Uploading Your Syllabus Information to UCanWeb

1. Go to the SUNY Canton homepage on URL http://www.canton.edu
2. Click on the UCanWeb link found in the green ‘Stay Connected’ tab of the SUNY Canton homepage. This tab is on the lower right corner of the page.
3. Login to the Secure Area of UCanWeb. If you are a new faculty and you don’t have a PIN yet, please contact the Registrar’s Office at 315/386-7042.
4. From the Main Menu, click on Faculty & Advisors
5. From the Faculty and Advisors Menu, click on Term Selection. Select the appropriate term from the pull down menu and click Submit. You will then be taken back to the Faculty & Advisors Menu.
6. From the Faculty and Advisors Menu, click on CRN Selection. Select any of your classes from the pull down menu and click Submit. You will then be taken back to the Faculty and Advisors Menu.
7. Click on Syllabus Information. You can now supply information on Long Section Title, Course URL (use if you have a web page or other course link) Learning Objectives, Required Materials and Technical Requirements. Click the Submit button when you are done.
8. To update syllabus information for your other classes for the same semester, click on "Return to Menu" at the upper right hand corner of the webpage and this will take you back to the Faculty & Advisors menu. Repeat steps 6 and 7. However, if you need to update syllabus info for other semesters, repeat from steps 5 thru 7.
9. When done with all your classes, exit UCanWeb by clicking on the Exit link on the upper right corner of the webpage.