



TEXAS SOUTHERN UNIVERSITY

Office of Information Technology

## **My Faculty Portal User Guide**

### Faculty Curriculum vitae and Syllabi Online Submission in compliance with House Bill 2504

#### Navigating HB-2504

The Texas Legislature passed a bill designated HB-2504 that mandated that all public institutions of higher learning in the State of Texas make available to the public, certain information concerning academic programs. These statutory provisions are now included in Section 51.974 of the Texas Education Code.

Texas Education Code 51.974 mandates that certain information:

- Including class syllabi,
- Instructor-of-record CVs and,
- Cost of attendance (if available)
  - Must be readily accessible on the institution's website
  - Specifically, no more than three clicks from the main webpage and,
    - Without password protection

MyTSU Faculty portal streamlines the HB2504 process by automatically creating an intuitive submission tool for syllabus that can be submitted in three easy clicks and linked to a specific course.

Faculty can also create and submit curriculum vita information within their MyTSU faculty portal, to be included with course information and fully accessible online.

How do I find out more about House Bill 2504?

<https://capitol.texas.gov/tlodocs/81R/billtext/html/HB02504F.htm>



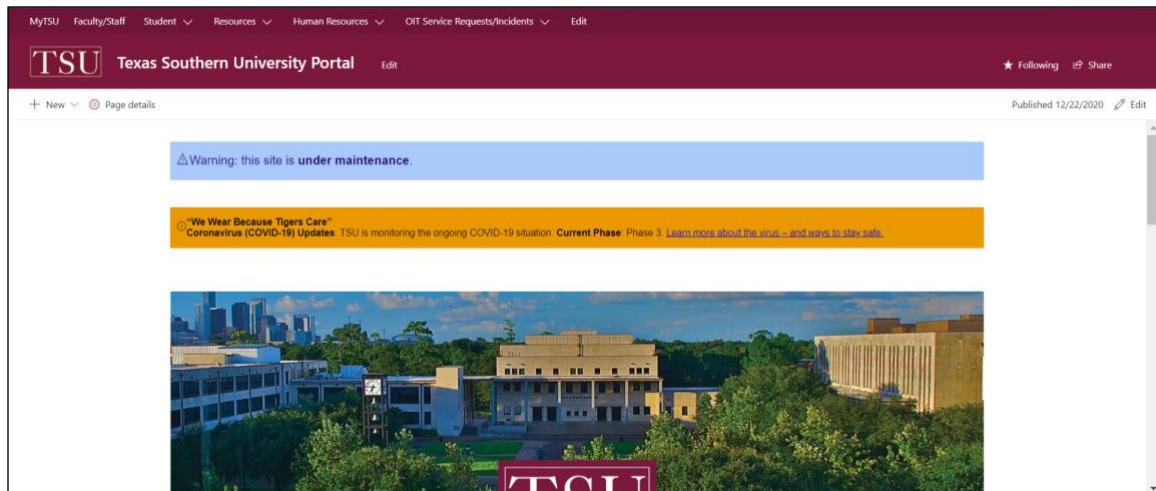
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***NOTE: ONLY PDF file formats will be accepted***

## **How to Submit Syllabi:**

1. Navigate to MyTSU portal: [www.tsu.edu/mytsu](http://www.tsu.edu/mytsu)

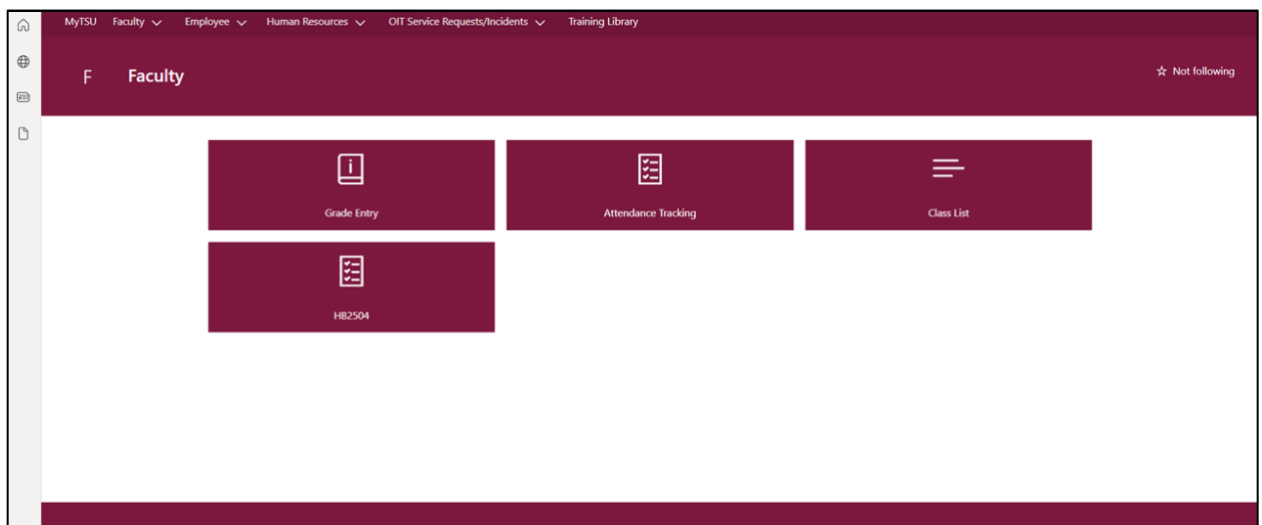


2. Click, “Faculty” tab.



“Faculty” page will launch.

Four (4) intuitive and adaptive tiles (shortcuts) will display.

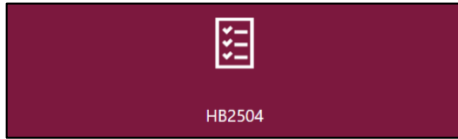




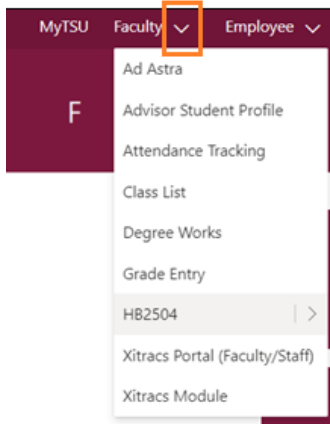
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3. Choose “**HB2504**” tile.

