

Uploading Your Syllabus Information to UCanWeb

- 1.** Go to the SUNY Canton homepage on URL <http://www.canton.edu>
- 2.** Click on the pull-down list at the right of the screen labeled 'Quick Links'. Click on 'UCanWeb'
- 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 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 Fall 2009 (for example) 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 step 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.