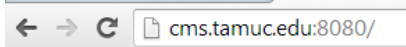


How to Update Syllabi

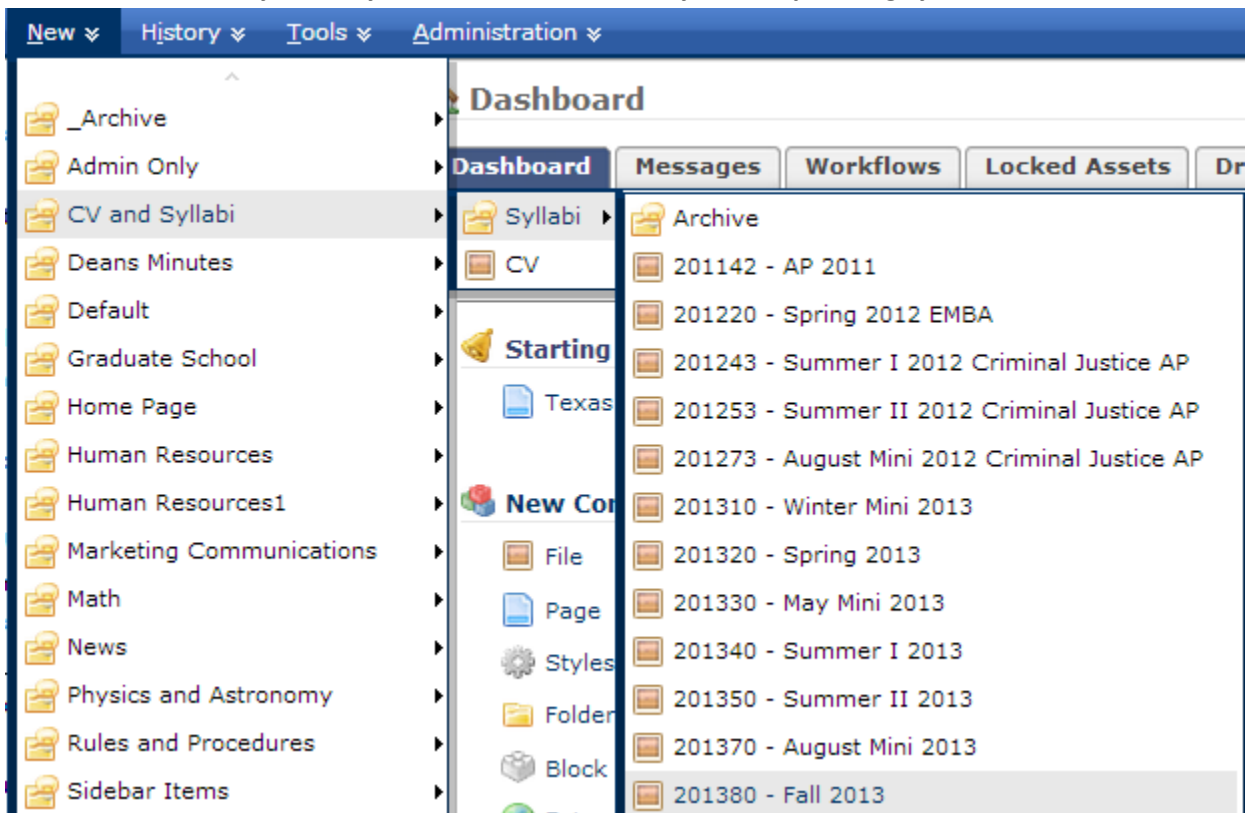
1. Open your Firefox, Google Chrome, or Safari Web browser. **Cascade is not compatible with Internet Explorer.**
2. Type **cms.tamuc.edu:8080** in the address bar and press Enter.



3. Log into Cascade.

A screenshot of the 'Log In' page for Cascade Server. The page has the Cascade Server logo at the top. Below it is a 'Welcome' box containing a login form with fields for 'Username' (containing 'tolesjake') and 'Password' (masked with dots). There is a 'Remember me' checkbox and a 'Log In' button.

