

Uploading & Viewing Course Syllabi and Vitae in SamWeb



House Bill 2504

Pursuant to House Bill 2504 of the 81st Texas Legislature, each institution of higher education is required to publish certain course and financial-related information on the institution's website. With regard to course-related information, SHSU is required to publish a course syllabus and faculty vita for each course section taught each semester. To comply with HB 2504, SHSU developed a process by which department staff can upload course syllabi and faculty vita through SamWeb each semester.

For questions or access to upload documents, please contact:

Lila Alvarado

Coordinator III

lca007@shsu.edu

936.294.1536

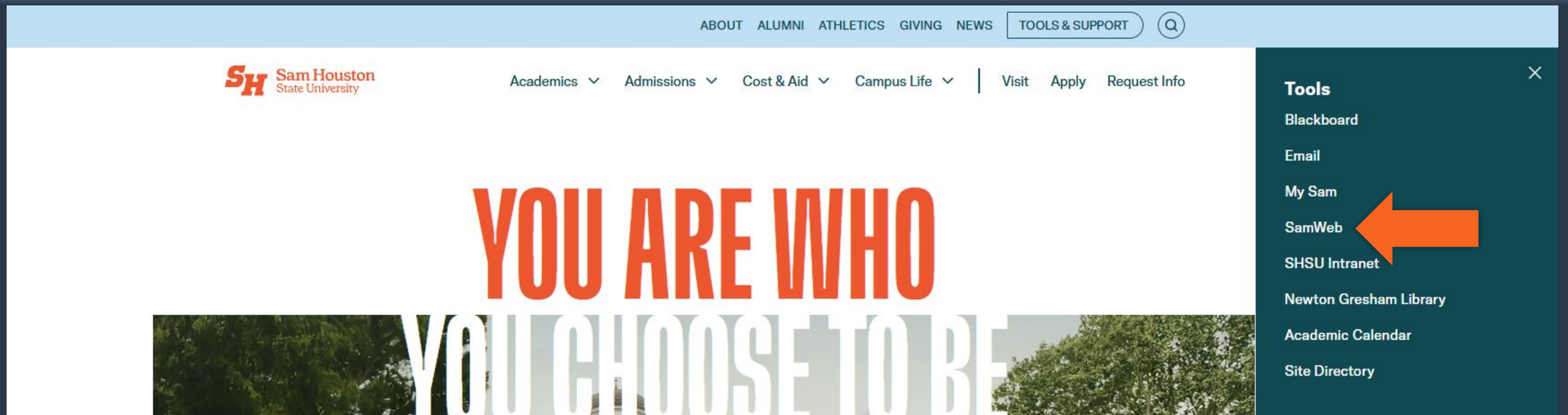
How to:

