

**A Guide to
Uploading and Viewing Course Syllabi and Vita
In SamWeb**

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Uploading and Viewing Course Syllabi and Vita

Pursuant to House Bill 2504 of the 81st Texas Legislature, each institution of higher education is required to publish certain course and financial-related information on the institution's website. With regard to course-related information, SHSU is required to publish a course syllabus and faculty vita for each course section taught each semester. To comply with HB 2504, SHSU developed a process by which department staff can upload course syllabi and faculty vita through SamWeb each semester.

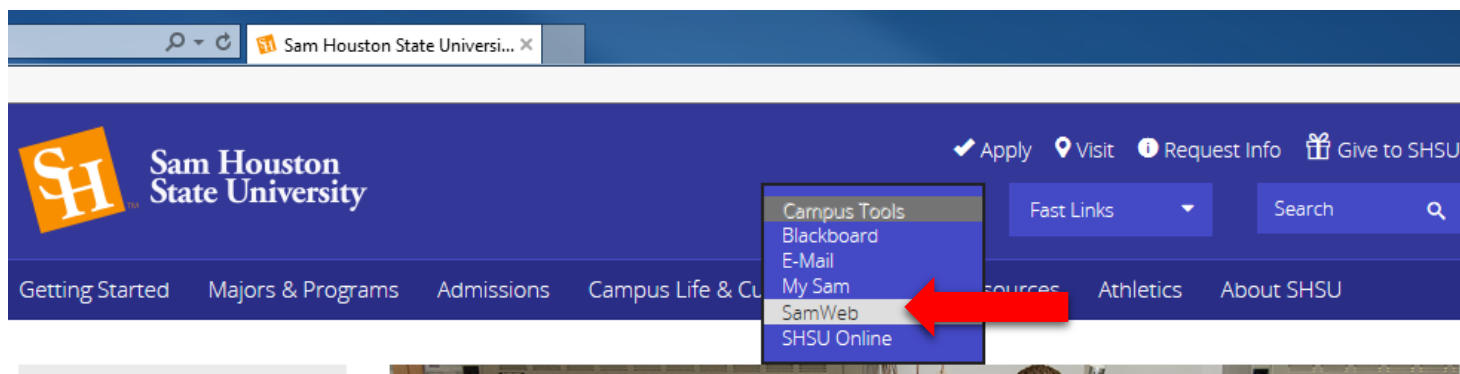
For questions or access to upload documents, please, contact Lisa Langlais, Administrative Coordinator: Special Projects, at lml011@shsu.edu or 936.294.2353.

How To: Upload Syllabi and Vita

1. Ensure your file is in PDF format*.

** It is suggested that you convert one file (syllabus or vita) into a PDF and perform all upload steps as a test prior to converting all files and then beginning the upload process.*

2. Under Campus Tools on the Sam Houston home page click 'SamWeb.'



3. On the SamWeb home page click 'Faculty Reports' followed by 'Credentials Report.'

Sam Houston STATE UNIVERSITY
A Member of The Texas State University System

HOME MYSAM HELP

SamWeb Home

KatSafe Emergency Contact Information

Sam Houston State University puts a high priority on the : information we have on file on each member of the univer

...e check your information by logging onto [KatSafe](#) to

If you have any questions, please e-mail katsafe@shsu.edu

Updating your off-site e-mail

Your off-site e-mail address will enable you to take advan

Faculty and Staff:

- Log into [My Sam Portal \(mysam.shsu.edu\)](http://mysam.shsu.edu) and loo
- Click the "Manage Off-site Contact Information" Lir

Students:

- Log into [Sam Web](#)
- Click the "IT@Sam" link in the left navigation men
- Click the "Off-site Contact Preferences" link in the l

4. On the Faculty Qualifications page select the *Semester* and *Year* from the drop-down boxes. Click 'Continue.'

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HOME MYSAM HELP

Faculty Qualifications

User Menu

Admin Menu

Semester:

Continue

5. Select the 'Department' from the drop-down box. Click 'Search.'

Sam Houston
STATE UNIVERSITY
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HOME MYSAM HELP

User Menu
Admin Menu

Faculty Qualifications



Department: - All Departments -

Search


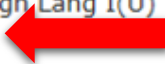
6. To add a **Syllabus or Vita** – Click on the green plus icon next to the syllabus or vita link requiring an upload.



