

My Faculty Portal User Guide

Faculty Curriculum vitae and Syllabi Online Submission in compliance with House Bill 2504

Navigating HB-2504

The Texas Legislature passed a bill designated HB-2504 that mandated that all public institutions of higher learning in the State of Texas make available to the public, certain information concerning academic programs. These statutory provisions are now included in Section 51.974 of the Texas Education Code.

Texas Education Code 51.974 mandates that certain information:

- Including class syllabi,
- Instructor-of-record CVs and,
- Cost of attendance (if available)
 - Must be readily accessible on the institution's website
 - Specifically, no more than three clicks from the main webpage and,
 - Without password protection

MyTSU Faculty portal streamlines the HB2504 process by automatically creating an intuitive submission tool for syllabus that can submitted in three easy clicks and linked to a specific course.

Faculty can also create and submit curriculum vita information within their MyTSU faculty portal, to be included with course information and fully accessible online.

How do I find out more about House Bill 2504?

https://capitol.texas.gov/tlodocs/81R/billtext/html/HB02504F.htm



NOTE: <u>ONLY</u> PDF file formats will be accepted

How to Submit Syllabi:

1. Navigate to MyTSU portal: www.tsu.edu/mytsu

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© "We Wear Because Tigers Ca Coronavirus (COVID-19) Updo	re" Iss TSU is monitoring the ongoing COVID-19 situation. Current Phase. Phase 3. Learn more about the virus — and ways to stay safe.	

2. Click, "Faculty" tab.



"Faculty" page will launch.

Four (4) intuitive and adaptive tiles (shortcuts) will display.

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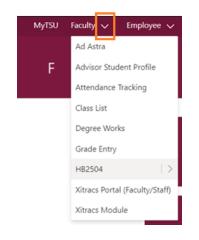


Office of Information Technology

3. Choose "HB2504" tile.

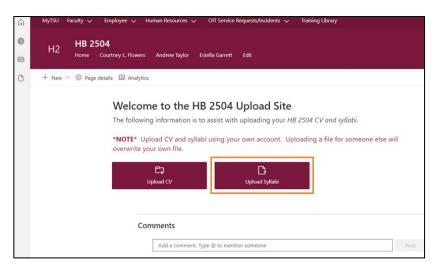


NOTE: As an alternative option, choose from the drop-down menu, "HB2504."



NOTE: While CVs might not change every semester, Syllabi do, since they include dates, times, classroom location, and other current course information.

4. Choose "Upload Syllabi" tile.



NOTE: <u>ONLY</u> PDF file formats will be accepted



5. Enter course details:

Term Year, *Term* Code, *Course* Subject, *Course* Number, and *Course* Section, in accordance with the university course catalog.

Here is an example:

Term Year	2023	← Academic Year
Term Code	20	← Denotes, Spring semester
Course Subject	MIS	 Acronym, according to course catalog*
Course Number	100	← Refer to course catalog*
		(*Confirm with your course scheduler to verify information i.e., Course Subject, Course Number, Course Section).
Course Section	02	(Do not include spaces if hyphen included. e.g., 1-A. Avoiding syntax errors is also critical; where appropriate to use zeros instead of the letter O, or vice versa).

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What are the Term Codes at Texas Southern University?

10- Fall 17- Winter 20- Spring 27 - May **30** - 1st Summer **40** - 2nd Summer



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6. Click "Attach file"

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NOTE: <u>ONLY</u> PDF file formats will be accepted

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8. Choose syllabi from document list.

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NOTE: ONLY PDF file formats will be accepted



9. Click "Open"



Your file will now be attached.

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10. Click "Submit"



Syllabi submitted check mark will appear.

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An email confirmation will be sent.

(This only confirms your document was uploaded in the system, not that it has been validated.)

