

Instructions for Posting Course Syllabus to myGWC

Using a PDF file

Please note: If not using a pdf file, please see cut and paste instructions

Please login to your myGWC account.

Click on the Faculty Tab to get access to all your assigned courses.

The screenshot shows a web browser window displaying the myGWC website. The browser's address bar shows the URL: https://mycoast.cccd.edu/render.userLayoutRootNode.uP?uP_root=root. The website header features the Golden West College logo and a navigation menu with tabs for Home, Faculty (highlighted with a red circle), and Employee. The main content area is divided into several sections:

- Personal Announcements:** States "There are no announcements".
- GWC Messages:** Lists "Faculty - Summer 2013 Grades & Other Semester Info" and "Student Learning Outcomes".
- Quick Links:** Includes links for "GWC On-Line Help Desk", "GWC Website", "GWC Parking Pass", "GWC Transcript Request", "Check Financial Aid Status", "GWC Financial Aid Information", "Pay Your Parking Citations Online", "GWC Bulletin Board", and "HR Contact Information" (with a sub-link for "Update Personal Contact Information").
- Golden West College Campus Bulletin Board:** Contains several announcements:
 - Musical Theater Audition Techniques Master Class and Workshop with Susan Egan:** Announces a master class and workshop with Susan Egan, an Orange County native Broadway star and original Belle in Disney's Beauty and the Beast. Registration information is provided.
 - District NOC # 164497 Scheduled Regular Maintenance - Banner DEVL:** A technical notice regarding a scheduled maintenance on the Banner DEVL system on August 23, 2013.
 - Welcome George Jennings Leighton!!!** A celebratory message about a baby boy born on August 9, 2013.
 - Fall 2013 Service Learning Program at Golden West College:** A notice about the upcoming service learning program.
- Outlook Web Access:** Provides instructions for logging into the GWC E-mail system via Outlook Web Access.
- My Calendar:** Includes a link to "Click here to login to your calendar."
- Bookmarks:** Lists "JA-SIG Homepage" and "SunGard Higher Education Homepage".

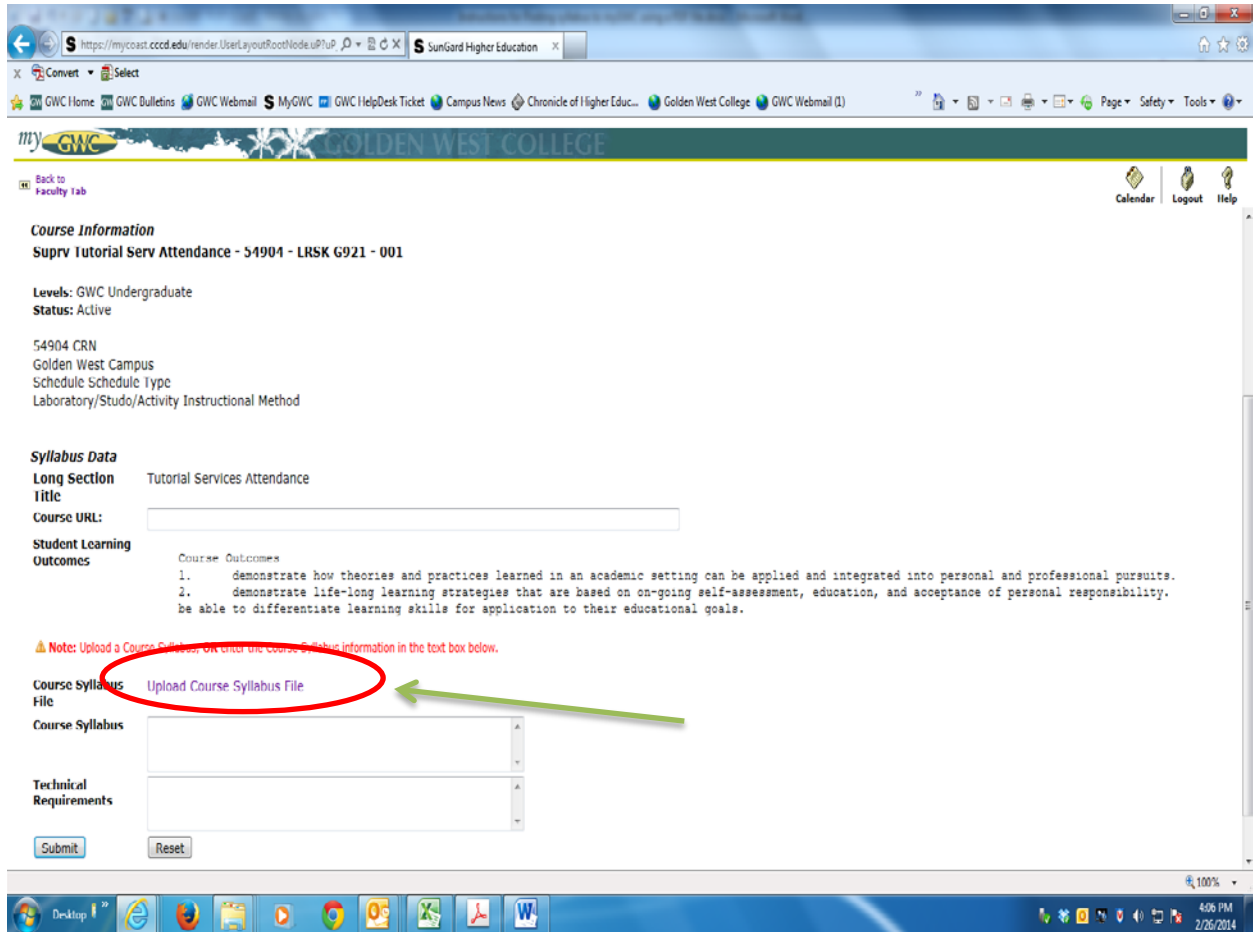
The date "August 22, 2013" is displayed in the bottom right corner of the page.