**Upload Syllabi and
Vitae**

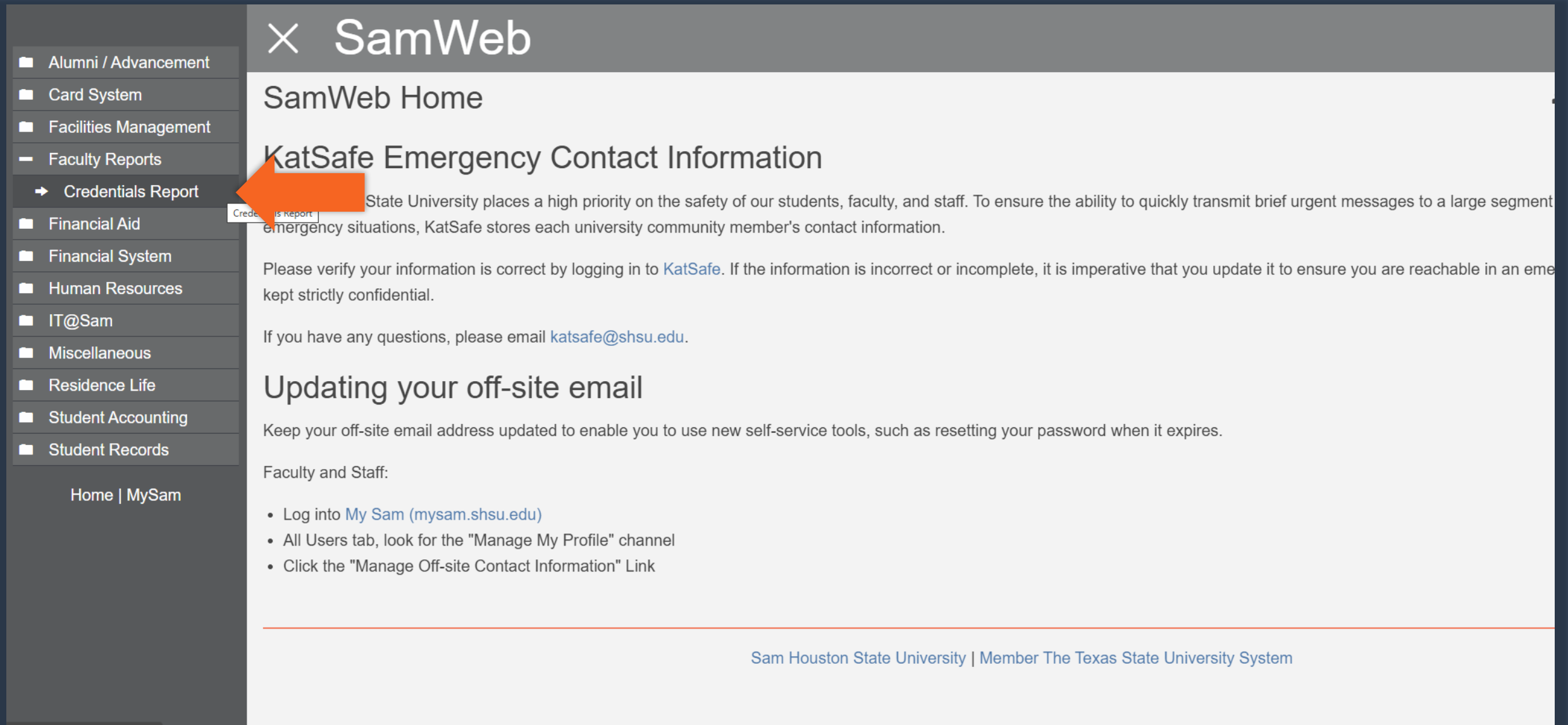
1. Ensure your file is in PDF format* and no larger than 1-2MB.

It is suggested that you convert one file (syllabus or vita) into a PDF and perform all upload steps as a test prior to converting all files and then beginning the upload process.

2. Under Tools and Support on the Sam Houston home page, click “SamWeb.”



3. On the SamWeb home page, click “Faculty Reports” followed by “Credentials Report.”



The screenshot shows the SamWeb home page. On the left is a dark sidebar with a list of menu items: Alumni / Advancement, Card System, Facilities Management, Faculty Reports, Credentials Report (highlighted with an orange arrow), Financial Aid, Financial System, Human Resources, IT@Sam, Miscellaneous, Residence Life, Student Accounting, and Student Records. Below the menu is a link for 'Home | MySam'. The main content area has a header 'SamWeb' with a close icon. Below the header is 'SamWeb Home'. The first section is 'KatSafe Emergency Contact Information', which includes a paragraph about the university's priority on safety and a link to 'KatSafe'. The second section is 'Updating your off-site email', which includes a paragraph about keeping email addresses updated and a list of steps for faculty and staff to update their information. The footer of the page reads 'Sam Houston State University | Member The Texas State University System'.

SamWeb

SamWeb Home

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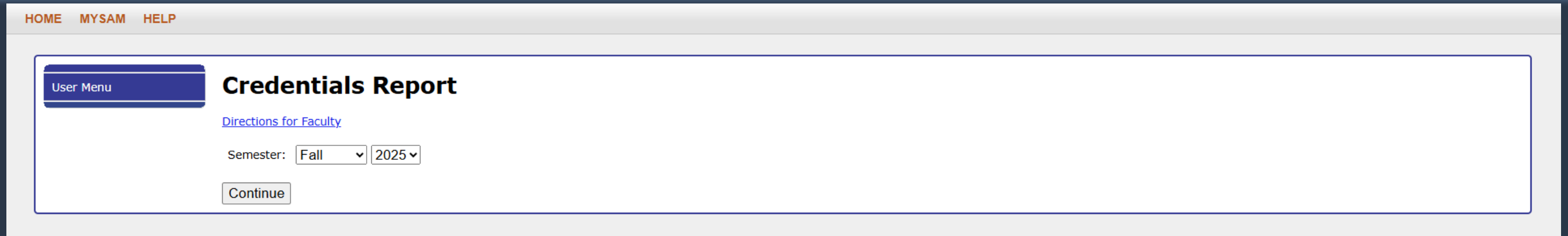
Faculty and Staff:

- Log into [My Sam \(mysam.shsu.edu\)](#)
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Home | MySam

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4. On the Credentials Report page, select the semester and year from the drop-down boxes. Click “Continue.”