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NOTE: Although a green check mark will display in MyTSU portal and an email confirmation of submission will be sent, all faculty <u>must</u> check the Registrar's website to ensure their Syllabi displays correctly.

https://ssb-prod.ec.tsu.edu/PROD/bwckschd.p_disp_dyn_sched



NOTE: <u>ONLY</u> PDF file formats will be accepted

How to Submit Curriculum vitae (CV):

1. Choose "Upload CV" tile.

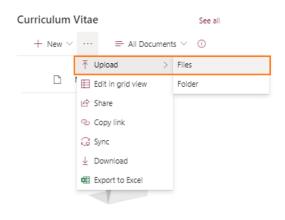
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2. Click ellipses (...) icon

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3. Click "Upload" then "File"



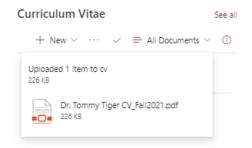
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NOTE: <u>ONLY</u> PDF file formats will be accepted

File confirmation will appear.

(This only confirms your document was uploaded in the system, that it has been validated.)





An email confirmation will be sent.

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	2. Class Schedule	

- 3. Search by Term
- 4. Submit
- 5. Choose Options

If you click on the view syllabus and instructor's name links and an error page display, you **must** resubmit your document(s) in the MyTSU portal.



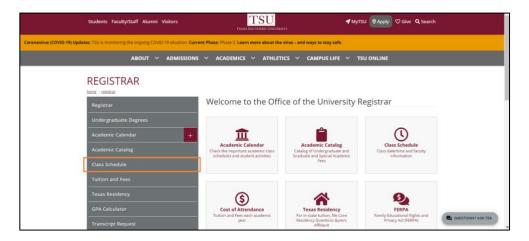
How to Validate Syllabus Submission:

Faculty Curriculum vitae and Syllabi are viewable online in near real-time.

1. Visit, www.tsu.edu/registrar

Students Faculty/Staff Alumni Visitors	TEXAS SOUTHERN UNIVERS		SU 🛛 Apply 🗘 Give 🔍 Search	
Coronavirus (COVID-19) Updates: TSU is monitoring the ongoing COVID-19 situation. Current	nt Phase: Phase 3. Learn more about the	virus – and ways to stay safe.		
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2. Click "Class Schedule"





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3. Select from "Search by Term" drop-down menu.



4. Click "Submit"



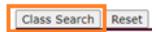
5. Execute "Class Schedule Search"

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Attribute Type:	All Core Curriculum
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Class Search Reset	
RELEASE: 8.7.2.6	
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NOTE: T	here are many filter options, but to perform a simple search: 1).
5	elect, "Subject" 2). Select, "Instructor" 3). Click, "Class Search" button.

Remember to click "View Syllabus" and click on instructor's name.

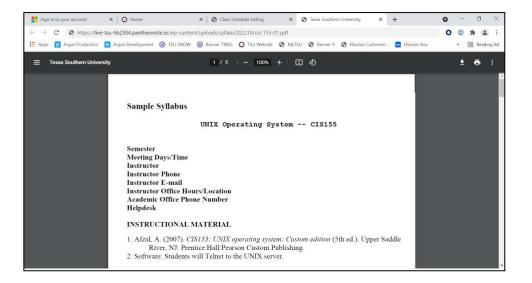


6. Click "Class Search"



7. Click "View Syllabus" to display results.

TSU TEXAS SOUTHERN UNIVERSITY *SCELLINCE IN ACHIEVEMINT	
Class Schedule Listing	Fall 2021 Sep 06, 2021
	Sep 06, 2021
Sections Found	
UNIX Operating System CIS 155 - 01 view syllabus	
Associated Term: Fall 2021 Registration Dates: Apr 05, 2021 to Aug 27, 2021 Levels: Undergraduate Attributes: Equipment fee Scie and Tech	
On-Campus Campus	
Lecture Schedule Type Lecture Instructional Method	
3.000 Credits	
View Catalog Entry	
Scheduled Meeting Times	
Type Time Days Where Date Range Schedule Type Instructors	
Class 11:00 am - 12:15 pm TR 0163 - Technology Bldg/2014 243 Aug 23, 2021 - Dec 10, 2021 Lecture Tommy Tiger (P)	
Return to Previous PELEASE: 8.7.2.6	





How to Validate CV Submission

Click "Instructors" name to display Curriculum Vita (CV).

