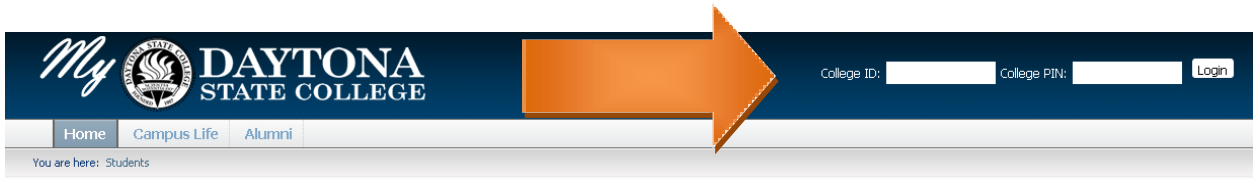


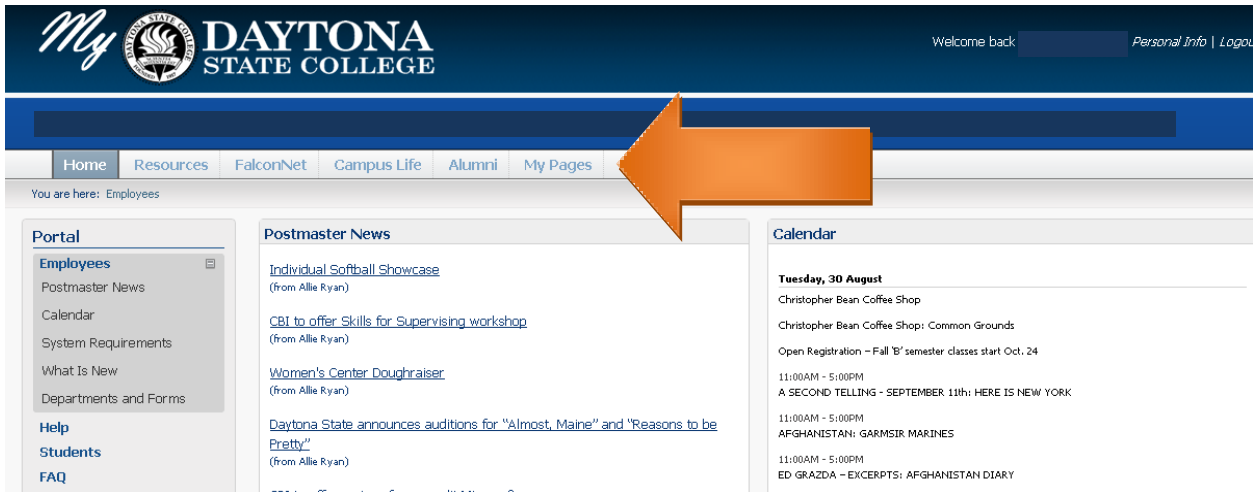


**DAYTONA
STATE COLLEGE**

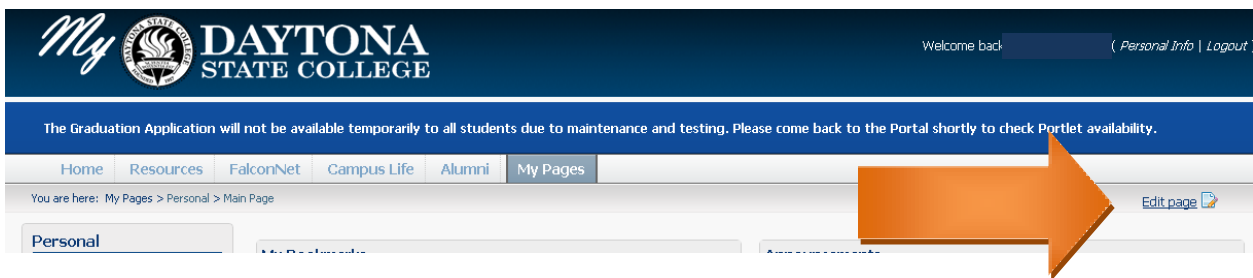
First Time Syllabus Upload



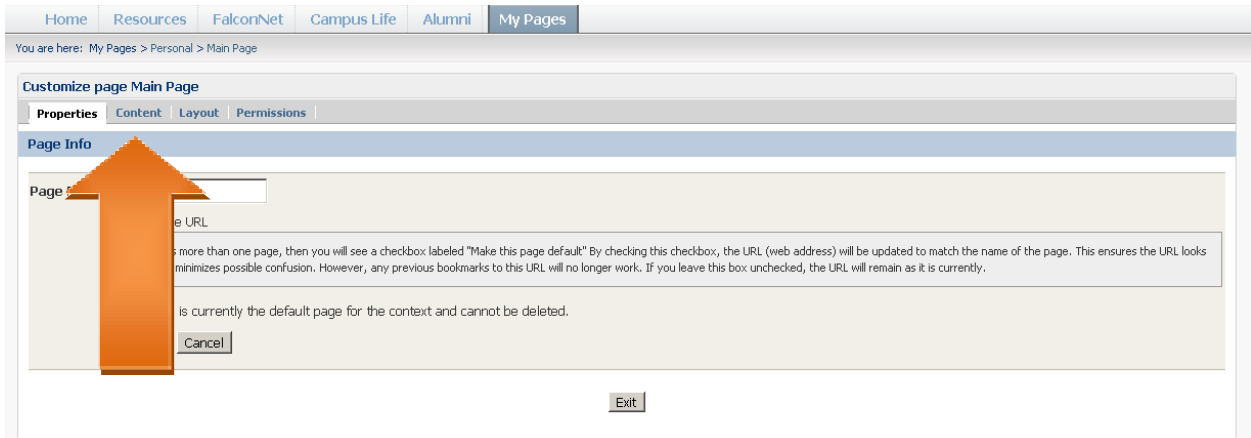