The screenshot shows the 'Credentials Report' page. At the top, there is a navigation bar with 'HOME', 'MYSAM', and 'HELP' links. On the left, there is a 'User Menu' button. The main content area has the title 'Credentials Report' and a link 'Directions for Faculty'. Below this, there are two drop-down menus for 'Semester' and 'Year'. The 'Semester' menu is set to 'Fall' and the 'Year' menu is set to '2025'. A 'Continue' button is located below these menus.

HOME MYSAM HELP

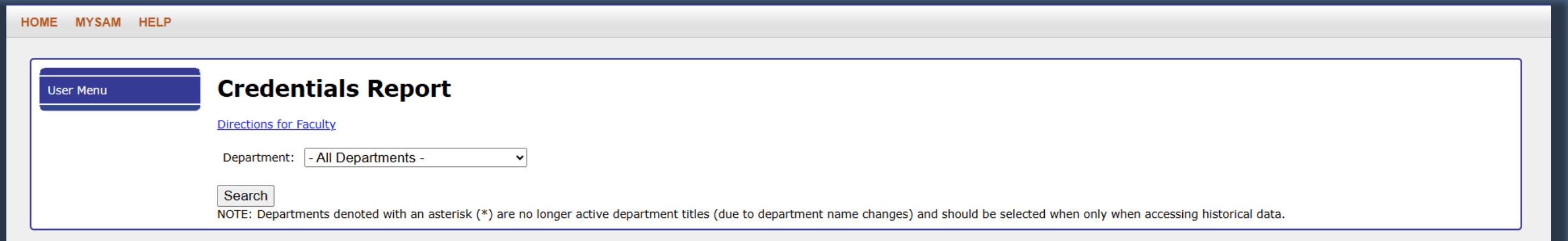
User Menu

Credentials Report

[Directions for Faculty](#)

Semester:

5. Select the department from the drop-down box. Click “Search.”



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HOME MYSAM HELP

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Department:

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6. To add a syllabus or vita, click on the green “+” icon next to the syllabus or vita link.

Note: Vitae or syllabi with the green plus signs have no document uploaded. Syllabi or vitae with a pencil or trash can icon have documents uploaded that can be deleted or replaced.

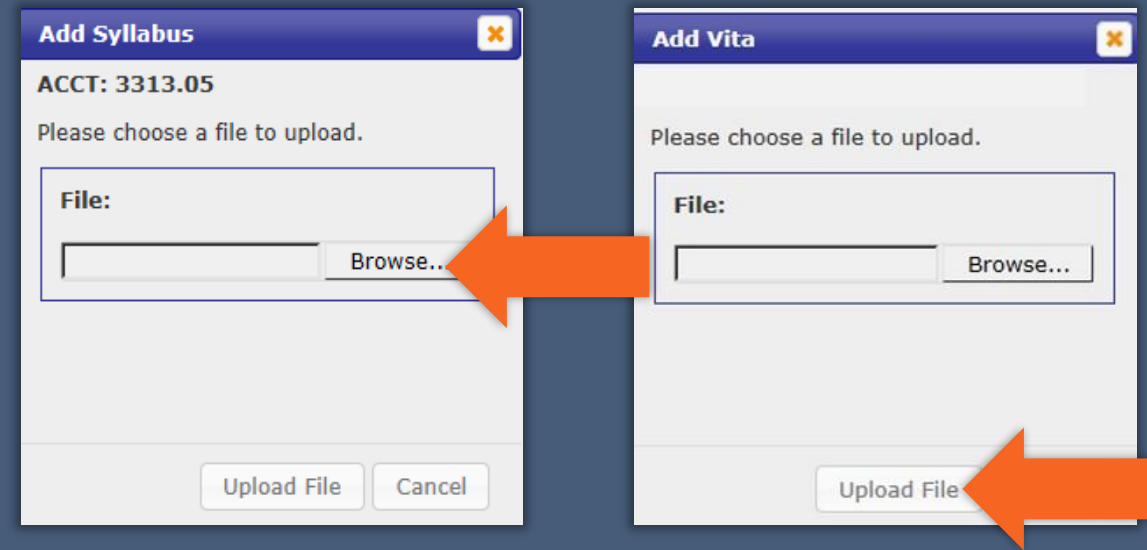
Vita 	
Courses Taught	
LGLA 1303.01 Legal Research (U)	Catalog Syllabus 
LGLA 1303.02 Legal Research (U)	Catalog Syllabus 
LGLA 1345.01 Civil Litigation (U)	Catalog Syllabus 
LGLA 1345.02 Civil Litigation (U)	Catalog Syllabus 