NOTE: Vitas or syllabi with the green plus signs have no document uploaded. Courses or vita with a pencil or trash can icon have documents uploaded that can be deleted or replaced.


Faculty Name (F)

Vita  

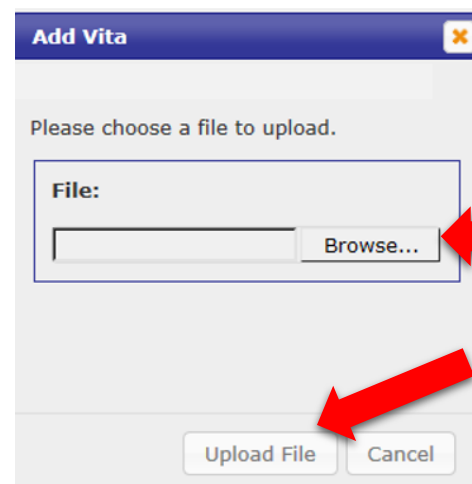
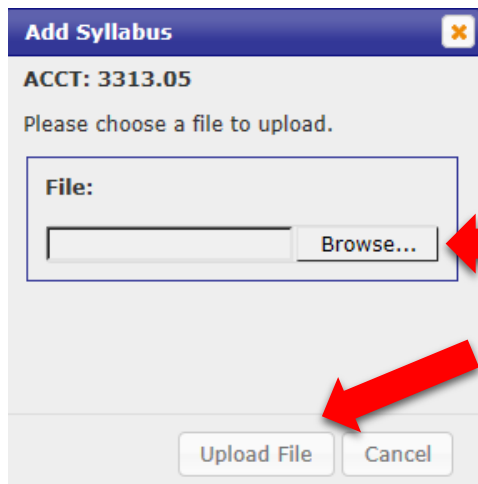
Courses Taught

SGNL 1401.01
Elementry American Sign Lang I(U)
[Catalog](#) [Syllabus](#)  

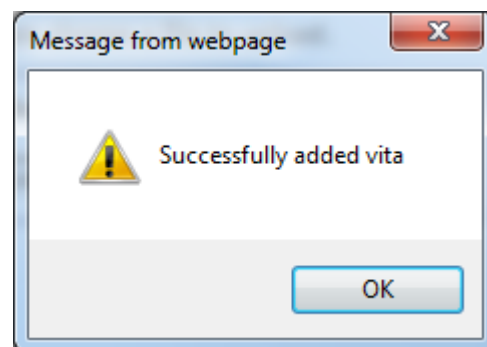
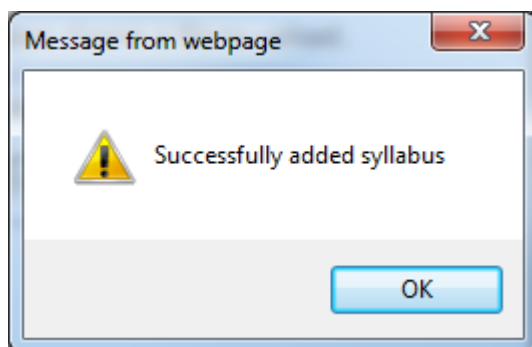
SGNL 1401.02
Elementry American Sign Lang I(U)
[Catalog](#) [Syllabus](#)  

SGNL 2311.01
Intrmd American Sign Lang I(U)
[Catalog](#) [Syllabus](#) 

- Click 'Browse' and locate the saved PDF syllabus or vita to be uploaded. Upon selecting the appropriate file, click 'Upload File.'

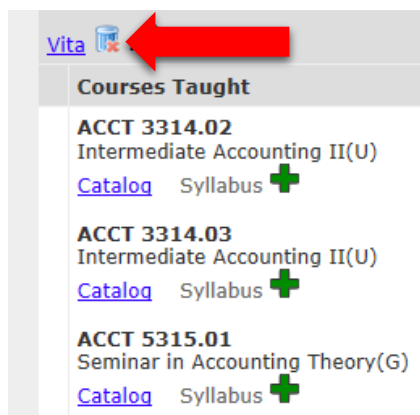


Upon successful file upload, you will see the following:

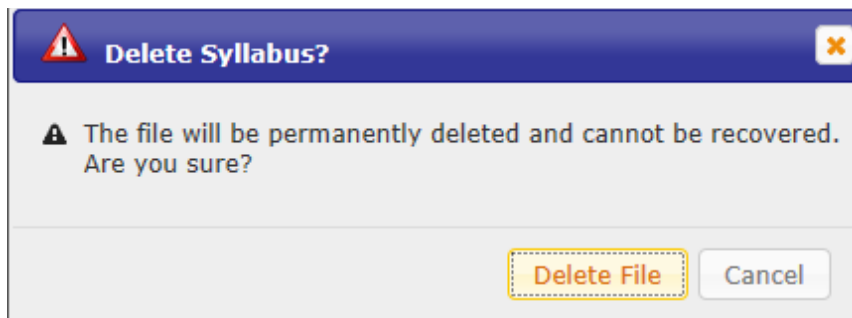


How To: Delete or Replace a Syllabi or Vita

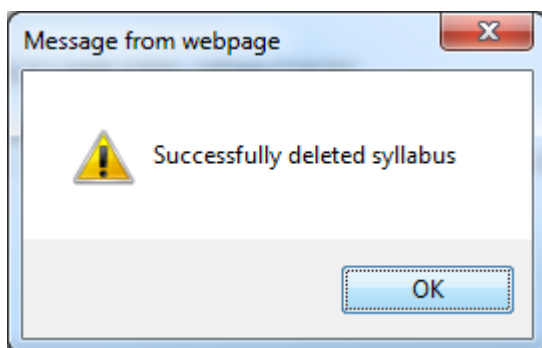
- To delete an existing syllabus or vita, click on the trash can icon.



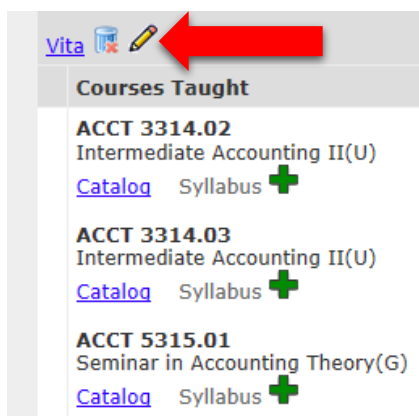
- To confirm the deletion, click 'Delete File.'



- You should see the following:

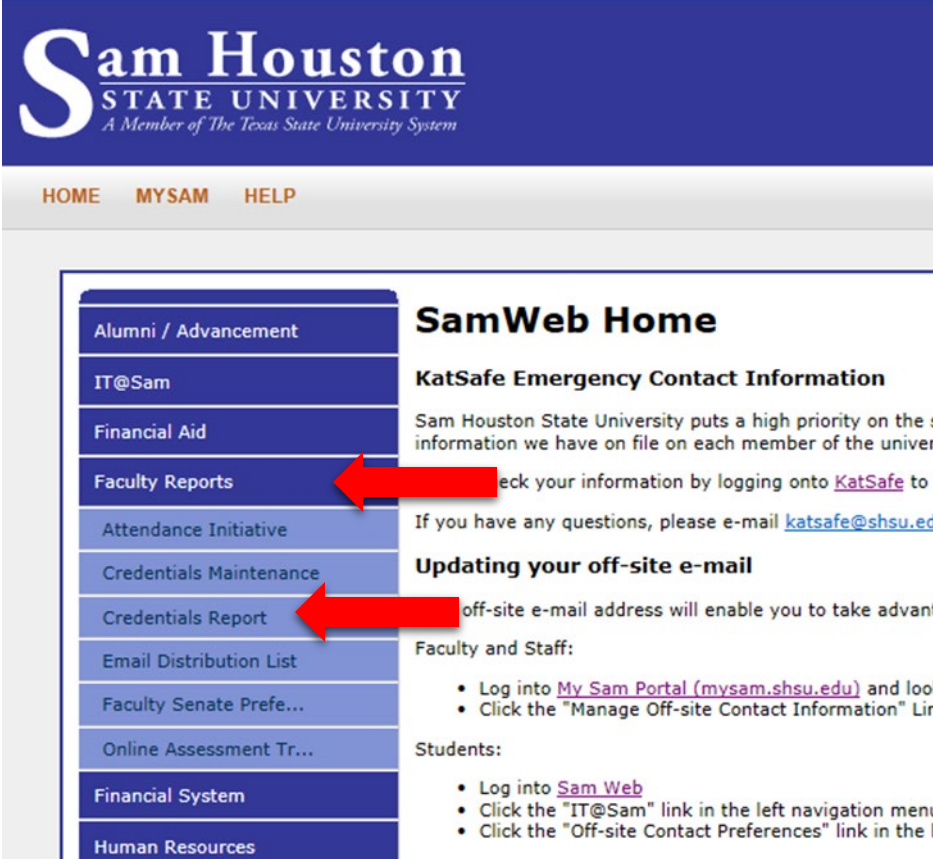


- To replace or edit an existing syllabus or vita, click on the pencil icon. Please note that after selecting the pencil icon, the process mirrors that of adding a new document. Please see steps 6 and 7 above.



How To: View the Syllabi and Vita

1. From the SamWeb, click on 'Faculty Reports' followed by 'Credentials Report.'



The screenshot shows the SamWeb Home page. At the top is the Sam Houston State University logo and navigation links: HOME, MYSAM, and HELP. A left-hand navigation menu contains the following items: Alumni / Advancement, IT@Sam, Financial Aid, Faculty Reports, Attendance Initiative, Credentials Maintenance, Credentials Report, Email Distribution List, Faculty Senate Prefe..., Online Assessment Tr..., Financial System, and Human Resources. Two red arrows point to 'Faculty Reports' and 'Credentials Report' in this menu. The main content area is titled 'SamWeb Home' and includes sections for 'KatSafe Emergency Contact Information', 'Updating your off-site e-mail', and instructions for Faculty and Staff and Students.

SamWeb Home

KatSafe Emergency Contact Information

Sam Houston State University puts a high priority on the information we have on file on each member of the university. Check your information by logging onto [KatSafe](#) to update your information.

If you have any questions, please e-mail katsafe@shsu.edu

Updating your off-site e-mail

An off-site e-mail address will enable you to take advantage of our services.

Faculty and Staff:

- Log into [My Sam Portal \(mysam.shsu.edu\)](#) and look for the "Manage Off-site Contact Information" link.

Students:

- Log into [Sam Web](#)
- Click the "IT@Sam" link in the left navigation menu.
- Click the "Off-site Contact Preferences" link in the left navigation menu.

2. Follow prompts to identify semester and department.

How To: Run a Missing Vita or Syllabi Report

1. From the SamWeb, click on 'Faculty Reports' followed by 'Credential Report.'

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HOME MYSAM HELP

SamWeb Home

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Left navigation menu items: Alumni / Advancement, IT@Sam, Financial Aid, Faculty Reports, Attendance Initiative, Credentials Maintenance, Credentials Report, Email Distribution List, Faculty Senate Prefe..., Online Assessment Tr..., Financial System, Human Resources.

2. On the Faculty Qualifications page select the *Semester* and *Year* from the drop-down boxes. Click 'Continue.'

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HOME MYSAM HELP

Faculty Qualifications

User Menu
Admin Menu

Semester:

Continue

3. Select the 'Department' from the drop-down box. Click 'Search.'

Sam Houston
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HOME MYSAM HELP

User Menu
Admin Menu

Faculty Qualifications

Department: - All Departments -

Search

4. In the upper left-hand corner of the page, click 'Credentials Home.'



5. Scroll down and click 'Document Imaging Reports.'

https://samweb.shsu.edu/facil1wp/

Find: Lab Fee Previous Next Options

[Enter Graduate Hours Earned](#) Enter graduate hours you have completed related to the courses you are teaching.

[Enter Other Qualifications](#) Enter your related work or professional experience, licensure and certifications, honors and awards, publications, presented papers, etc.

[Credentials Report](#) View the credentials report.

