

**University of Houston-Victoria**  
**School of Business Administration**  
**Faculty/Staff Data System**  
**User's Guide**

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## **Introduction**

The School of Business Administration includes faculty in two locations teaching classes in three locations as well as online. At one point in our history, faculty were being asked to complete and submit textbook orders for up to four different bookstores. Policies pertaining to prerequisites and the Americans with Disabilities Act were inconsistent from one syllabus to another. During the first week of classes, faculty stood in line to make copies of syllabi at photocopiers which broke frequently. We came to believe that information management was a solution to all of these problems.

## **Textbook and Syllabus Policy**

The School of Business Administration (SoBA) uses a standard syllabus format and accepts syllabus submissions through an online form. Textbooks are also ordered online.

### ***Syllabi***

A standard format for all SoBA syllabi is used to: (1) ensure that all faculty incorporate consistent language concerning policies (e.g., disabilities); (2) ensure that all faculty have well-defined course objectives that employ Bloom's taxonomy and are aligned with teaching styles and course assessment (i.e., grading); (3) monitor consistency of multi-section courses for common textbooks, learning objectives and course assessment techniques; and (4) facilitate cross-disciplinary linkages and alignment with the mission and objectives of the program and school.

Establishing an electronic syllabus system offers several advantages. Electronic submissions facilitate the creation of searchable data archives to provide evidence of compliance with AACSB International standards. Providing all syllabi online minimizes the amount of time faculty must spend photocopying materials for class. Students are able to review more detailed course information prior to registration and, as a result, make more informed choices about their registration. Finally, archiving syllabus submissions allows us to generate syllabi for all administrative purposes (including loading syllabi for WebCT courses) without having faculty submit syllabi to multiple staff members.

All students enrolled in SoBA courses are now required to print syllabi from our website prior to the first class day. It is imperative that all syllabi be made available online in a timely fashion.

### ***Textbooks***

Textbook orders for all SoBA courses are submitted online. The online submission process facilitates the submission of textbook orders to several different bookstores in

Victoria and Ft. Bend. It also facilitates early communication to students through our web site.

## **Faculty/Staff Data System**

The Faculty/Staff Data System was implemented in 2002 and revised in 2005 and 2006. Through this system, faculty may submit and edit textbooks, syllabi, and course schedules, which are then published to the SoBA website. Bookstores and students have real-time access to the information. Textbooks and syllabi for previously offered courses are preloaded each semester, so even adjunct faculty rarely have to prepare a syllabus from start to finish. In addition, SoBA staff order desk copies and supplements on behalf of faculty based on the data in this system.

In the 2005 revision, additional resources were added to the system:

- Links to WebCT, webaccess to UHV email, the VC Bookstore, the library, and several of the most popular textbook publishers
- Forms related to travel and funding, research, teaching, evaluation, and consulting
- Faculty profile and contact information

The 2006 revision included:

- One-click navigation
- Enhanced accessibility features
- Policies and procedures
- Links to the SoBA Vision and Mission, the SoBA online calendar, and the SoBA newsletter

In early 2007, professional activities reporting will be added to the system.

Faculty receive an email each time textbooks or syllabi are preloaded and available for editing for an upcoming semester.

### **Login**

1. Go to <http://www.uhv.edu/bus/fsds/default.asp> .
2. Enter your username and password. Both fields are case-sensitive. In general, faculty receive username and password reminders by email when textbooks and syllabi are available for editing.
3. Click the Login button.

## Login Details and Education

1. Select “Profile: Login Details” from the left menu. Here you can review your username, password, and question and answer for password recovery. If you change your username and/or password, you should logout of the system and login using the new information before doing anything else in the system.
2. Select “Profile: Education” from the right menu. Here you may add details for as many degrees or certificates as you choose, and select the order in which they should be published. The information you enter here is published in multiple portions of the website.

## Contact Information

1. Select “Contact Information” from the left menu.
2. From this screen, you may edit
  - a. your name,
  - b. preferred email address,
  - c. office location,
  - d. phone number,
  - e. fax number, and
  - f. office hours.

**Note: All of this information may be published on public pages of our website—submit only the email address and phone and fax numbers that you are willing for students to have.**

## Textbook Information

1. Select “Course Information” from the left menu.
2. Select a semester and year and click “Submit”.
3. You can see a copy of your schedule for the selected semester.
  - a. In the column marked “Information” are buttons leading you to the pages for adding or editing the textbook, syllabus, or schedule for that course.
  - b. The “Confirmed” column tells you whether you have already confirmed the information (i.e. published it to the website).
4. Select a course and click the “Textbook” button.
5. If a textbook has been preloaded for you, you will see a citation followed by statements about whether you do or do not need a desk copy and supplements.
  - a. If the loaded information is correct, click the “Confirm” button at the bottom.
  - b. If it is incorrect, click the “Edit or delete textbook” button.
  - c. If you need to add another book (or if no book has been preloaded), click the “Add a Textbook” button.
6. In both adding and editing a textbook, you have the option of adding notes or special instructions. Some instructors use this section to advise students about the best place to find the book, or whether alternate editions are acceptable.

## Syllabus Information

1. Select "Course Information" from the left menu.
2. Select a semester and year and click "Submit".
3. Select a course and click the "Syllabus" button.
4. You will see the syllabus formatted as students will see it online, but with a maroon "Edit" link next to each item which you can change and "Add" buttons at the bottom of each editable section. Items which are not marked by an "Edit" button are School of Business boilerplate and may only be changed by faculty vote.
5. Use the maroon links to add or edit:
  - a. the default website for your course
    - i. online classes usually use <http://scholar.uh.edu/webct/logonDisplay.dowebct>
    - ii. face-to-face classes often direct students to the faculty member's webpage or to <http://www.uhv.edu/bus>;
  - b. required materials (other than textbooks);
  - c. course description (other than what is printed in the course catalog);
  - d. course objectives; and
  - e. course assessments.

You may also edit your contact information and textbook information directly from this page.

6. When you are finished, publish your syllabus by clicking on "Publish Syllabus," which appears in the top section of the syllabus as well as at the end of the Course Evaluation Process section.

## Course Schedule Information

1. Select "Course Information" from the left menu.
2. Select a semester and year and click "Submit".
3. Select a course and click the "Schedule" button.
4. You may preview the student view of your schedule at any time by clicking on the "Preview Student View of Schedule" at the top of the page.
5. The course schedule includes five columns: Week, Date(s), Topic, Reading, and Assignment. Week and Date(s) are preloaded, including notes about university holidays. The default view for all columns is Not Visible.
6. Click on the "Edit format" button at the top right of the schedule.
7. Check the boxes next to the columns you want to appear on your schedule, and click "Submit".
8. For each week, click on "Edit details" and fill in the Topic, Reading, and/or Assignment. Click "Submit".
9. When you are finished adding items to your schedule, publish the schedule by clicking the "Confirm Schedule" button on the bottom of the right menu.

10. The Course Schedule is optional. If you choose to confirm it, the schedule will appear as a new section at the bottom of your course syllabus.

## **Policies & Procedures**

The Policies & Procedures page features links to PDF files of all current SoBA policies and procedures.

## **Forms**

The Forms page features links to forms related to travel and funding, research, teaching and class, evaluation, and consulting and outside employment. Where applicable, forms are sorted by origin (Provost's Office, SoBA, etc.).

## **Logout**

The logout button appears at the top right of every page.