1) Log in to the Daytona State Portal using your College ID and Pin.



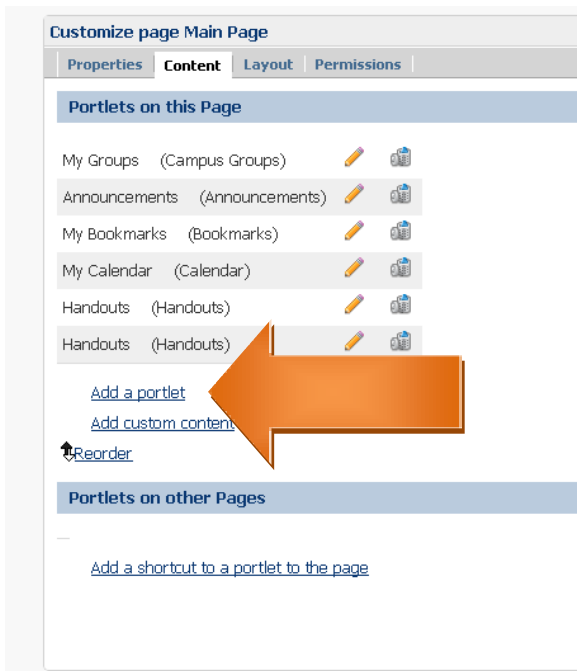
2) After logging in select the "My Pages" tab.



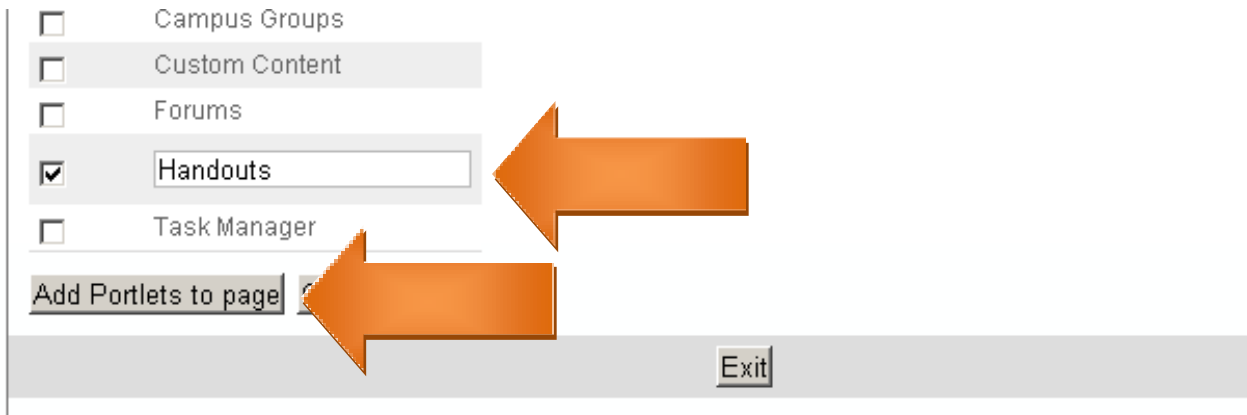
3) Select "Edit Page"