TEXAS SOUTHERN UNIVERSITY "EXCELLENCE IN ACHIEVEMENT"			
Class Schodula Listing			Fall 2021
Class Schedule Listing			Sep 06, 2021
Sections Found			
UNIX Operating System CIS 155 Associated Term: Fall 2021	- 01 view syllabus		
Registration Dates: Apr 05, 2021 to Aug 27 Levels: Undergraduate Attributes: Equipment fee Scle and Tech	, 2021		
On-Campus Campus Lecture Schedule Type			
Lecture Instructional Method 3.000 Credits			
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		County right wy (g)	
Return to Previous			
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Sign in to your account 🛛 🗙 🛛 🔿 Hom	e 🗙 🛛 🕄 Class Scher	dule Listing × I Tommy Tiger, Ph.D. × +	o - a ×
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		🕽 TSU Website 🔇 MyTSU 🔇 Banner 9 🔇 Ellucian Customer 🔤 Ellucian Box	» 🔳 Reading list
E RASOUL SANEIFARD, Ph	1 / 3	- 100% + 正 む	± + :
Tom	ny Tiger, Ph.D.	Phone: (713)-313-1234 (O)	
SAM		(e-mail: tommy.tiger@tsu.edu)	
		EDUCATION	
1986-	-1994 Illinois State University,	Normal, IL., U.S.A.	
(inch	Degree obtained: Doctora uding years of full-time teaching).	ate of Arts in Economics, August 1994	
1983-		ity, Macomb, Illinois, U.S.A.	
1983-		of Business Administration, May 1986.	
1971-	-1975 University of Kinshasa, H	Kinshasa, D.R. Congo.	
	Degree obtained: Bachele	or's degree in Business Administration with Distinction	
			•

NOTE: If you click on the view syllabus and instructor's name links and an error page display (Oops! That page can't be found), you <u>must</u> resubmit your document(s) in the MyTSU portal.



If your file was not submitted in PDF format, or if the filename is not accurate, you will receive the following error:

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👖 Apps 🙋 Argos Production 🙋 Argos Development 🛞 TSU SNOW 🛞 Banner TRNG 🔘 TSU Website 🕲 MyTSU 🕲 Banner 9 🕲 Ell	lucian Customer 📴 Ellucian Box 🛛 TSU Daily Log 🌘 New MyTSU (Tiger 🚦 Thrive Flex 🔯 TSU-Monthly Proje	III Reading list
TSU HB2504		
TSU HB2504		
OOPS! THAT PAGE CAN'T BE FOUND.	It looks like nothing was found at this location. Maybe try a search?	
	Search Q	

NOTE: If you click on the view syllabus and instructor's name links and an error page display (Oops! That page can't be found), you <u>must</u> resubmit your document(s) in the MyTSU portal.



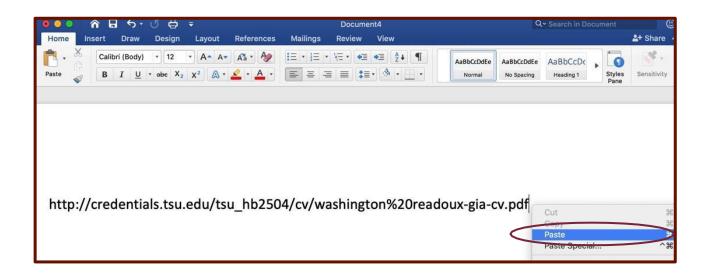
Verify Filename for Faculty CV

Step 1: Open Class Schedule Search, select the subject, and find the link to the Faculty CV.