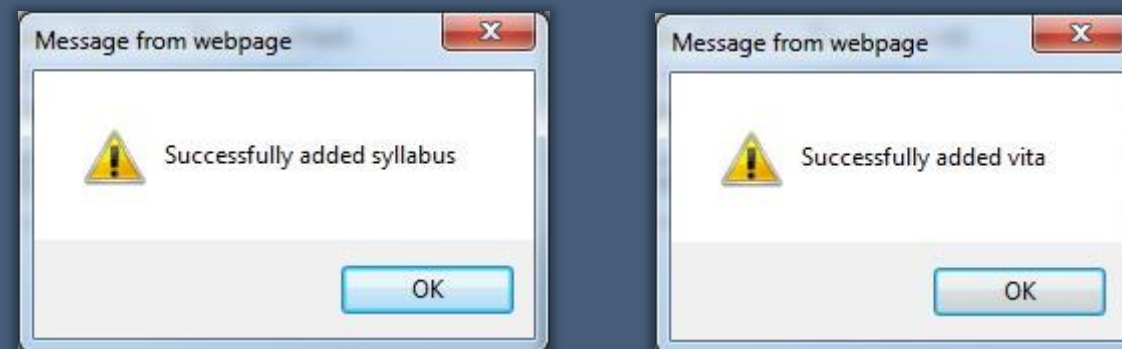
Vita 	
Courses Taught	
LGLA 1305.01 Legal Writing (U)	Catalog Syllabus  
LGLA 1311.01 Introduction to Law (U)	Catalog Syllabus  



7. Click “Browse” and locate the saved PDF to be uploaded. Upon selecting the appropriate file, click “Upload File.”



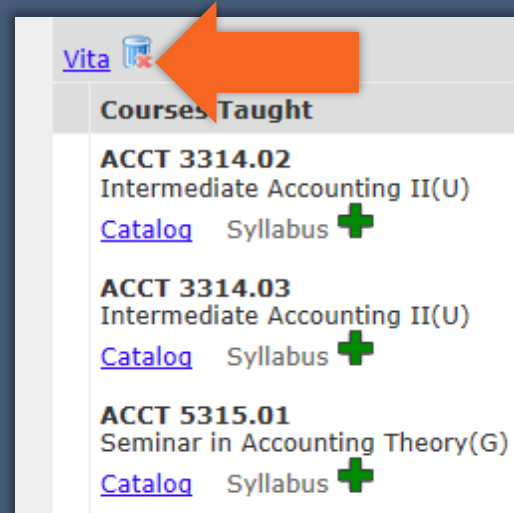
Upon successful file upload, you will see the following:



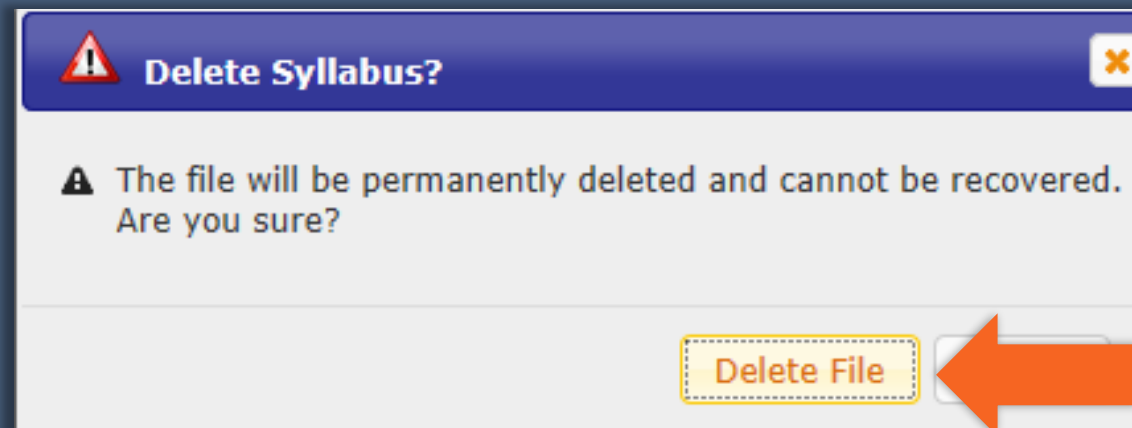
How to:

**Delete or Replace a
Syllabus or Vita**

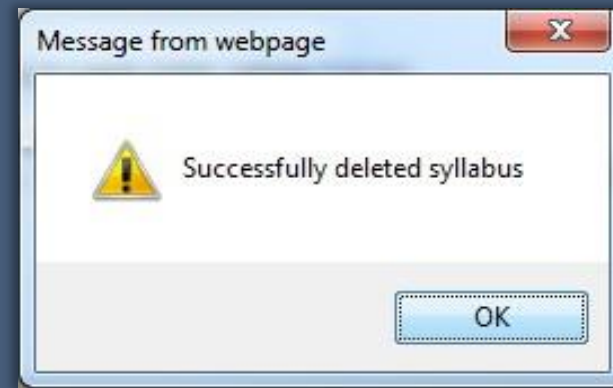
1. To delete an existing syllabus or vita, click the trash can icon. Confirm the deletion by clicking “Delete File.”



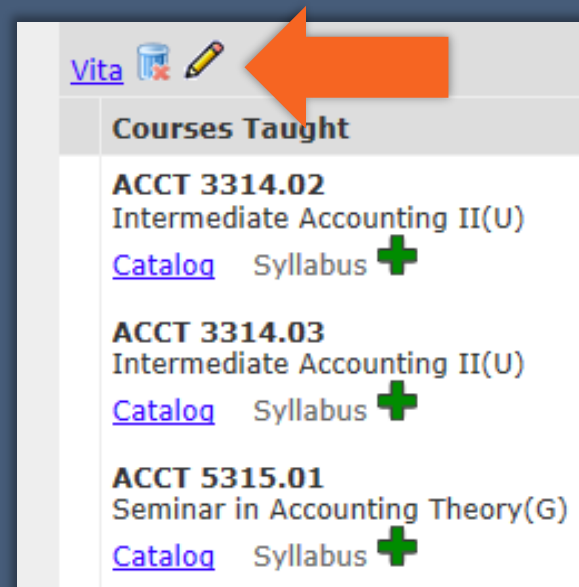
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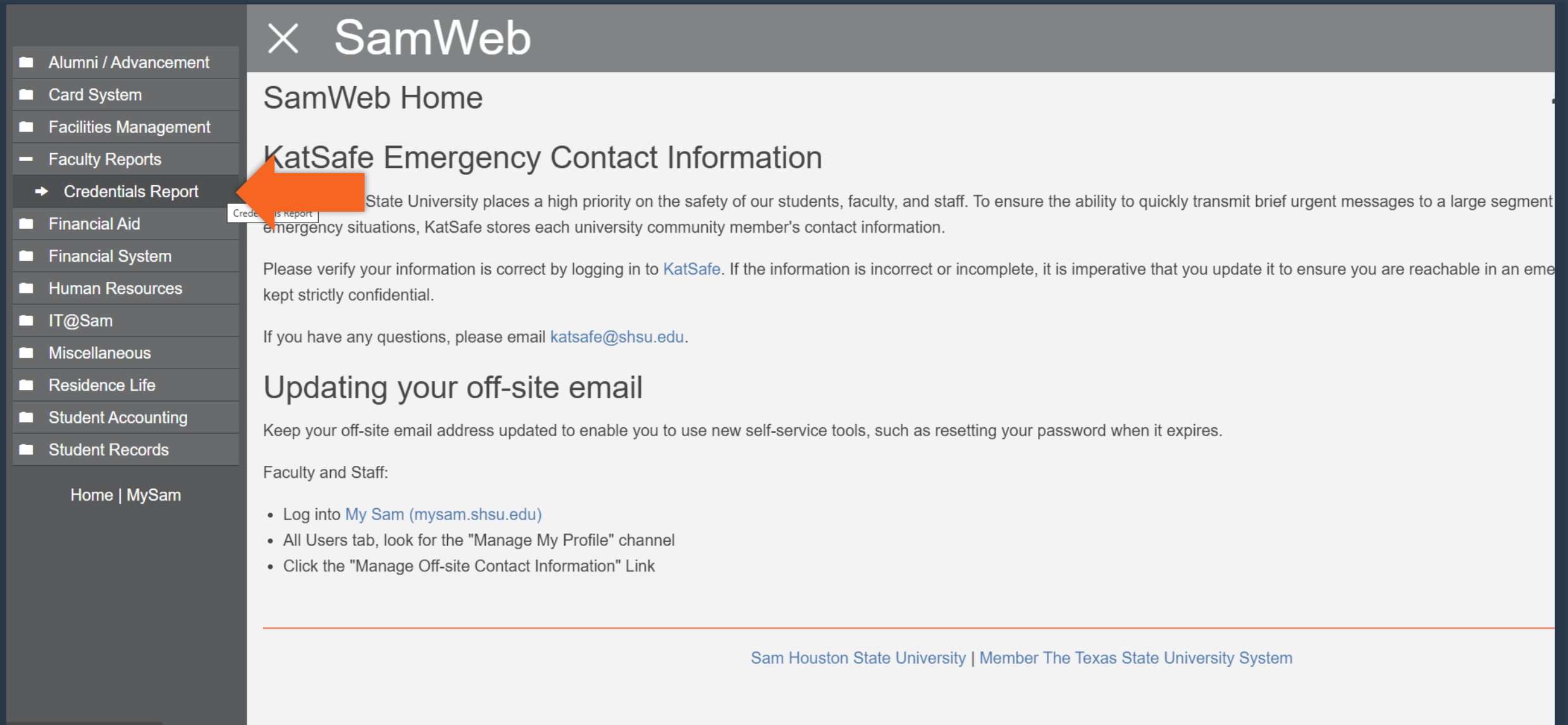
3. To replace or edit an existing file, click on the pencil icon. Please note that after selecting the pencil icon, the process mirrors that of adding a new document.



