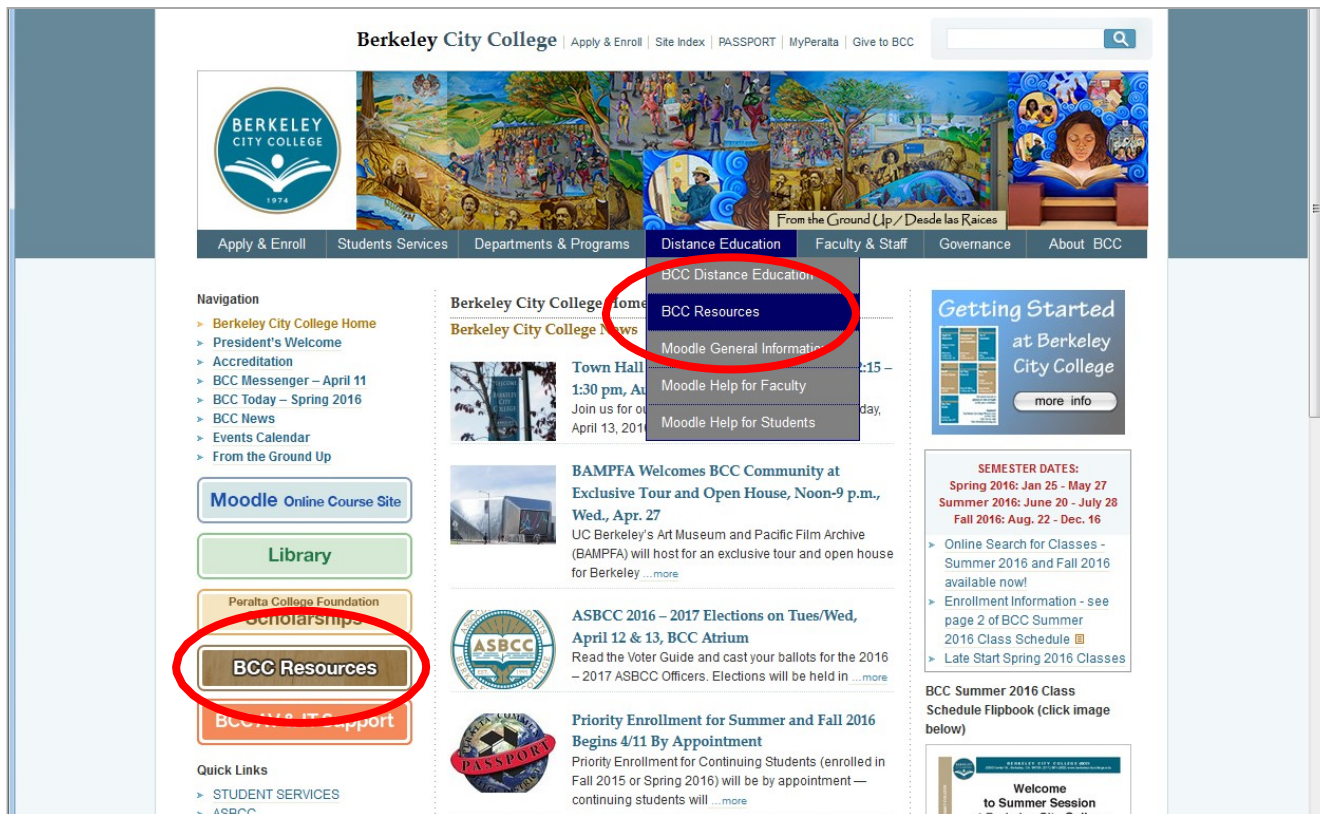


Step-by-Step How To Upload Your Syllabi

1. Go to **BCC Resources** at <http://eberkeley.org> – here are three ways to get there:
 - a. Type in the URL in your browser: <http://eberkeley.org>, or
 - b. On the BCC website (<http://www.berkeleycitycollege.edu>) – select “BCC Resources” in the dropdown menu under the *Distance Education* tab, or
 - c. On the BCC website, click on the brown button named “BCC Resources” in the left sidebar.



2. Please rename your file beforehand in the following manner:

SUBJECT–CATALOG#–CODE#–LASTNAME–SEMESTER

Example: ENGL-5-30123-JONES-M16.pdf

Notes: M17 = Summer 2017, F17 = Fall 2017, S18 = Spring 2018

File types: doc, docx, pdf, rtf (please, no image files such as png, jpg, gif, etc.)

