

A Guide to Uploading Faculty Syllabi into Sedona

A. Sedona Record Maintenance:

- 1) Go to www.sedonaweb.com and choose **Department** from the drop down box under Account Type.
- 2) Enter the College ID that has been constructed for you as follows: GMU (case sensitive), then enter the Department ID that has been constructed for you as follows: ACCT/FNAN/ISOM/MGMT/MKTG (case sensitive).
- 3) Enter a password that has been constructed for you as follows: Area and the last 3 digits of your ORG, e.g. ACCT321.

B. Uploading Syllabi:

- 1) In the top right corner, select the faculty member of your choosing.
- 2) Click on the Teaching Schedule link under the **Teaching Activities Entry** tab.
- 3) Choose the appropriate semester from the **Select Term** drop down box.
- 4) Click the Manage link and choose the File Type from the drop down box (Course Syllabus).
- 5) Click Browse, select the file and then click upload.
- 6) If you wish you view the syllabi once it has been uploaded into Sedona, simply click the download link to continue.

ADDITIONAL INFORMATION

- Area admin are responsible for uploading syllabi each semester.
- Faculty should provide syllabi in WORD or PDF format.