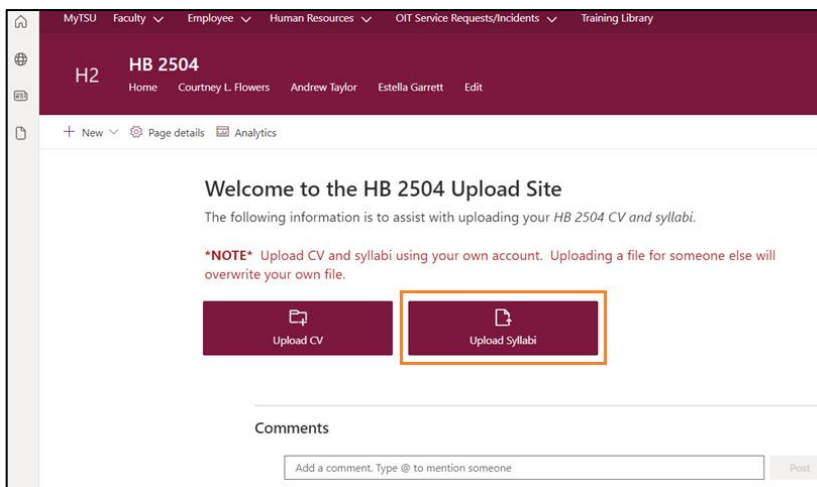


**NOTE:** As an alternative option, choose from the drop-down menu, “HB2504.”



**NOTE:** While CVs might not change every semester, Syllabi do, since they include dates, times, classroom location, and other current course information.

4. Choose “**Upload Syllabi**” tile.



**NOTE:** ONLY PDF file formats will be accepted



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Office of Information Technology

5. Enter course details:

Term Year, Term Code, Course Subject, Course Number, and Course Section, in accordance with the university course catalog.

Here is an example:

Term Year	<b>2023</b>
Term Code	<b>20</b>
Course Subject	<b>MIS</b>
Course Number	<b>100</b>
Course Section	<b>02</b>

← Academic Year

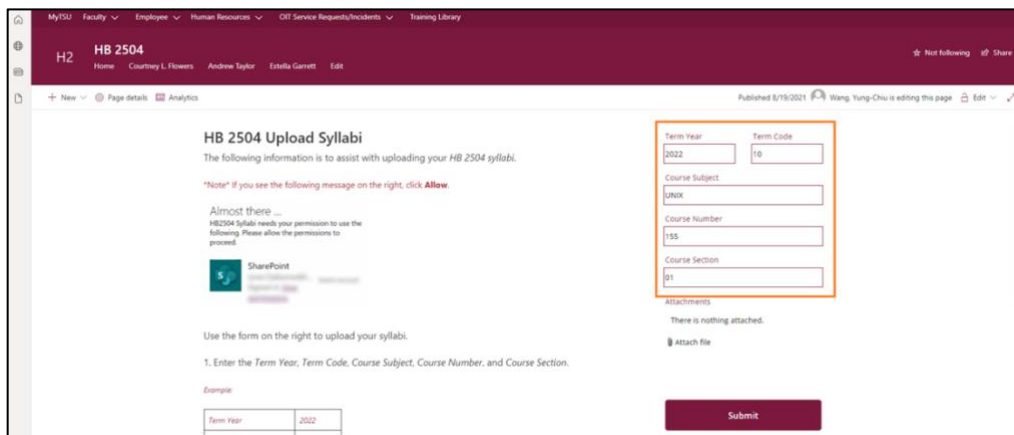
← Denotes, Spring semester

← Acronym, according to course catalog\*

← Refer to course catalog\*

(\*Confirm with your course scheduler to verify information i.e., Course Subject, Course Number, Course Section).

(Do not include spaces if hyphen included. e.g., 1-A. Avoiding syntax errors is also critical; where appropriate to use zeros instead of the letter O, or vice versa).



What are the **Term Codes** at Texas Southern University?

- 10**- Fall
- 17**- Winter
- 20**- Spring
- 27** - May
- 30** - 1st Summer
- 40** - 2nd Summer



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6. Click “Attach file”

HB 2504 Upload Syllabi

The following information is to assist with uploading your HB 2504 syllabi.

\*Note\* If you see the following message on the right, click **Allow**.

Almost there ...  
HB2504 Syllabi needs your permission to use the following. Please allow the permissions to proceed.

SharePoint

Use the form on the right to upload your syllabi.

1. Enter the Term Year, Term Code, Course Subject, Course Number, and Course Section.

Example:

Term Year	2022
-----------	------

Term Year:  Term Code:

Course Subject:

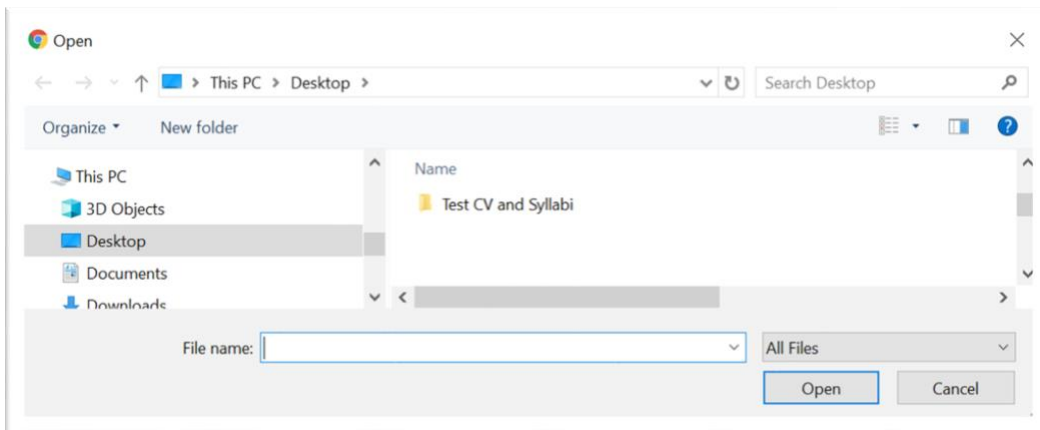
Course Number:

Course Section:

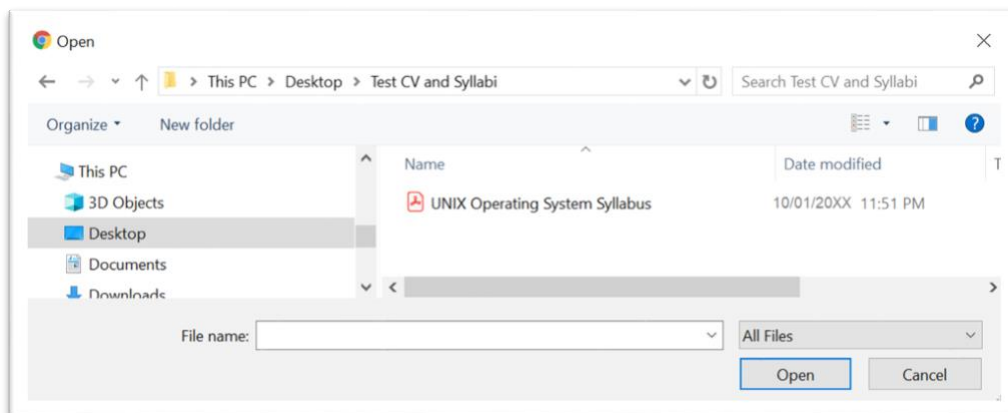
Attachments: There is nothing attached.

**NOTE: ONLY PDF file formats will be accepted**

7. Choose file from computer source.



8. Choose syllabi from document list.



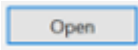
**NOTE: ONLY PDF file formats will be accepted**



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### 9. Click "Open"



Your file will now be attached.

MyTSU Faculty Employee Human Resources OIT Service Requests/Incidents Training Library

H2 HB 2504 Home Courtney L. Flowers Andrew Taylor Estella Garrett Edit

Published 8/19/2021 Wang, Yung-Chiu is editing this page Edit

### HB 2504 Upload Syllabi

The following information is to assist with uploading your HB 2504 syllabi.

\*Note\* If you see the following message on the right, click **Allow**.

Almost there ...  
HB2504 Syllabi needs your permission to use the following. Please allow the permissions to proceed.

SharePoint

Use the form on the right to upload your syllabi.

1. Enter the Term Year, Term Code, Course Subject, Course Number, and Course Section.

Example:

Term Year	Term Code
2022	10

Term Year: 2022 Term Code: 10

Course Subject: UNIX

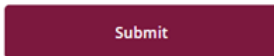
Course Number: 155

Course Section: 01

Attachments: UNIX Operating System S... **X**  
Max. number files reached.

Submit

### 10. Click "Submit"



Syllabi submitted check mark will appear.

MyTSU Faculty Employee Human Resources OIT Service Requests/Incidents Training Library

H2 HB 2504 Home Courtney L. Flowers Andrew Taylor Estella Garrett Edit

Published 8/19/2021 Wang, Yung-Chiu is editing this page Edit

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Almost there ...  
HB2504 Syllabi needs your permission to use the following. Please allow the permissions to proceed.

SharePoint

Use the form on the right to upload your syllabi.

1. Enter the Term Year, Term Code, Course Subject, Course Number, and Course Section.

Example:

Term Year	Term Code
2022	10

Syllabi Submitted. Thank you!

Submit Another Syllabi

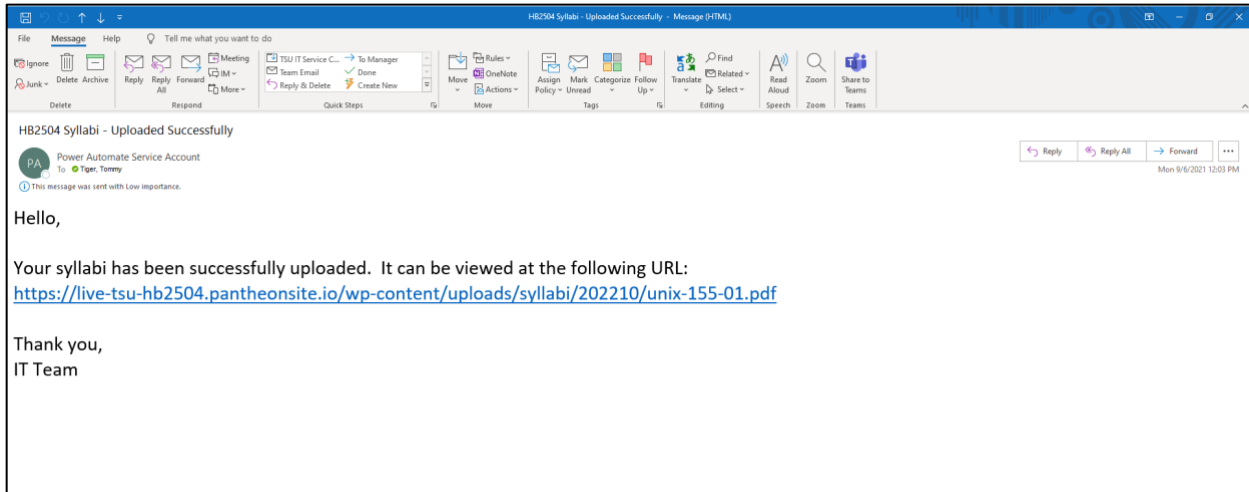


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Office of Information Technology

**An email confirmation will be sent.**

(This only confirms your document was uploaded in the system, not that it has been validated.)



**NOTE:** Although a green check mark will display in MyTSU portal and an email confirmation of submission will be sent, all faculty **must** check the Registrar's website to ensure their Syllabi displays correctly.