3. Login using your previous Username and Password for BCC Resources (this is not the same login used at the District's Moodle):
- If you have never logged in here before, then login using your PROMT username and for your password use your Employee ID.
- If you need assistance, contact Theresa Rumjahn at trumjahn@peralta.edu

The screenshot shows the Berkeley City College Resources website. The header includes navigation links: HOME, BCC Campus, Library, Online Courses, Enroll Now!, Moodle Help, and SPAN 38 MOOC. The main content area welcomes users to the resources and provides links for Spring 2017 Moodle (<http://eperalta.org/spring2017>). It also lists faculty resources, including a link for Summer 2017 SYLLABI UPLOAD and Office Hours. A sidebar on the right contains a login form with fields for User ID, Password, and a Remember username checkbox, along with a Log in button and a Lost password? link. Below the login form is a list of course categories: FACULTY RESOURCES, STUDENT RESOURCES, ELECTIONS, MOOC Sites, SHARED GOVERNANCE, PROGRAM REVIEW, and DEVELOPMENT SITES.

4. Next, click the link “**Summer 2017 SYLLABI UPLOAD and Office Hours**” on the rightsidebar:

The screenshot shows the Berkeley City College Resources website after a user has logged in as BCC Faculty. The header navigation links remain the same. The main content area is identical to the previous screenshot. The sidebar on the right now shows a 'My courses' section with a list of courses: Summer 2017 Syllabi Upload and Office Hours, Moodle Course Migration Form, and All courses... A red circle highlights this 'My courses' sidebar. Below the sidebar is a photo of two students working together.

5. In the syllabi upload site, click on the link “[Summer 2017 Syllabi Upload – Click Here](#)”:

Summer 2017 Syllabi Upload and Office Hours

You are logged in as BCC Faculty (Log out)

HOME BCC Campus Library Online Courses Enroll Now! Moodle Help SPAN 103 MOOC

Home ► FACULTY RESOURCES ► Summer-2017-Syllabi-Upload

Navigation

- Home
- Dashboard
- Current course
 - Summer-2017-Syllabi-Upload**
 - Participants
- My courses

Administration

- Course administration
- Grades

Quickmail

- Compose New Email
- Signatures
- View Drafts
- View History

Syllabi and Office Hours

Please use the forms below to upload your **Syllabi** and submit your **Office Hours**.

Thank you for your cooperation!

Assistance:

- Login and technical help: Teresa Rumjahn, trumjahn@peralta.edu
- Administrative questions:
 - Donna Dorsey, ddorsey@peralta.edu, 981-2871
 - Sylvia Espinosa, sespinosa@peralta.edu, 981-2828

Syllabi Upload

- SUMMER 2017 Syllabi Upload - Click Here
- Step-by-Step How To Upload Your Syllabi

Office Hours

- Summer 2017 Faculty Office Hours Form - Click Here

You are logged in as BCC Faculty (Log out)

[Home](#)

6. On the next screen, scroll down to the bottom of the page and click the “**Add submission**” button.

► My courses

Administration

- Assignment administration
 - Edit settings
 - Locally assigned roles
 - Permissions
 - Check permissions
 - Filters
 - Logs
 - Backup
 - Restore
 - Advanced grading
 - View gradebook
 - View/grade all submissions
 - Download all submissions
- Course administration
- Switch role to...
- Site administration

For administrative questions, contact your Administrative Assistant (Donna Dorsey, ddorsey@peralta.edu, or Sylvia Espinosa, sespinosa@peralta.edu), or Lisa Gwyn-Lai, lgwynlaigo@peralta.edu

Visible groups:

Grading summary

Participants	79
Submitted	0
Needs grading	0

[View/grade all submissions](#)

Submission status

Attempt number	This is attempt 1.
Submission status	No attempt
Grading status	Not graded
Last modified	Tuesday, 12 April 2016, 12:34 PM
Submission comments	► Comments (0)

Make changes to your submission

7. On the next screen, drag your renamed file from your desktop into the drag-and-drop box. You can drag several files at the same time. You can upload a maximum of 10 files.

The screenshot shows the Moodle interface for uploading a syllabi. On the left, a navigation menu includes 'Home', 'Dashboard', 'Current course', 'Syllabi-Upload-S17', 'Participants', 'Syllabi Upload for Spring 2017', and 'Syllabi Upload - Click Here'. The main content area is titled 'Syllabi Upload - Click Here' and contains instructions on how to upload a syllabi. A red box highlights the 'Syllabi Upload - Click Here' link in the navigation menu, and a red arrow points from this box to the 'File submissions' section. The 'File submissions' section has a title bar with 'File submissions' and 'Maximum size for new files: 50MB, maximum attachments: 10'. Below the title bar is a 'Files' section with a large dashed box for dragging and dropping files. A red arrow points from the 'Syllabi Upload - Click Here' link to the 'Files' section. A text box on the left says 'Drag file(s) from computer into box'.