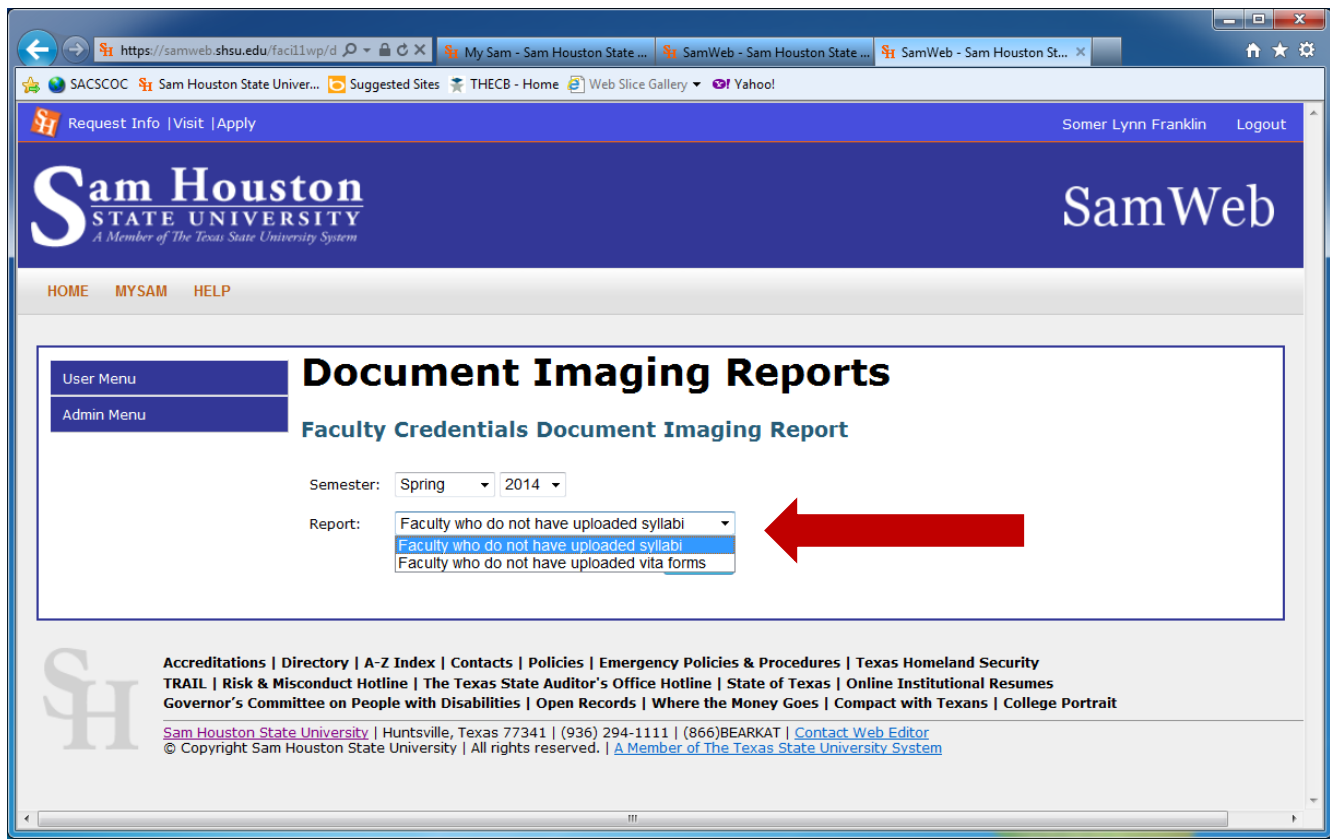
[Document Imaging Reports](#) have not been uploaded.

[Administrative Options](#) Add or modify credentials for another user.

Accreditations | Directory | A-Z Index | Contacts | Policies | Emergency Policies & Procedures | Texas Homeland Security TRAIL | Risk & Misconduct Hotline | The Texas State Auditor's Office Hotline | State of Texas | Online Institutional Resumes Governor's Committee on People with Disabilities | Open Records | Where the Money Goes | Compact with Texans | College Portrait

https://samweb.shsu.edu/facil1wp/document_report.php

6. Follow the prompts to select the semester and type of report.



The screenshot shows the SamWeb interface for Sam Houston State University. The main heading is "Document Imaging Reports" with a sub-heading "Faculty Credentials Document Imaging Report". The "Semester" is set to "Spring" and the year is "2014". The "Report" dropdown menu is open, showing three options: "Faculty who do not have uploaded syllabi", "Faculty who do not have uploaded syllabi", and "Faculty who do not have uploaded vita forms". A red arrow points to the first option. The footer contains various links and contact information for Sam Houston State University.

Please note the results can be downloaded into an Excel file and sorted for ease of use.