***[https://ssb-prod.ec.tsu.edu/PROD/bwckschd.p\\_disp\\_dyn\\_sched](https://ssb-prod.ec.tsu.edu/PROD/bwckschd.p_disp_dyn_sched)***



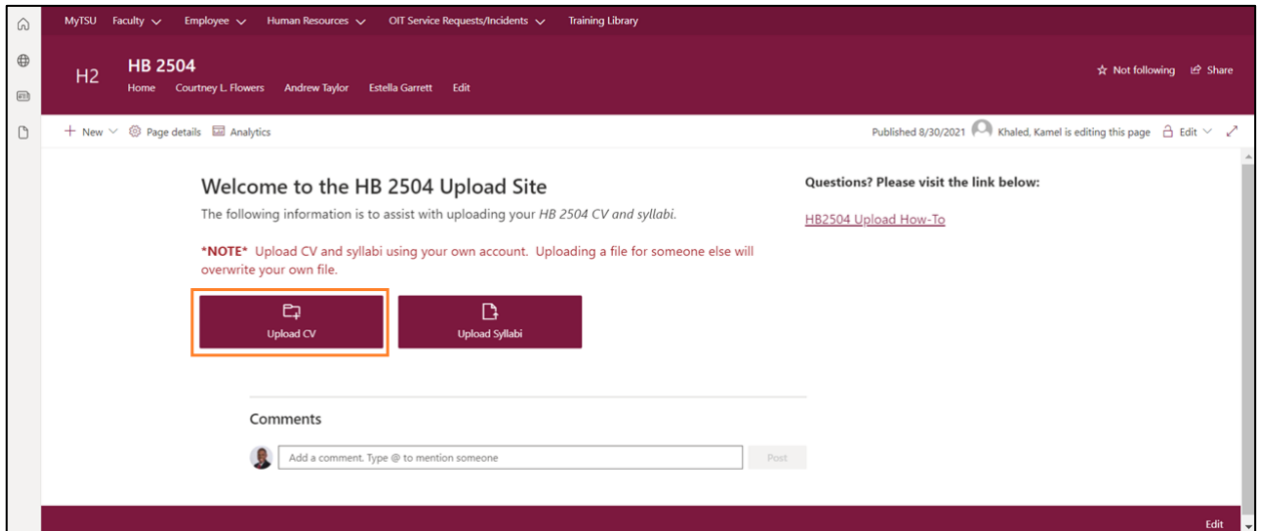
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Office of Information Technology

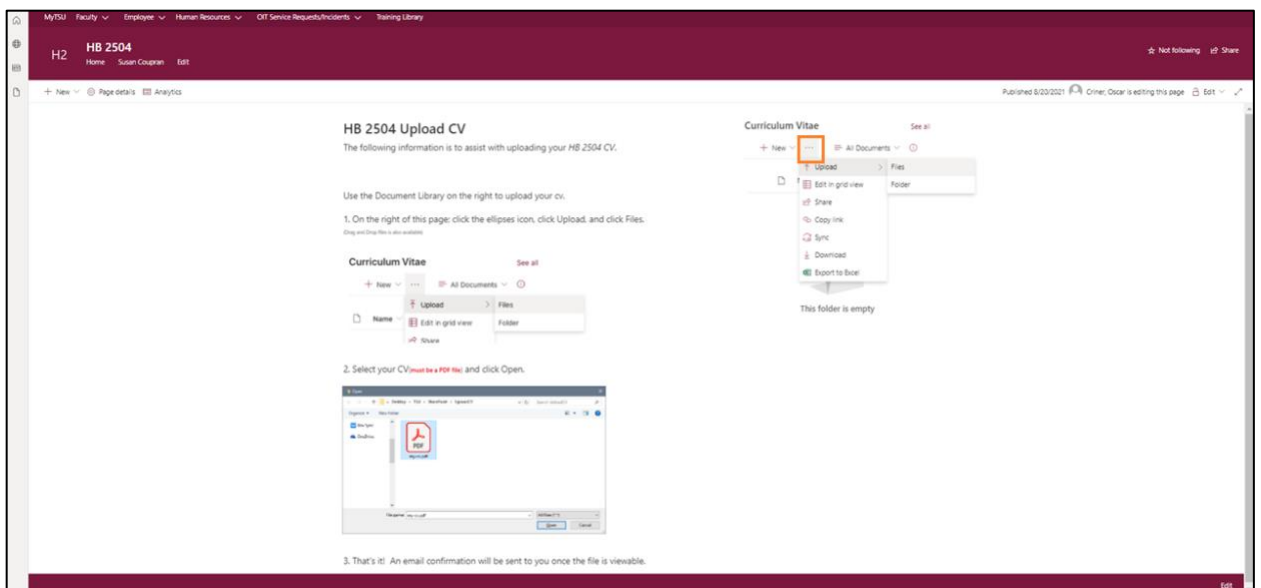
***NOTE: ONLY PDF file formats will be accepted***

## **How to Submit Curriculum vitae (CV):**

1. Choose “Upload CV” tile.



2. Click ellipses (...) icon



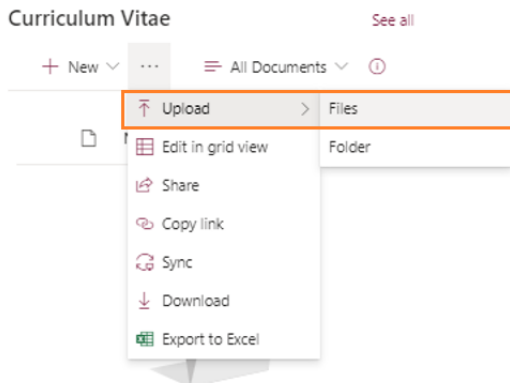




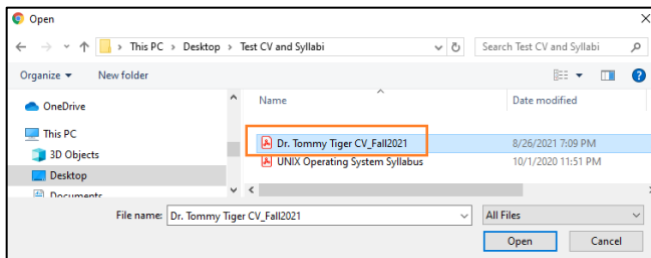
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3. Click **“Upload”** then **“File”**



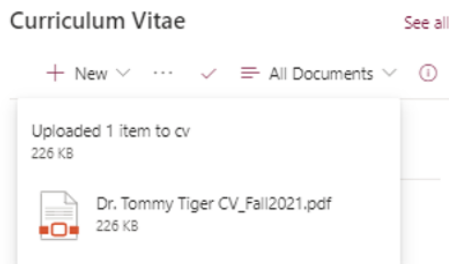
4. Choose **CV** file from computer, then select **Open**



***NOTE: ONLY PDF file formats will be accepted***

**File confirmation will appear.**

(This only confirms your document was uploaded in the system, that it has been validated.)