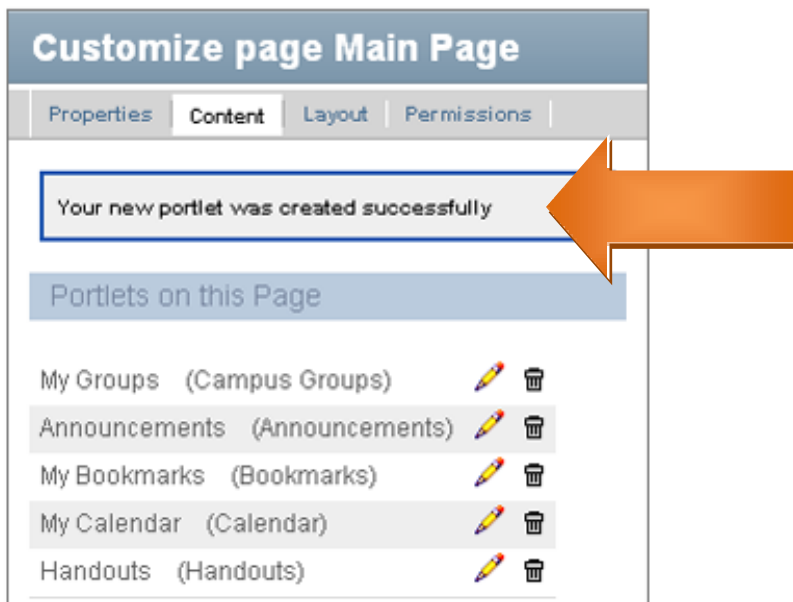
4) Select the "Content" tab



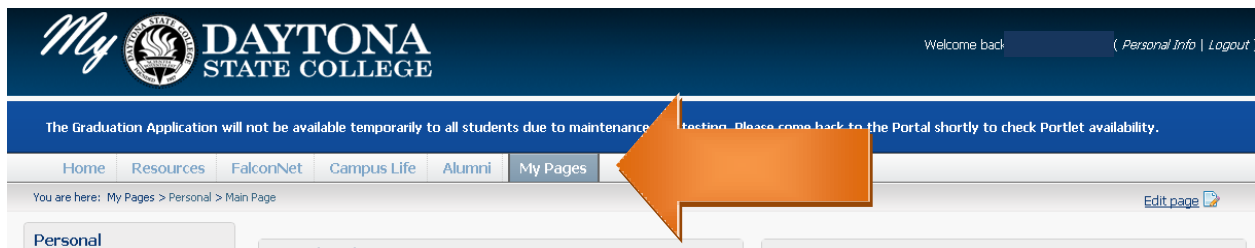
5) Click "Add a portlet"



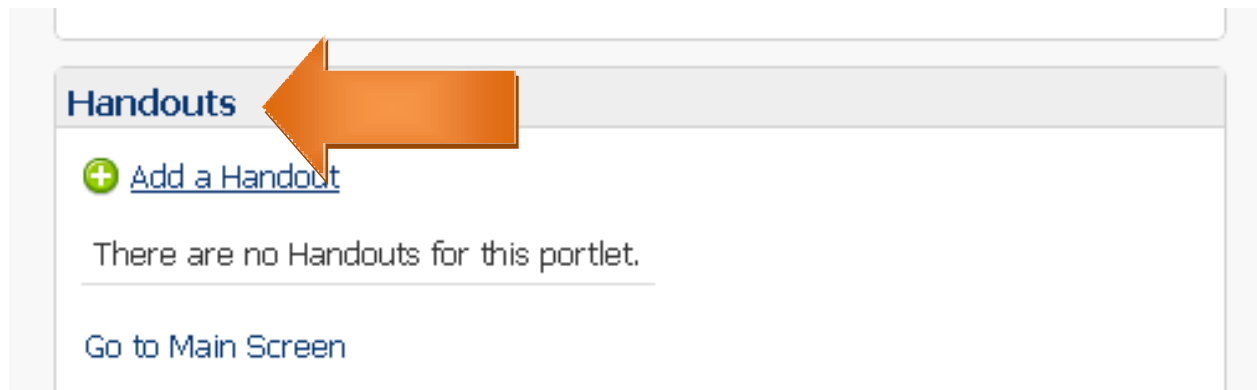
6) Select the available portlet called “Handouts”. Then select “Add portlets to page”.