HOME BCC Campus Library Online Courses Enroll Now! Moodle Help SPAN 38 MOOC

Home ► FACULTY RESOURCES ► Syllabi-Upload-S17 ► Syllabi Upload for Spring 2017 ► Syllabi Upload - Click Here ► Edit submission

Navigation

- Home
- Dashboard
- Current course
 - Syllabi-Upload-S17
 - Participants
 - Syllabi Upload for Spring 2017
 - Syllabi Upload - Click Here
- My courses

Syllabi Upload - Click Here

How to Upload Your Syllabi:

1. Rename your files. Example: **MATH-140-33988-SMITH-M16.pdf** (doc, docx, pdf, rtf are okay).
2. Click the "Add Submission" button below.
3. Drag your files from your computer into the large box area. You can upload up to 10 files.
4. Click the "Save changes" button.

How to re-submit your syllabus - see page 5 of [Step-by-Step How To Upload Your Syllabi](#); or see a [video on using the file picker Add icon](#) to upload your files.

For technical assistance, contact Theresa Rumjahn at trumjahn@peralta.edu

For administrative questions, contact your Administrative Assistant (Donna Dorsey, ddorsey@peralta.edu) or Lisa Gwyn-Laigo, lgwynlaigo@peralta.edu

File submissions Maximum size for new files: 50MB, maximum attachments: 10

Files

You can drag and drop files here to add them.

Save changes Cancel

You are logged in as BCC Faculty (Log out)

Note: On older browsers that do not allow drag-and-drop, use the

"Add" button and upload it.



to get to the File Picker screen. Browse to your file

The screenshot shows the 'File submissions' section of the Moodle interface. It has a title bar with 'File submissions' and 'Maximum size for new files: 50MB, maximum attachments: 10'. Below the title bar is a 'Files' section with a large dashed box for dragging and dropping files. A red arrow points from the 'Add' button (a document icon with a plus sign) to the 'Files' section. The 'Add' button is located in the top left corner of the 'Files' section. Below the 'Files' section are 'Save changes' and 'Cancel' buttons.

File submissions Maximum size for new files: 50MB, maximum attachments: 10

Files

You can drag and drop files here to add them.

Save changes Cancel

8. After uploading, your files will all appear in the drag-and-drop area. Up to 10 files can be added. Then go ahead and click the "Save changes" button.

Navigation

- Home
- Dashboard
- Current course
 - Syllabi-Upload-M16
 - Participants
 - Syllabi Upload for Summer 2016
 - Syllabi Upload - Click Here**
 - My courses

Syllabi Upload - Click Here

How to Upload Your Syllabi:

1. Rename your files. Example: **MATH-140-33988-SMITH-M16.pdf** (doc, docx, pdf, rtf are okay).
2. Click the "Add Submission" button below.
3. Drag your files from your computer into the large box area. You can upload up to 10 files.
4. Click the "Save changes" button.

How to re-submit your syllabus - see page 5 of [Step-by-Step How To Upload Your Syllabi](#); or see a [video on using the file picker Add icon](#) to upload your files.

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File submissions Maximum size for new files: 50MB, maximum attachments: 10

Files

- ENGL-5-22334-JONES-M16.docx
- MATH-140-33988-SMITH-M16.pdf

Save changes **Cancel**

9. You are finished. Your Submission screen shows a list of the files you uploaded and the timestamp.

Navigation

- Home
- Dashboard
- Current course
 - Syllabi-Upload-M16
 - Participants
 - Syllabi Upload for Summer 2016
 - Syllabi Upload - Click Here**
 - My courses

Syllabi Upload - Click Here

How to Upload Your Syllabi:

1. Rename your files. Example: **MATH-140-33988-SMITH-M16.pdf** (doc, docx, pdf, rtf are okay).
2. Click the "Add Submission" button below.
3. Drag your files from your computer into the large box area. You can upload up to 10 files.
4. Click the "Save changes" button.

How to re-submit your syllabus - see page 5 of [Step-by-Step How To Upload Your Syllabi](#); or see a [video on using the file picker Add icon](#) to upload your files.