In the Faculty dashboard channel, choose the course for which you would like to load a syllabus. Then click on the syllabus icon as highlighted with the circle and arrow below:

The screenshot shows the Golden West College (GWC) Faculty Dashboard. The top navigation bar includes 'Home', 'Faculty', and 'Employee'. The main content area is divided into several sections:

- GWC Blackboard Learn:** A section for accessing course materials.
- Faculty Schedule:** A section for viewing the current schedule, with a search bar set to '08/22/2013' and a list of unassigned meeting times including LRSK-G921N, TUTR-G107, TUTR-G111, LRSK-G921, LRSK-G922, TUTR-G020, and LRSK-G921N.
- Faculty Dashboard:** A central section listing courses with icons for syllabus, calendar, and other resources. A red circle highlights the syllabus icon for the first course, 'Suprv Tutorial Serv Attendance' (LRSK G921 GWC Fall 2011), with a red arrow pointing to it.
- Faculty Grade Assignment:** A section for viewing final grades, currently showing 'No Final Grades are required at this time.'
- Other Faculty Resources:** A section with links to 'Faculty Term Rosters', 'Drop Rosters', 'Positive Attendance Rosters', 'Summary Waitlist', and 'How to View Faculty Waitlists (PDF)'.

The syllabus icon, will bring up the following screen. Click on the Upload Course Syllabus File as highlighted with the circle and arrow below.



A course syllabus shall at minimum include:

- A. Course Name and Number
- B. Instructor Name
- C. Office Hours (if applicable)
- D. Instructor Contact Information
- E. Student Learning Outcomes (NOTE: Include your official course Student Learning Outcomes as they appear in the Course Outline of Record (COR). If you are unsure about the official Student Learning Outcomes, please contact your department chair or your department Student Learning Outcome Coordinator (SLOC). The Student Learning Outcomes category must be clearly labeled in your syllabus.)

The Upload Course Syllabus file will up the following screen.

- 1) Click on Browse (purple circle below) to locate your syllabus file.
- 2) After you find your syllabus file, open the file and it will automatically populate the file field (green arrow below)
- 3) Click Load file (red circle below).

https://mycoast.cccd.edu/render/UserLayoutRootNode.u?up... SunGard Higher Education

Convert Select

GWC Home GWC Bulletins GWC Webmail MyGWC GWC HelpDesk Ticket Campus News Chronicle of Higher Educ... Golden West College GWC Webmail (1)

myGWC GOLDEN WEST COLLEGE

Back to Faculty Tab

Calendar Logout Help

Personal Information Faculty Services Employee Finance

Search [] Go

RETURN TO MENU SITE MAP HELP

Syllabus File

C02016409 Gregg M. Carr
GWC Fall 2013
Feb 26, 2014 04:14 pm

If a syllabus file is loaded here it will be available for students to view on the class schedule.

Suprv Tutorial Serv Attendance
LRSK G921 - 001
CRN: 54904

Click Browse to select file to load (PDF Files Only):

[Browse...]

[Load File]

Return to Previous

RELEASE: 8.5.3

Desktop 100% 4:14 PM 2/26/2014

Congratulations! Please repeat this process for each of your assigned courses.