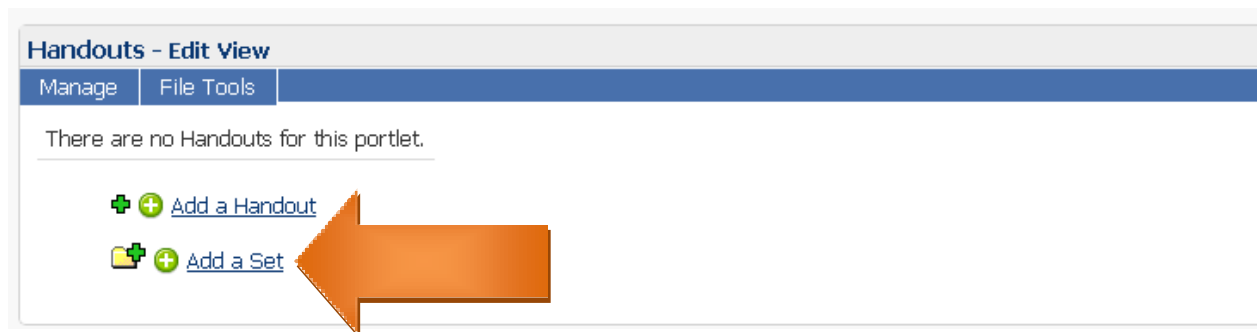
7) You will see a page that tells you that your portlet was created successfully.



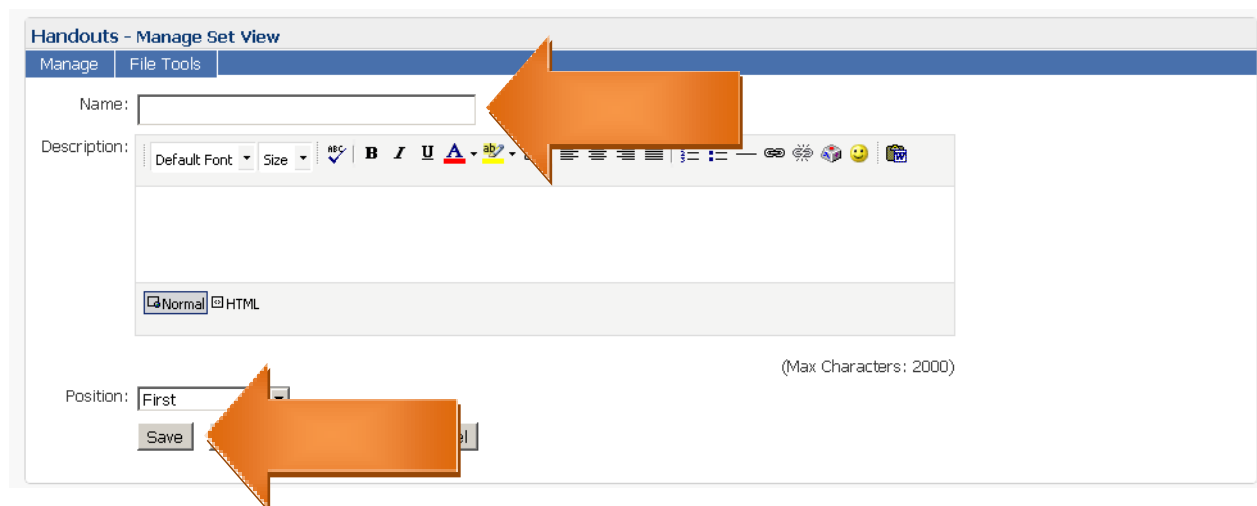
8) Select the “My Pages” tab again at the top of the page to return to the edit screen.



