RUN**.

Run Control ID: pro   Report Manager   Process Monitor   Run

Required Parameters

Generate CV and Syllabus Compliance Report   ?

Academic Institution 00730 🔍   University of Houston

Term 2000 🔍   Fall 2016

Session 5 🔍   Session 5

College 48 🔍   Nursing, School of

Department H48 🔍   Nursing, School of

☑ Include Compliant Courses and Instructors

🖫 Save   ↺ Return to Search   ✉ Notify   ➕ Add   ⧉ Update/Display

Select PSNUX in the Server Name field. Then click OK.

Process Scheduler Request

User ID 0170813		Run Control ID pro

Server Name PSUNX
Recurrence
Time Zone

Run Date 10/12/2016
Run Time 4:16:37PM

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	UHHBS001	UHHBS001	SQR Process	Web	PDF	Distribution

OK   Cancel

Click Process Monitor.

Run Control ID: pro   Report Manager   Process Monitor   Run

Required Parameters

Generate CV and Syllabus Compliance Report   ?

*Academic Institution 00730   University of Houston

Term 2000   Fall 2016

Session 5   Session 5

College 48   Nursing, School of

Department H48   Nursing, School of

☐ Include Compliant Courses and Instructors

Continue to click the Refresh icon until the Run Status and Distribution status shows Success and Posted respectively. Click the Details Icon.

Click View Log/Trace.

Click on the file extension "PDF" or "CSV" in the File List and the report will be viewable on the screen in a separate browser window.

Sample Report

```
                                           University of Houston
Report ID:  UHSUS001-06f                COMPLIANCE REPORT FOR HOUSE BILL 2504.
Term: Fall 2016                               Nursing, School of
Department: Nursing, School of
Session Code: Session 5
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 Course    Section Course ID Instructor          Syllabus  Curriculum Vita  Course type   EMPLID   Syl Upload
NURS 3311     1    045327                           NO          YES            LEC                  2016/02/16
NURS 3311     2    045327                           NO          YES            LAB                  2016/02/16
NURS 4314     1    009205                           NO          YES            LEC                  2015/08/28
```

Need further assistance?

PAMELA R. OGDEN

ENROLLMENT SERVICES
INTEGRATED STAFF SUPPORT

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