Class Search webpage: <u>https://ssb-prod.ec.tsu.edu/PROD/bwckschd.p_disp_dyn_sched</u>

Indust and Organ Psychology - 11088 - PSY 332 - O1S View	/ Syllabus			
Virtual Class Meetings Required: This class will meet virtual	lly, 6:30pm - 9	:30pm W.		
Associated Term: Fall 2020 Registration Dates: Apr 20, 2020 to Aug 22, 2020 Levels: Undergraduate				
ONLINE/Telecom Campus Lecture Schedule Type Online/Computer Instructional Method 3.000 Credits View Catalog Entry				
Scheduled Meeting Times				
Type Time Days Where Date Range	Schedule Type	Instructors		
ONLINE 6:30 pm - 9:30 pm W TBA Aug 19, 2020 - Nov 19, 2020	0 Lecture	Gia A Washingtor	Open Link in New Tab Open Link in New Windo	w
Abnormal Psychology - 10421 - PSY 433 - 01S View Syllabu	15		Download Linked File Download Linked File As	
Virtual Class Meetings Required: This class will meet virtua	lly, 11:20am -	12:50pm TR.	Add Link to Bookmarks Add Link to Reading List	
Associated Term: Fall 2020 Registration Dates: Apr 20, 2020 to Aug 22, 2020 Levels: Undergraduate			Copy Link Share	•
ONI INE/Telecom Campus				





The filename being requested by Class search was: http://credentials.tsu.edu/tsu_hb2504/cv/washington%20readoux-gia-cv.pdf

(Note: "%20 is "web-speak" for a <space>.)

 a. In this case, Class Search was requesting the filename as: washington readoux-gia-cv.pdf (with a space between Gia's last names).

The Fix: Rename the PDF file to match the filename in Class Search exactly, upload the file again, and verify the PDF is viewing properly within Class Search.



Verify Filename for Faculty Syllabus

Step 1: Open Class Schedule Search, select the Subject, and select Class Search

Class Search webpage: https://ssb-prod.ec.tsu.edu/PROD/bwckschd.p_disp_dyn_sched

Step 2: Right-click on View Syllabus, and select Copy Link

Class Schedule Listing

Introduction to Visual Art - 10949 - ART 130 - 01A view syllal	Open Link in New T	ab
Associated Term: Fall 2021 Registration Dates: Apr 05, 2021 to Aug 27, 2021 Levels: Undergraduate	Open Link in New W Download Linked Fi	/indow
On-Campus Campus Lecture Schedule Type Online/Computer Instructional Method 3.000 Credits View Catalog Entry	Download Linked Fi Add Link to Bookma Add Link to Reading	arks
Scheduled Meeting Times	Share	>
Type Time Days Where Date Range Schedule Type	e In Add Item	
ONLINE TBA TBA Aug 23, 2021 - Dec 10, 2021 Lecture	Le Generate Secure Pa Services	assword



Step 3. Open the Microsoft Word, create a new document, **Right-Click** and then paste the link into the Word document.

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iBbCcDd io Spacin		AaBbCcDdEe Heading 2	AaBb(AaBbCcDdEr Subtitie	Aa8bCcDdEe Subtle Emph	Aa8bCcDdEe Emphasis	AdfbCcDdEe Intense Emp	Au8bCcDdEe Strong	Aa8bCcDdEe Quote	AddbCcDdEe Intense Quote	AntheCcDoEt Subtle Refer	AubsCcDolls Intense Refe	AdibCcDdEe Book Title	Aa8bCcDdEe List Paragraph	100	0 Dictate	Sensitivity	Editor	Create and Sh Adobe PDF	Aare Request Signatures	
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The filename being requested by Class search was: https://live-tsuhb2504.pantheonsite.io/wp-content/uploads/syllabi/202210/art-130-01a.pdf

(Note: "%20 is "web-speak" for a <space>.)

a. In this case, Class Search was requesting the filename as: art-130-01a.pdf

The Fix: Rename the PDF file to match the filename in Class Search exactly, upload the file again, and verify the PDF is viewing properly within Class Search.



Reference: www.tsu.edu/academics

Technical support is available 24/7 by emailing IT Service Center: <u>itservicecenter@tsu.edu</u> or submitting a case: <u>http://itservicecenter.tsu.edu</u>

As always, we appreciate your support as we continue to improve the tools that ensure "Excellence in Achievement."