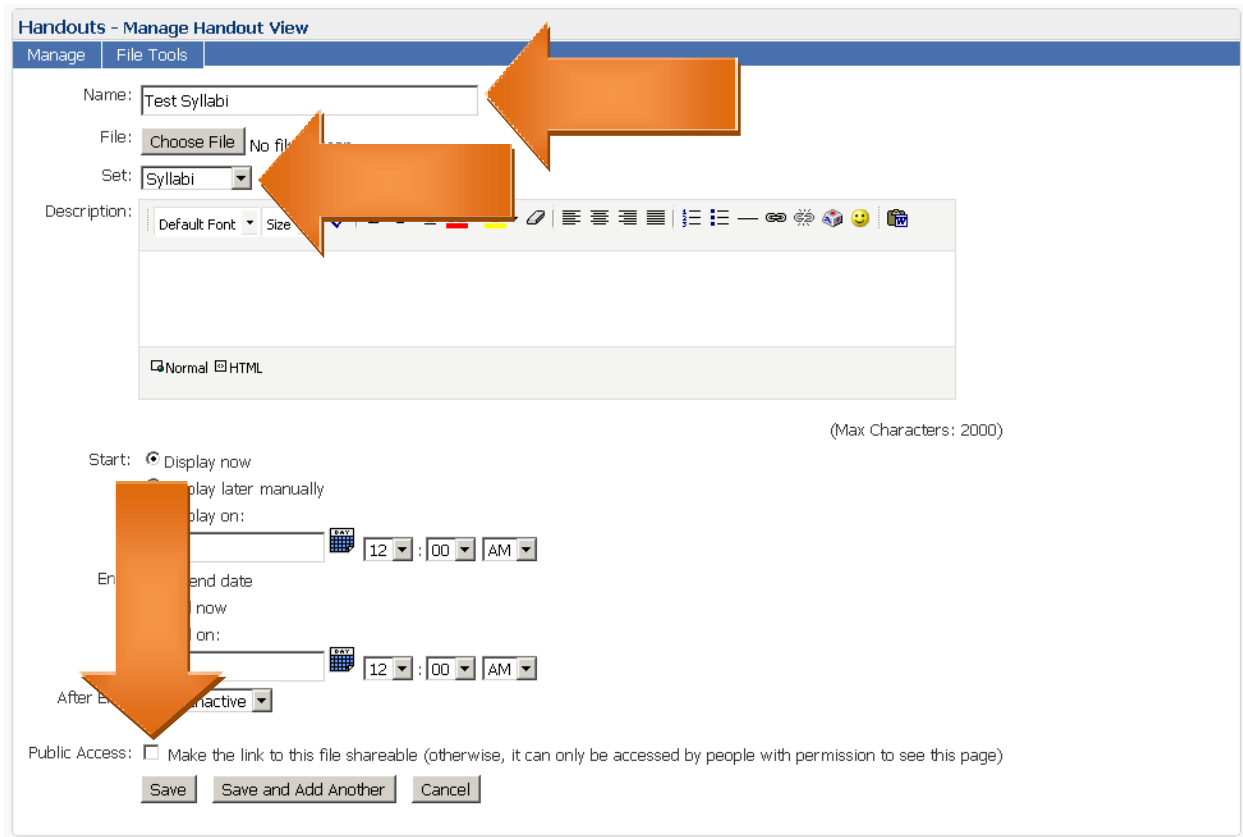
9) Click on “Handouts”



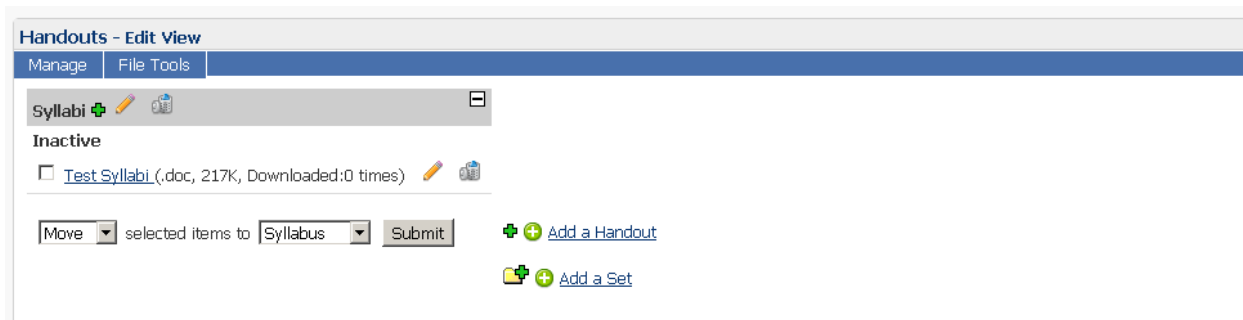
10) Select “Add a Set”.



11) Name the new set “Syllabi” and select “Save” at the bottom of the window.



- 14) Name your file as you would like to see it displayed on your web page. Select the “Syllabi” set from the set dropdown menu.
You must click the Public Access checkbox to make the document shareable or it will not be accessible.



- 15) The page will open to the Handouts – Edit View. Here you will see what you just uploaded.

- ACADEMIC CALENDARS**
- Summer 2009
- Fall 2009
- Spring 2010
- Summer 2010

Syllabi

[Handout Test 1](#)



[Future Students](#) | [Current Students](#) | [Faculty & Staff](#) | [Visitors](#)

16) Your handout will now appear on your faculty web page under the heading "Syllabi" and be available to open in the format in which it was uploaded.