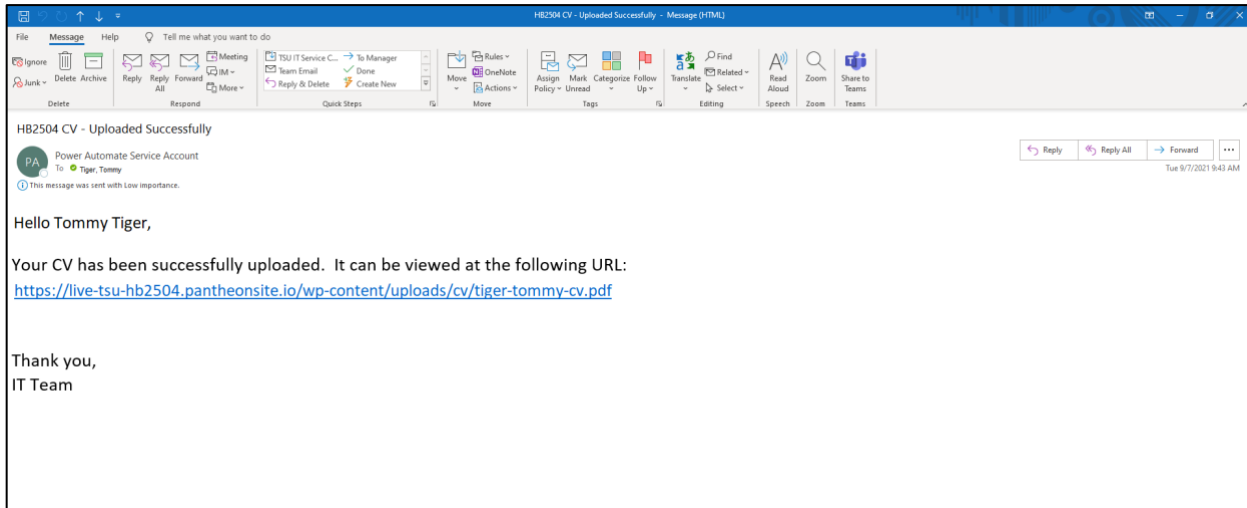




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Office of Information Technology

**An email confirmation will be sent.**



**NOTE:** Although a file confirmation will display in MyTSU portal and an email confirmation of submission will be sent, all faculty **must** check the Registrar's website to ensure their CV displays correctly.

***[https://ssb-prod.ec.tsu.edu/PROD/bwckschd.p\\_disp\\_dyn\\_sched](https://ssb-prod.ec.tsu.edu/PROD/bwckschd.p_disp_dyn_sched)***

OR

1. [www.tsu.edu/registrar](http://www.tsu.edu/registrar)
2. Class Schedule
3. Search by Term
4. Submit
5. Choose Options

*If you click on the view syllabus and instructor's name links and an error page display, you **must** resubmit your document(s) in the MyTSU portal.*



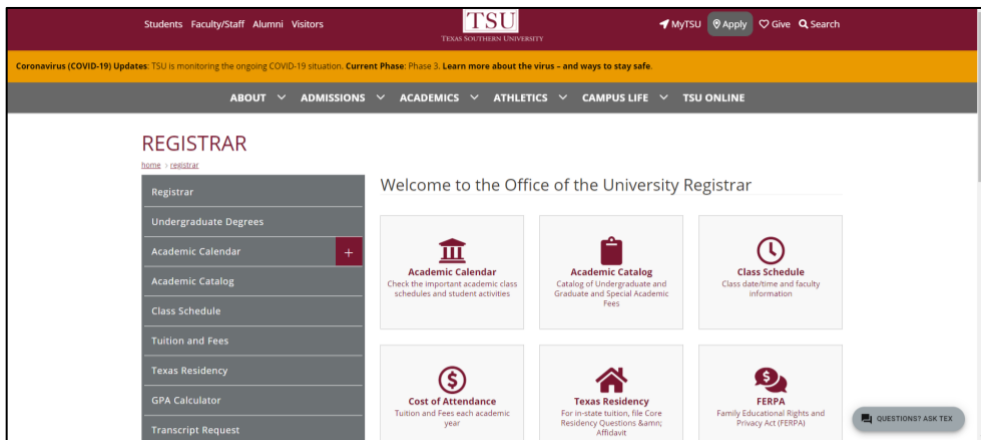
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Office of Information Technology

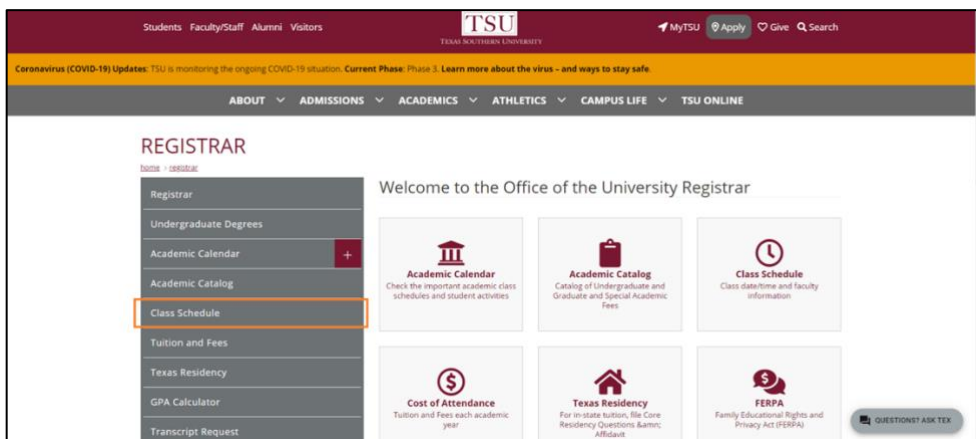
## How to Validate Syllabus Submission:

*Faculty Curriculum vitae and Syllabi are viewable online in near real-time.*

1. Visit, [www.tsu.edu/registrar](http://www.tsu.edu/registrar)



2. Click “**Class Schedule**”

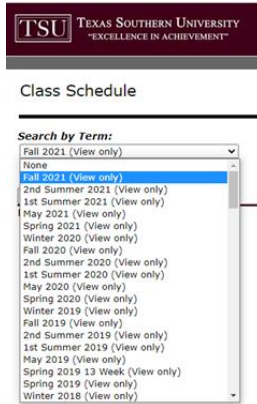




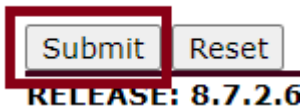
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Office of Information Technology

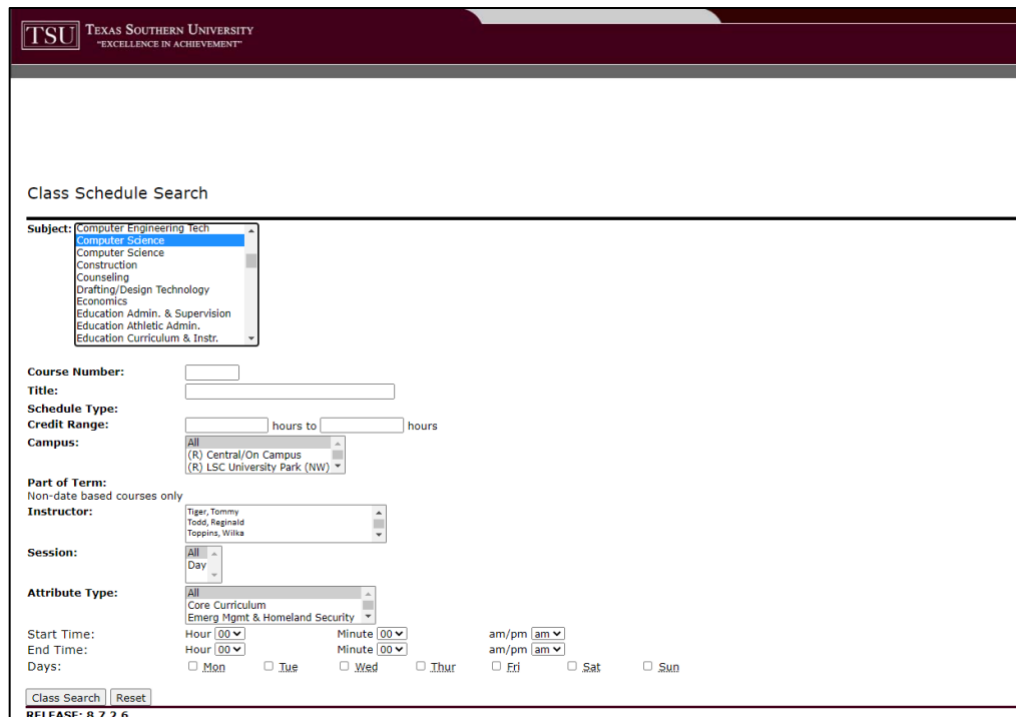
3. Select from “Search by Term” drop-down menu.



4. Click “Submit”



5. Execute “Class Schedule Search”



**NOTE:** There are many filter options, but to perform a simple search: 1). Select, “Subject” 2). Select, “Instructor” 3). Click, “Class Search” button. Remember to click “View Syllabus” and click on instructor’s name.



TEXAS SOUTHERN UNIVERSITY

Office of Information Technology

6. Click “Class Search”



7. Click “View Syllabus” to display results.

The screenshot shows the 'Class Schedule Listing' page for Fall 2021. Under the 'Sections Found' heading, the entry 'UNIX Operating System CIS 155 - 01' is highlighted, with a 'view syllabus' link next to it. Below this, details are provided: Associated Term: Fall 2021; Registration Dates: Apr 05, 2021 to Aug 27, 2021; Levels: Undergraduate; Attributes: Equipment fee Scle and Tech. A table of 'Scheduled Meeting Times' shows a class on TR days from 11:00 am to 12:15 pm in the Technology Bldg. The instructor is Tommy Tiger. A 'Return to Previous' link is at the bottom left.

The screenshot shows the 'Sample Syllabus' for 'UNIX Operating System -- CIS155'. It lists the semester, meeting days/time, and instructor information. Under 'INSTRUCTIONAL MATERIAL', it lists two items: 1. Afzal, A. (2007). CIS155: UNIX operating system: Custom edition (5th ed.). Upper Saddle River, NJ: Prentice Hall/Pearson Custom Publishing. 2. Software: Students will Telnet to the UNIX server.



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## How to Validate CV Submission

Click “**Instructors**” name to display Curriculum Vita (CV).

Class Schedule Listing Fall 2021  
Sep 06, 2021

**Sections Found**

**UNIX Operating System CIS 155 - 01** [view syllabus](#)

**Associated Term:** Fall 2021  
**Registration Dates:** Apr 05, 2021 to Aug 27, 2021  
**Levels:** Undergraduate  
**Attributes:** Equipment fee Scie and Tech

On-Campus Campus  
Lecture Schedule Type  
Lecture Instructional Method  
3.000 Credits  
[View Catalog Entry](#)

**Scheduled Meeting Times**

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	11:00 am - 12:15 pm	TR	0163 - Technology Bldg/2014 243	Aug 23, 2021 - Dec 10, 2021	Lecture	<a href="#">Tommy Tiger</a> (P)

[Return to Previous](#)  
RELEASE: 8.7.2.6

Tommy Tiger, Ph.D. Phone: (713)-313-1234 (O)  
(e-mail: tommy.tiger@tsu.edu)

**SAMPLE**

**EDUCATION**

1986-1994	Illinois State University, Normal, IL., U.S.A. Degree obtained: Doctorate of Arts in Economics, August 1994 (including years of full-time teaching).
1983-1986	Western Illinois University, Macomb, Illinois, U.S.A. Degree obtained: Master of Business Administration, May 1986.
1971-1975	University of Kinshasa, Kinshasa, D.R. Congo. Degree obtained: Bachelor's degree in Business Administration with Distinction

