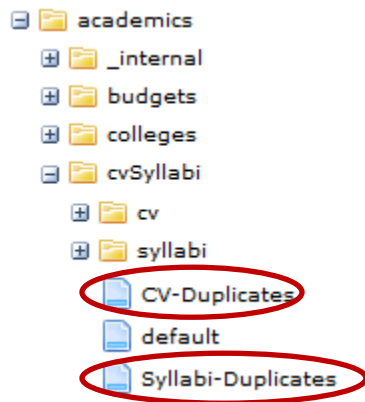


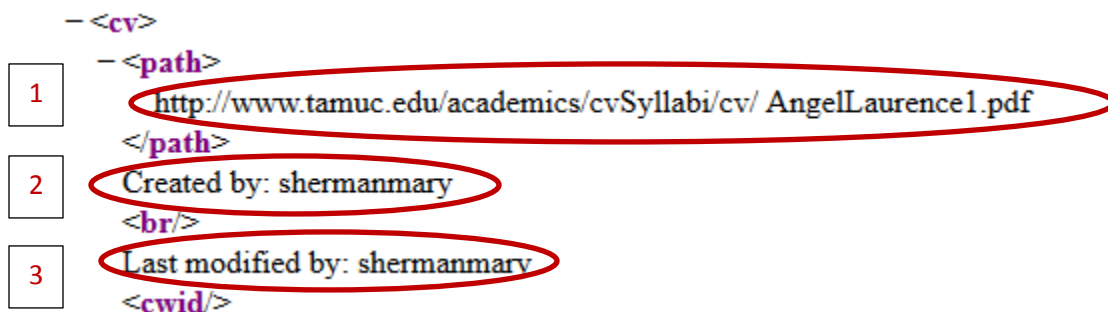
If you have been tasked to upload CV's and Syllabi's and you are wondering why the CV's or syllabi's are not appearing online? You will now be able to quickly see if why any CV's or Syllabi's have not uploaded. We have added two pages within Cascade **CV-Duplicates** and **Syllabi-Duplicates**. To access the CV & Syllabi indexes open Cascade select **MainSite/academics/cvSyllabi/** then select **CV-Duplicates** or **Syllabi-Duplicates** page.



The pages list all duplicate PDFs in each respective folder, who created the files, and who last modified the duplicate CV.

If someone has questions as to why their CVs or syllabi are not appearing, simply view the CV-Duplicates or Syllabi-Duplicates index page. You will quickly see who has created the CV or Syllabi and the last person to modify the CV or Syllabi.

Let's learn how to read the index report.



1. Review the link and check the file name. CV file names must be named in **LastnameFirstname.pdf**. Note that the file name has a number 1 at the end of the name. The CV needs to be deleted or renamed and re-uploaded.
2. The index lists the first person that created the first file by LastnameFirstname format.
3. The index lists the last person to modify the CV or Syllabi by LastnameFirstname format.

Common FAQ's

1. The instructor is no longer teaching at A&M-Commerce. What should I do?

- a. If the instructor is no longer teaching at A&M-Commerce search for the file in the cv or syllabi folder and delete the file.
2. The person who uploaded the file is no longer working at A&M-Commerce or has moved to another department.
 - a. The person who has taken over the last person's responsibilities is now responsible for deleting or updating the CV or syllabi file with the correct naming convention.
3. How do I know who was the last person to upload the file?
 - a. Check 'Last modified by:' information