

HOW TO ADD THE SCHOOL OF BUSINESS & TECHNOLOGY SYLLABUS ACCESS CHANNEL TO CONNECTIONS PORTAL

<http://connections.webster.edu>

The **School of Business and Technology** has made the **Faculty Course Guides and Sample Syllabi** accessible to faculty through **Connections Portal**. You'll be able to add the **SBT Faculty Course Information Channel** to your Connections Portal layout for browsing and downloading the Faculty Course Guides and Sample Syllabi.

1. To login to Connections Portal, browse to the following location using an Internet browser that is compatible with Connections Portal, including *Microsoft Internet Explorer, Mozilla Firefox, Netscape, and Safari*:

<http://connections.webster.edu/>

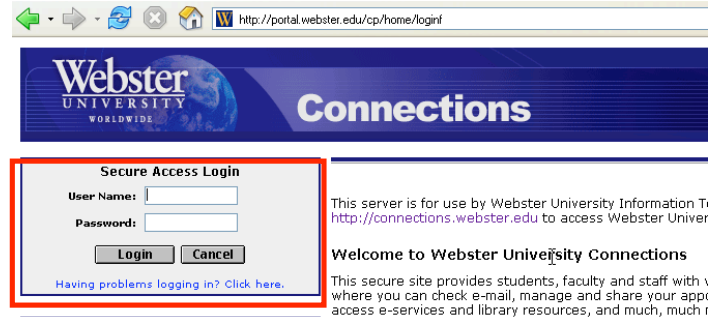


Figure 1.0

Enter your Connections ID and password (figure 1.0). If you're unsure of your Connections ID, or need to recover your password, go to: <http://connections.webster.edu/myaccount> and follow the instructions.

2. After successfully logging into Connections Portal, you'll be presented with the default "My Connections" entry layout and tab.

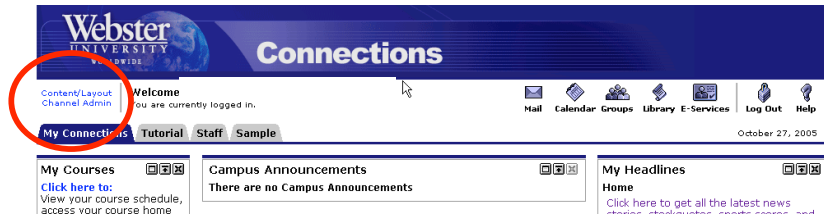


Figure 2.0

3. Click on the "Content/Layout" link (figure 2.0) to access additional channels and for modifying the layout of your Portal. **Then click the "Staff or Faculty" tab** (figure 3.0).



Figure 3.0

4. Within the "Staff or Faculty" layout tab, click on the "Add Channel" button above the "Chronicle of Higher Ed RSS" link (figure 4.0).

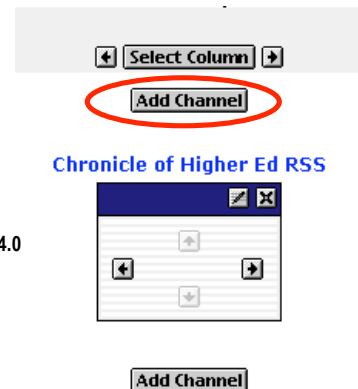


Figure 4.0

5. Click on the "Select a category" drop-down menu (figure 5.0) and choose "Applications". Then click the "go" button.

Manage Content/Layout

Steps for adding a new channel:

1. Select a category:

▶ - Select Category - ▼ go

▶ Cancel and return

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Figure 5.0

6. Find the channel named "SBT Faculty Course Information" and click on it in the "Select a channel" box in the figure below (figure 6.0). Then click the "Add Channel" button.

Manage Content/Layout

Steps for adding a new channel:

1. Select a category:

▶ Applications ▼ go

1a. Select a subcategory:

Select a subcategory from "Applications".
- or -
Select a channel from step 2.

▶ - Select Subcategory - ▼ go

2. Select a channel:

Category: **Applications****

- Academic Services
- Bookmarks
- Bookmarks Plus
- Bookmarks Plus Default Editor
- Campus Announcements
- Connections Search
- E-mail Channel
- Layout Resetter
- My Calendar
- My Courses

** List does not include channels in subcategories

3. Add the selected channel: Add Channel

Figure 6.0

7. Now click on the "back to My Connections Tab" link (figure 7.0) to exit the content/layout tools. This link is located in the upper-left corner of Connections Portal.



◀ back to My Connections Tab

Figure 7.0

8. You can now click on the "Faculty" or "Staff" tab and access the SBT Syllabus Access channel (figure 8.0)

The screenshot displays the Webster University Connections interface. At the top left is the Webster University Worldwide logo. The main header area contains the word "Connections" in a large, bold font. Below the header, there is a navigation bar with tabs for "My Connections", "Tutorial", "Staff", and "Sample". The "Staff" tab is highlighted with a red circle. To the right of the navigation bar, there are icons for "Mail", "Calendar", and "Groups". Below the navigation bar, there is a "Connections Search" section with a search input field and a dropdown menu. To the right of the search section, a search result is displayed in a white box with a red border, containing the text "testBW_SBT_Syllabus".

Figure 8.0