

SYLLABUS DATABASE FREQUENTLY ASKED QUESTIONS FOR FACULTY

1. Am I required to use the Syllabus Database?
No, use of the database is voluntary.
2. If departments, schools or colleges have already fielded similar repositories, can they maintain them?
Certainly, and faculty can continue to use them.
3. How do I access the Syllabus database?
The database can be accessed at this link www.lsu.edu/syllabus
4. Can I upload syllabi for past terms?
Yes, syllabi can be loaded for up to two prior years' terms.
5. Can I upload my syllabus for the current term?
Yes.
6. Can I upload syllabi for future terms?
Yes, for up to two years in the future.
7. Can I upload syllabi for LSU Online courses (i.e., courses taught in the LSU Online Program's seven-week modules)?
Sorry, not at this time.
8. Can an uploaded syllabus be deleted?
An uploaded syllabus can be deactivated, but it cannot be deleted. Students will not be able to view deactivated syllabi.
9. Can a graduate assistant upload a syllabus?
Yes, but they will need to contact Assistant Registrar Patrick Newcomb (pnewco1@lsu.edu) to obtain update access.
10. What documents can I upload to the database?
The following document types can be uploaded..
 - *.doc
 - *.docx
 - *.pdf
 - *.txt
11. Will links imbedded in uploaded documents be active?
Yes.
12. Is there an integration with the legacy information systems?
The only integration will validate course rubrics (e.g., HIST) to ensure their accuracy.
13. How many characters will be allowed for course titles?
Faculty should use the course title as printed in the LSU General Catalog. One hundred characters are permitted.
14. What is the database's search functionality?
Users can search by the following.

Course Rubric
Course Rubric and Course Number
Course Rubric, Course Number and Section Number
Instructor of Record's Last Name
Semester and Year

15. What access will staff have?
Staff with administrator access will be able to view what the faculty can view. Staff without administrator access will be able to view what students can view.