How to:

**View Syllabi and
Vitae**

1. On the SamWeb home page, click “Faculty Reports” followed by “Credentials Report.”



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SamWeb

SamWeb Home

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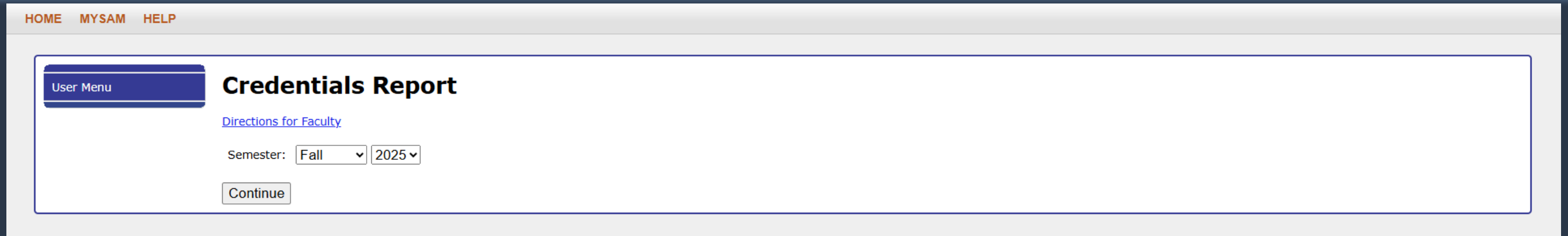
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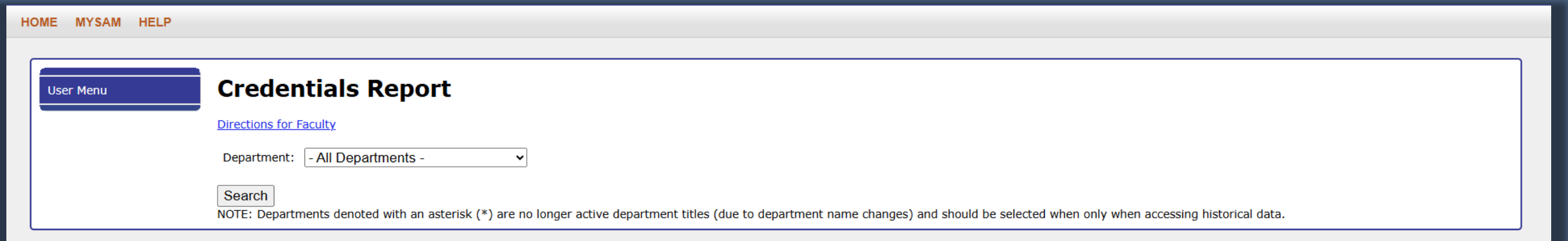
User Menu

Credentials Report

[Directions for Faculty](#)

Semester:

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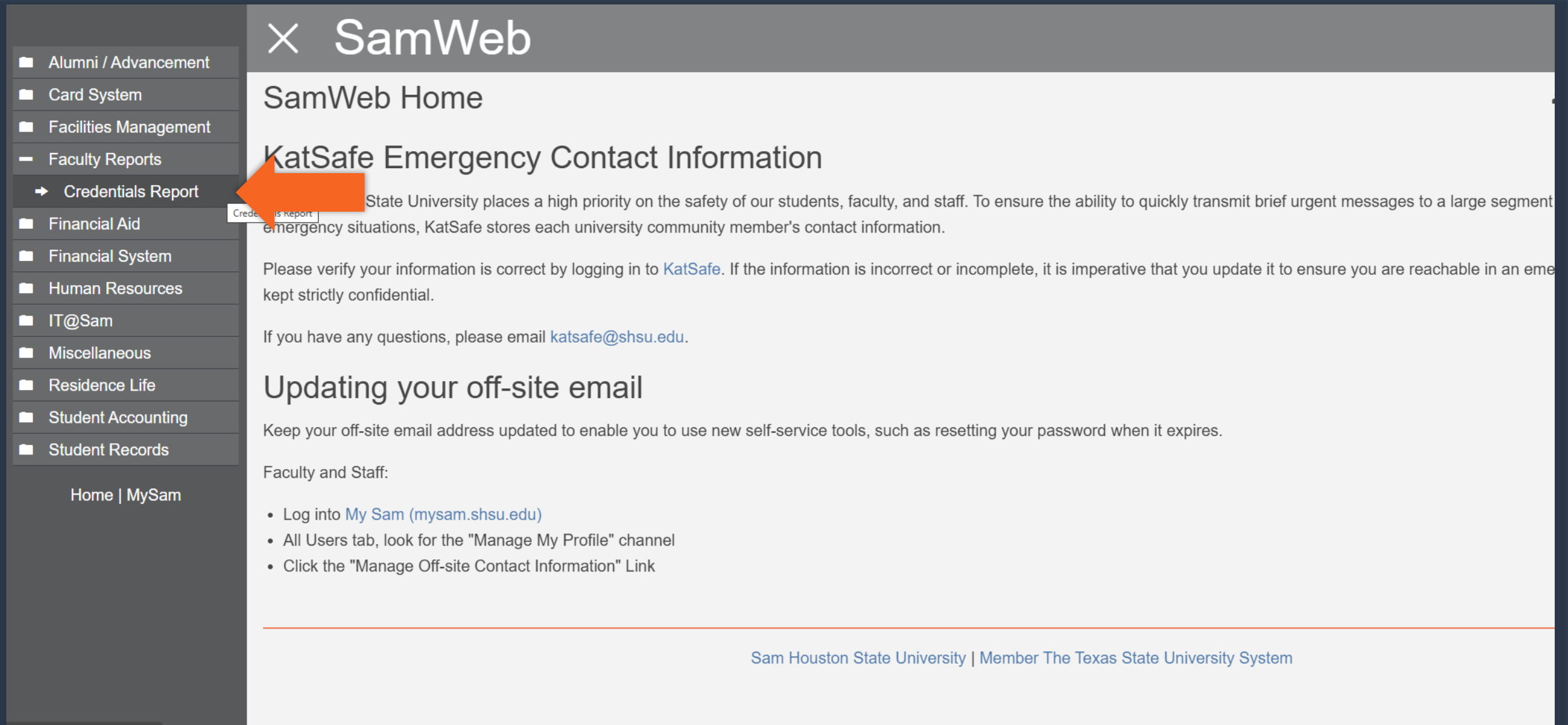
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How to:

**Run a Missing
Syllabi/Vita Report**

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SamWeb

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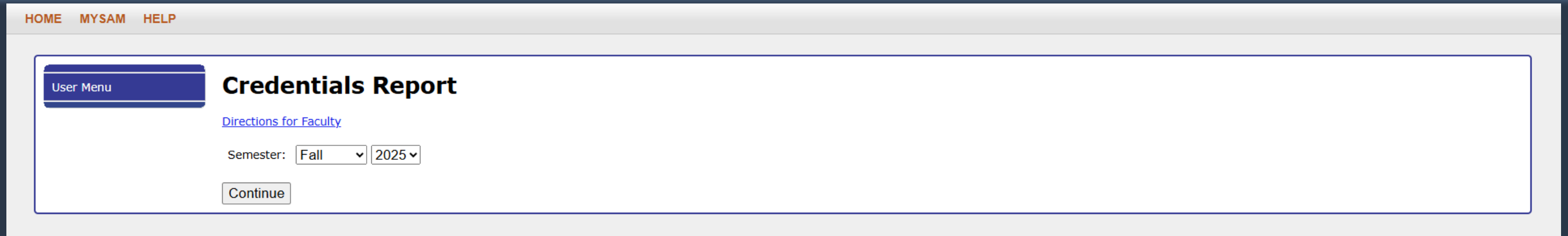
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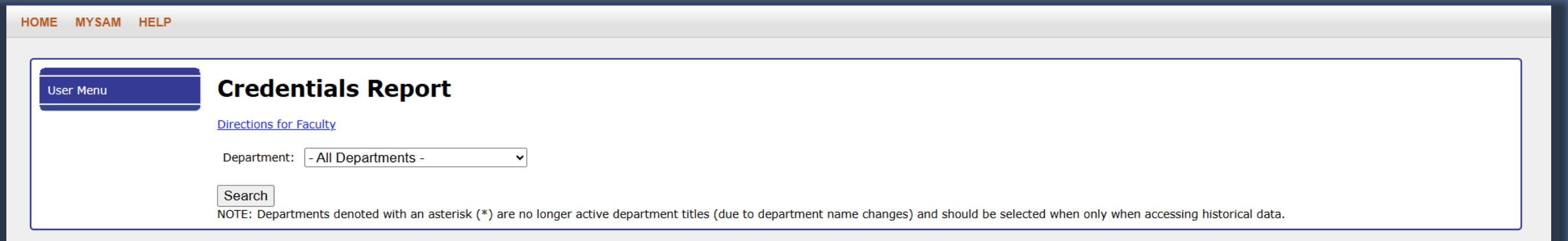
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User Menu