For technical assistance, contact Theresa Rumjahn at trumjahn@peralta.edu

For administrative questions, contact your Administrative Assistant (Donna Dorsey, ddorsey@peralta.edu, or Sylvia Espinosa, sespinosa@peralta.edu), or Lisa Gwyn-Laigo, lgwynlaigo@peralta.edu

Submission status

Attempt number	This is attempt 1.
Submission status	Submitted for grading
Grading status	Not graded
Last modified	Wednesday, 13 April 2016, 3:48 PM
File submissions	<ul style="list-style-type: none">ENGL-5-22334-JONES-M16.docxMATH-140-33988-SMITH-M16.pdf
Submission comments	Comments (0)

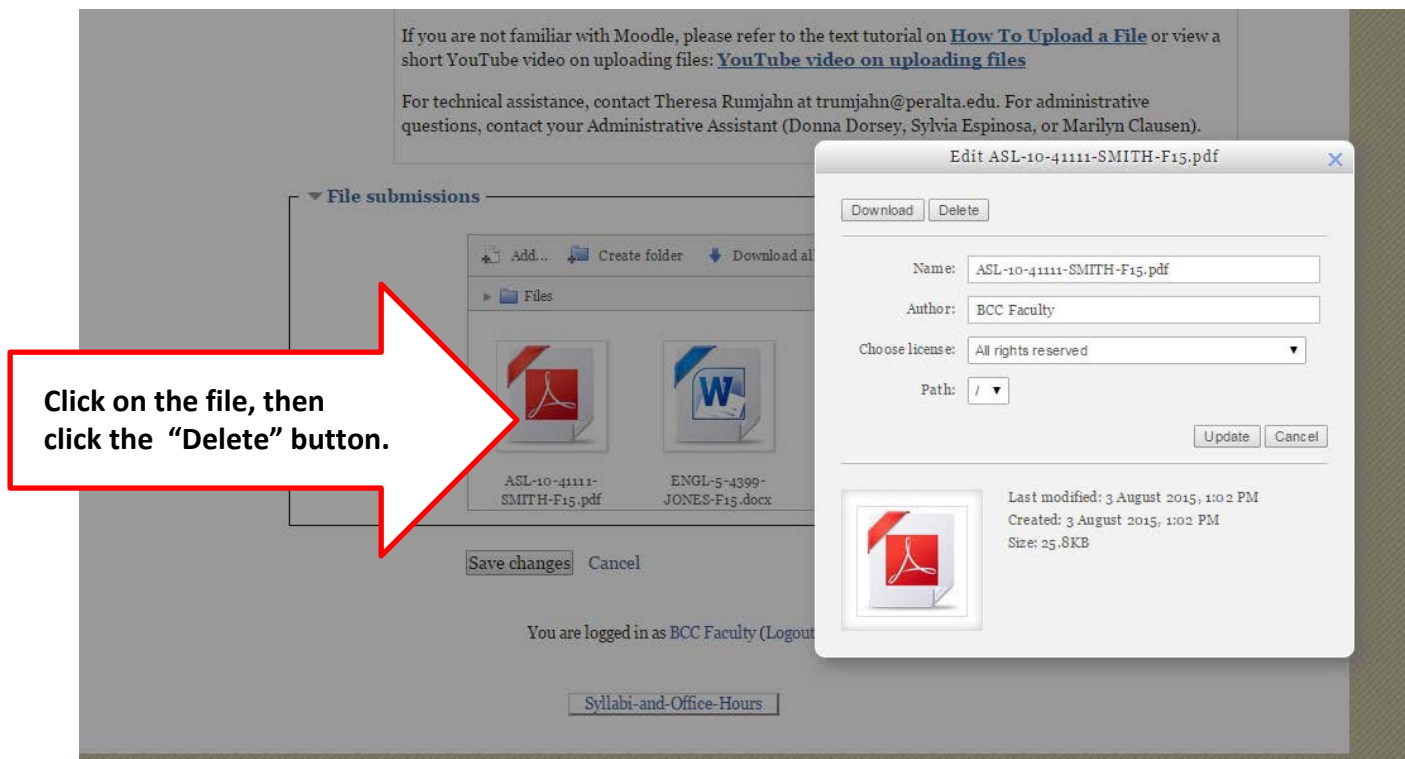
Edit submission

Make changes to your submission

Re-Submit Syllabi

If you modify your syllabus after submitting it, here are the steps to re-submit it.

- 1) From the course homepage, click the “Syllabi Upload” link again to get to the submittal page.
- 2) The button at the bottom of the page now displays as “Edit submission”, so click that.
- 3) Scroll down to the box area and click the file you want to change.
- 4) After clicking on the file, a popup window will display with a button named “Delete” – click that.



- 5) It will ask to confirm that you really want to delete, so click “OK”.
- 6) Back at the box, you can now drag in your modified file.
- 7) Last, click “Save changes”.

(revised 4/5/2017 – tgr)