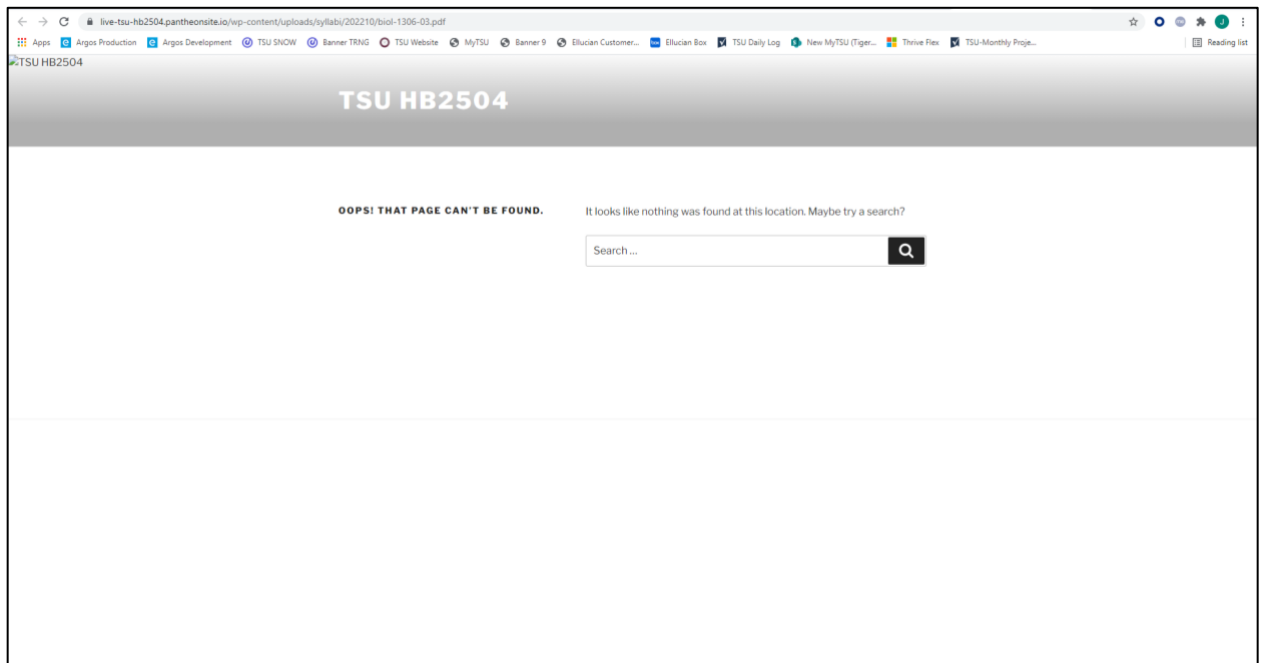
**NOTE:** If you click on the view syllabus and instructor's name links and an error page display (Oops! That page can't be found), you **must** resubmit your document(s) in the MyTSU portal.



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Office of Information Technology

If your file was not submitted in PDF format, or if the filename is not accurate, you will receive the following error:



**NOTE:** *If you click on the view syllabus and instructor's name links and an error page display (Oops! That page can't be found), you **must** resubmit your document(s) in the MyTSU portal.*



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## Verify Filename for Faculty CV

**Step 1:** Open Class Schedule Search, select the subject, and find the link to the Faculty CV.

Class Search webpage:

[https://ssb-prod.ec.tsu.edu/PROD/bwckschd.p\\_disp\\_dyn\\_sched](https://ssb-prod.ec.tsu.edu/PROD/bwckschd.p_disp_dyn_sched)

**Indust and Organ Psychology - 11088 - PSY 332 - O1S View Syllabus**

**Virtual Class Meetings Required:** This class will meet virtually, 6:30pm - 9:30pm W.

**Associated Term:** Fall 2020  
**Registration Dates:** Apr 20, 2020 to Aug 22, 2020  
**Levels:** Undergraduate

ONLINE/Telecom Campus  
Lecture Schedule Type  
Online/Computer Instructional Method  
3.000 Credits  
[View Catalog Entry](#)

**Scheduled Meeting Times**

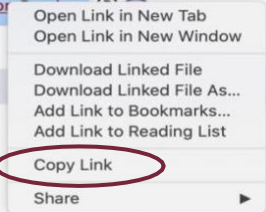
Type	Time	Days	Where	Date Range	Schedule Type	Instructors
ONLINE	6:30 pm - 9:30 pm	W	TBA	Aug 19, 2020 - Nov 19, 2020	Lecture	<a href="#">Gia A Washington</a>

**Abnormal Psychology - 10421 - PSY 433 - O1S View Syllabus**

**Virtual Class Meetings Required:** This class will meet virtually, 11:20am - 12:50pm TR.

**Associated Term:** Fall 2020  
**Registration Dates:** Apr 20, 2020 to Aug 22, 2020  
**Levels:** Undergraduate

ONLINE/Telecom Campus

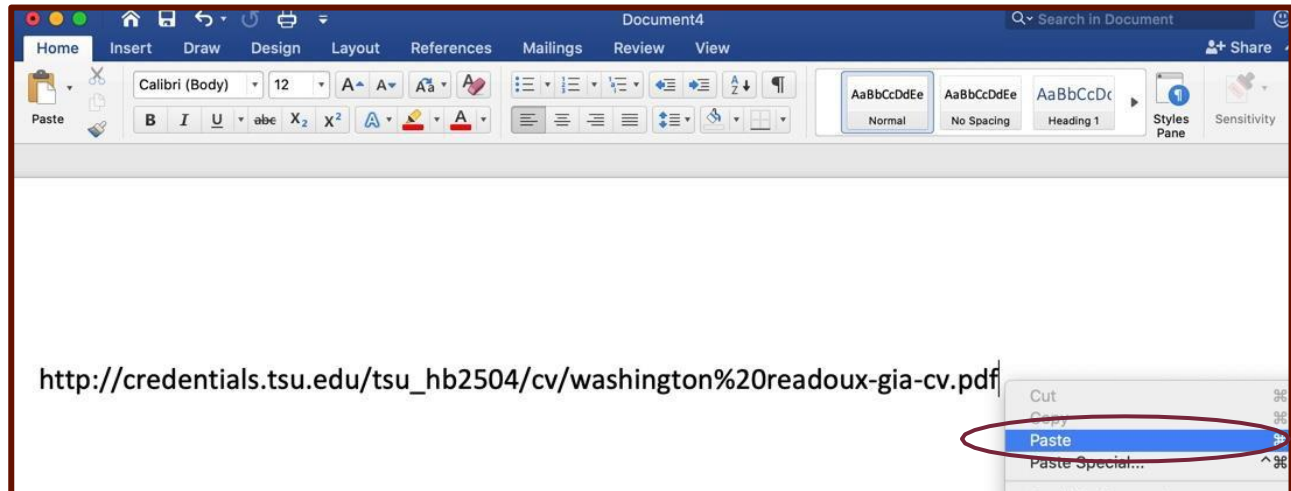






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The filename being requested by Class search was:

[http://credentials.tsu.edu/tsu\\_hb2504/cv/washington%20readoux-gia-cv.pdf](http://credentials.tsu.edu/tsu_hb2504/cv/washington%20readoux-gia-cv.pdf)

(Note: "%20 is "web-speak" for a <space>.)

- a. In this case, Class Search was requesting the filename as:  
**washington readoux-gia-cv.pdf** (with a space between Gia's last names).

**The Fix:** Rename the PDF file to match the filename in Class Search exactly, upload the file again, and verify the PDF is viewing properly within Class Search.



## Verify Filename for Faculty Syllabus

**Step 1:** Open Class **Schedule Search**, select the **Subject**, and select **Class Search**

Class Search webpage:

[https://ssb-prod.ec.tsu.edu/PROD/bwckschd.p\\_disp\\_dyn\\_sched](https://ssb-prod.ec.tsu.edu/PROD/bwckschd.p_disp_dyn_sched)

**Step 2:** *Right-click* on **View Syllabus**, and select **Copy Link**

## Class Schedule Listing

### Sections Found

**Introduction to Visual Art - 10949 - ART 130 - 01A** [view syllabus](#)

**Associated Term:** Fall 2021

**Registration Dates:** Apr 05, 2021 to Aug 27, 2021

**Levels:** Undergraduate

On-Campus Campus

Lecture Schedule Type

Online/Computer Instructional Method

3.000 Credits

[View Catalog Entry](#)

- Open Link in New Tab
- Open Link in New Window

---

- Download Linked File
- Download Linked File As...
- Add Link to Bookmarks...
- Add Link to Reading List
- Copy Link

---

- Share >

---

- Add Item
- Generate Secure Password
- Services >

### Scheduled Meeting Times

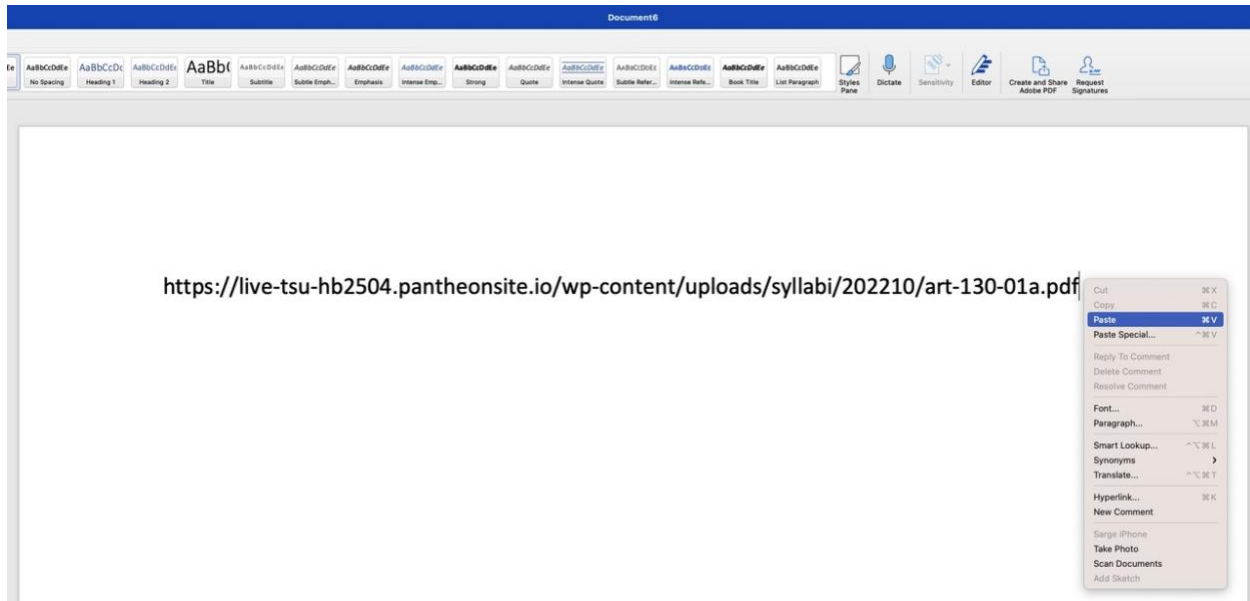
Type	Time	Days	Where	Date Range	Schedule Type	In
ONLINE	TBA	TBA		Aug 23, 2021 - Dec 10, 2021	Lecture	Le



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**Step 3.** Open the Microsoft Word, create a new document, **Right-Click** and then paste the link into the Word document.



The filename being requested by Class search was: <https://live-tsu-hb2504.pantheonsite.io/wp-content/uploads/syllabi/202210/art-130-01a.pdf>

(Note: “%20 is “web-speak” for a <space>.)

- a. In this case, Class Search was requesting the filename as: **art-130-01a.pdf**

**The Fix:** Rename the PDF file to match the filename in Class Search exactly, upload the file again, and verify the PDF is viewing properly within Class Search.



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Reference: [www.tsu.edu/academics](http://www.tsu.edu/academics)

Technical support is available 24/7 by emailing IT Service Center:

[itservicecenter@tsu.edu](mailto:itservicecenter@tsu.edu) or submitting a case: <http://itservicecenter.tsu.edu>

As always, we appreciate your support as we continue to improve the tools that ensure “Excellence in Achievement.”