4. Click **New > CV and Syllabi > Syllabi**. Click the term that you are uploading syllabi for.

A screenshot of the Cascade Server dashboard. The top navigation bar includes 'New', 'History', 'Tools', and 'Administration'. The left sidebar shows a tree view with 'CV and Syllabi' selected. The main content area shows a 'Dashboard' with tabs for 'Syllabi', 'Messages', 'Workflows', and 'Locked Assets'. Under the 'Syllabi' tab, there is a list of syllabi terms, including '201142 - AP 2011', '201220 - Spring 2012 EMBA', '201243 - Summer I 2012 Criminal Justice AP', '201253 - Summer II 2012 Criminal Justice AP', '201273 - August Mini 2012 Criminal Justice AP', '201310 - Winter Mini 2013', '201320 - Spring 2013', '201330 - May Mini 2013', '201340 - Summer I 2013', '201350 - Summer II 2013', '201370 - August Mini 2013', and '201380 - Fall 2013'.

5. Beside “System Name”, replace “File” with the CRN of the course the syllabus relates to, followed by “.pdf”.

Preview **Create**

Content **Metadata** **System**

You are editing a draft of an asset that has not been created in the system yet.

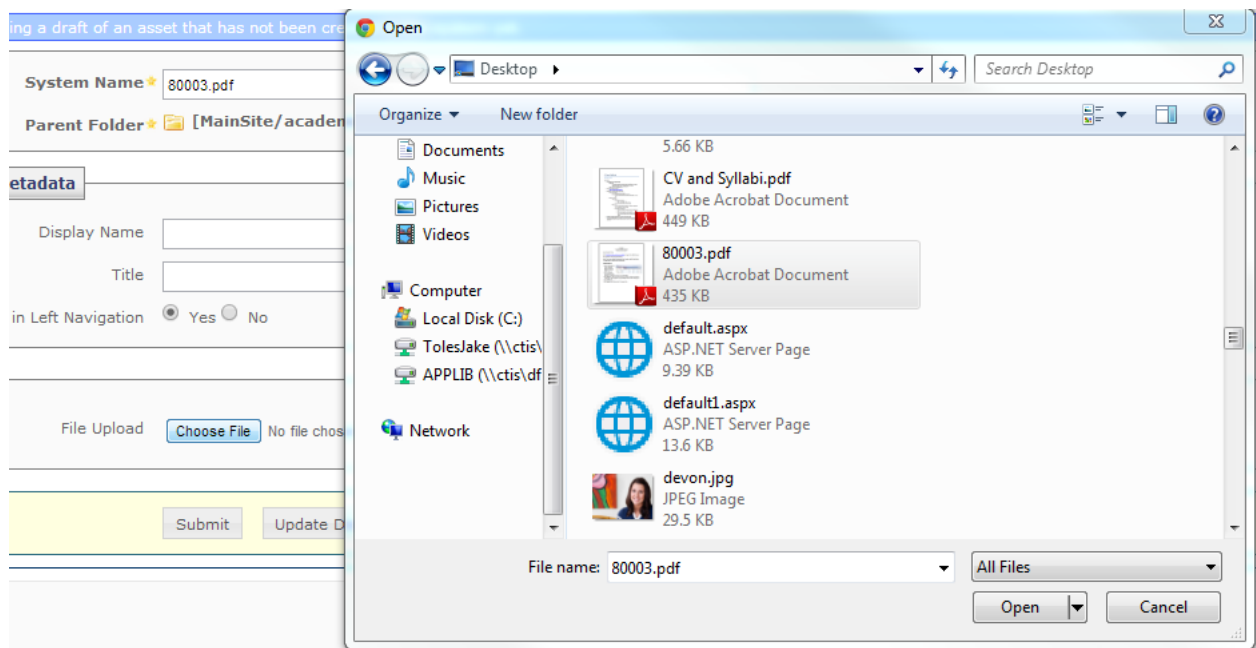
System Name ★ 80003.pdf

Parent Folder ★ [MainSite/academics/cvSyllabi/syllabi/201380]

If the file is not named correctly, you will see an error message if you submit.

An error occurred during creation: The filename must match the following syntax: 8\d{4}\.[pP][dD][ff]

6. Click **Choose File**, browse to the syllabus PDF file you have saved then click **Open**.



7. Click the **Submit** button.
8. Click the **Publish** tab and then click **Submit**.

When will you see the Syllabus in Schedule of Classes?

If you have just uploaded and published a syllabus, you will not see it in the schedule of classes right away. The schedule of classes updates its syllabi listings nightly, so check the next day to verify that your syllabus has been added. If not, contact the help desk at 903-468-6000 for assistance.