

E-Syllabus: Step-by-Step Guide to Enter Information at the Department Level

1. Go to the E-Syllabus log in.
 - a. Log in to ACES.
 - b. Look under EMPLOYEE tab.
 - c. Click on e-Syllabus link.
 - d. Log in using your username (the part before the @alamo.edu of your email address).
2. Select Department Maintenance.
3. Create one course syllabus for each course. You will be completing all the available fields, which are:
 - **Section and CRN:** *Take directly from **Online Schedule***
 - **Title:** *Take directly from **e-Catalog***
(<http://mypaccatalog.alamo.edu/content.php?catoid=63&navoid=1381>)
 - **Lec Hrs per Wk:** *Take directly from e-Catalog*
 - **Lab Hrs per Wk:** *Take directly from e-Catalog*
 - **Course Description:** *Take directly from e-Catalog*
 - **Pre-requisites and Co-requisites:** *Take directly from e-Catalog*
 - **Student Learning Outcomes:** *These may be taken from the department syllabus for each course. Consult with the Chair if you have questions.*
4. Once each course syllabus is submitted, create sections for each course:
 - a. Click the edit button to the right of a created course (these are listed below the course template).
 - b. Choose “Sections” in the top drop-down menu (under ABC Courses),
 - c. Add a section number, CRN number, and instructor (use drop-down menu for the instructor; if the instructor you need is not listed, contact April Zimmerman or Anita Soliz).
5. Complete the remaining fields only if the information is the same for all sections of the course. These fields are:
Textbooks and Other Materials, Course Content, Methods of Measurement, Additional Instructor Requirements, and General Description of the Subject Matter of Each Lecture or Discussion.
6. Click submit. The section has been created and linked to the appropriate instructor.