Instructions for Adding a Syllabus Link to the Class Schedule  
(Manage Class Links)

*To update class links you must either be listed as the primary instructor, the primary instructor must grant you security access, or you must have PeopleSoft access to the manage class links panel.

Note: Before beginning this process, you must have your syllabus hosted on a web server with a url link (PDF or html format is recommended). This can be done by:

1) Contacting the computer network administrator for your department to have them create a url link

OR

2) Creating your own page by visiting:
   http://www.it.utah.edu/services/helpDesk/emailWebhelp/personalweb_faq.html#webspace

Once you have a web page created, proceed with the directions below.

1. Login to the Campus Information System  
   (https://gate.acs.utah.edu/psp/plpr/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST)

2. Select the “Employee” Tab.
3. Scroll down to “Academics” and find “Class Tools.” Select “Manage Class Links.”
4. Select the Semester from the drop down menu.
5. Enter the Class Number OR Subject, Catalog and Section Number.
6. Select “Continue.”

Note: If classes are combined, a link will need to be created for each class.

7. Enter the web address for your syllabus in the “New Link” field, select the “Display this link on class schedule” box, and click “Update.”
Note: You may also select “This is an official syllabus for this section.” When selected, course syllabus information will also be posted for students under “My Courses” in the my.utah.edu. portal as shown below. If not selected, the link will not migrate to the student portal at my.utah.edu.

My Courses

Spring term classes:

FCS 3450-001 - Family Economic Issues
  WebCT
  Course Home Page
  Course Reserves

PHYS 2220-020 - Phycs For Scien. & Eng. II
  No URL for course homepage available

PHYS 2225-001 - Physics Lab II for S&E
  Course Home Page

BIOL 2020-001 - Princ of Cell Biology
  WebCT
  Course Reserves

FILM 3210-097 - Amer Film & Culture
  Course Reserves
8. Click “Test this link” to ensure the link is working properly.
   Note: If the link does not take you to the page you intended, verify the web address and make necessary corrections, click “Test this link” and then select “Update” again.

9. The course title will appear as a link on the class schedule for the corresponding section and term.

   Note: Manage class links must be updated for each class section every semester.