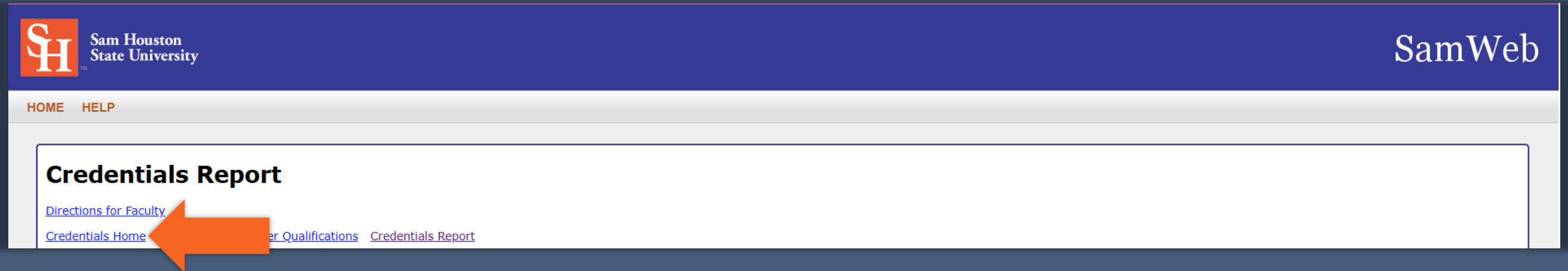
Credentials Report

[Directions for Faculty](#)

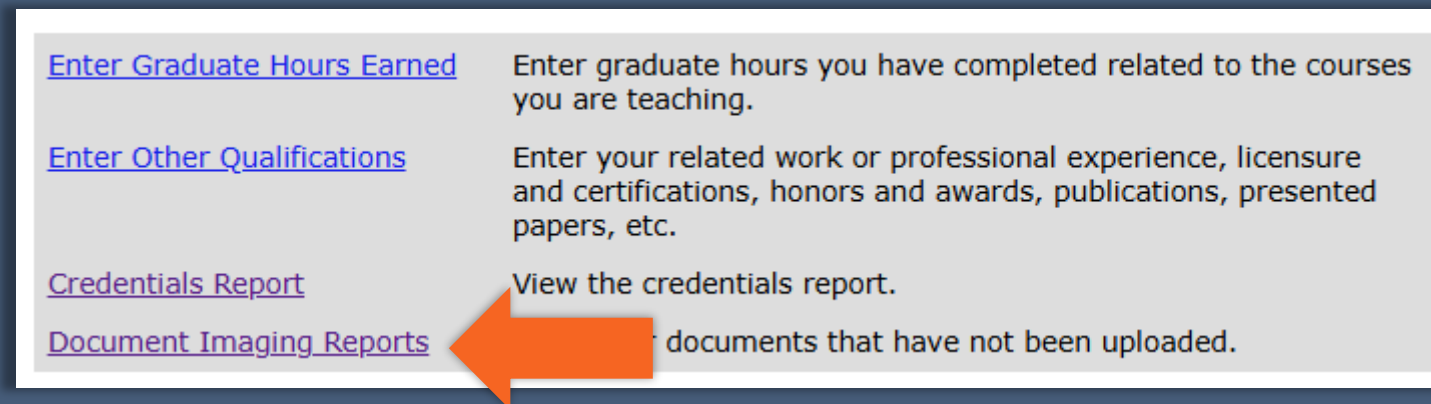
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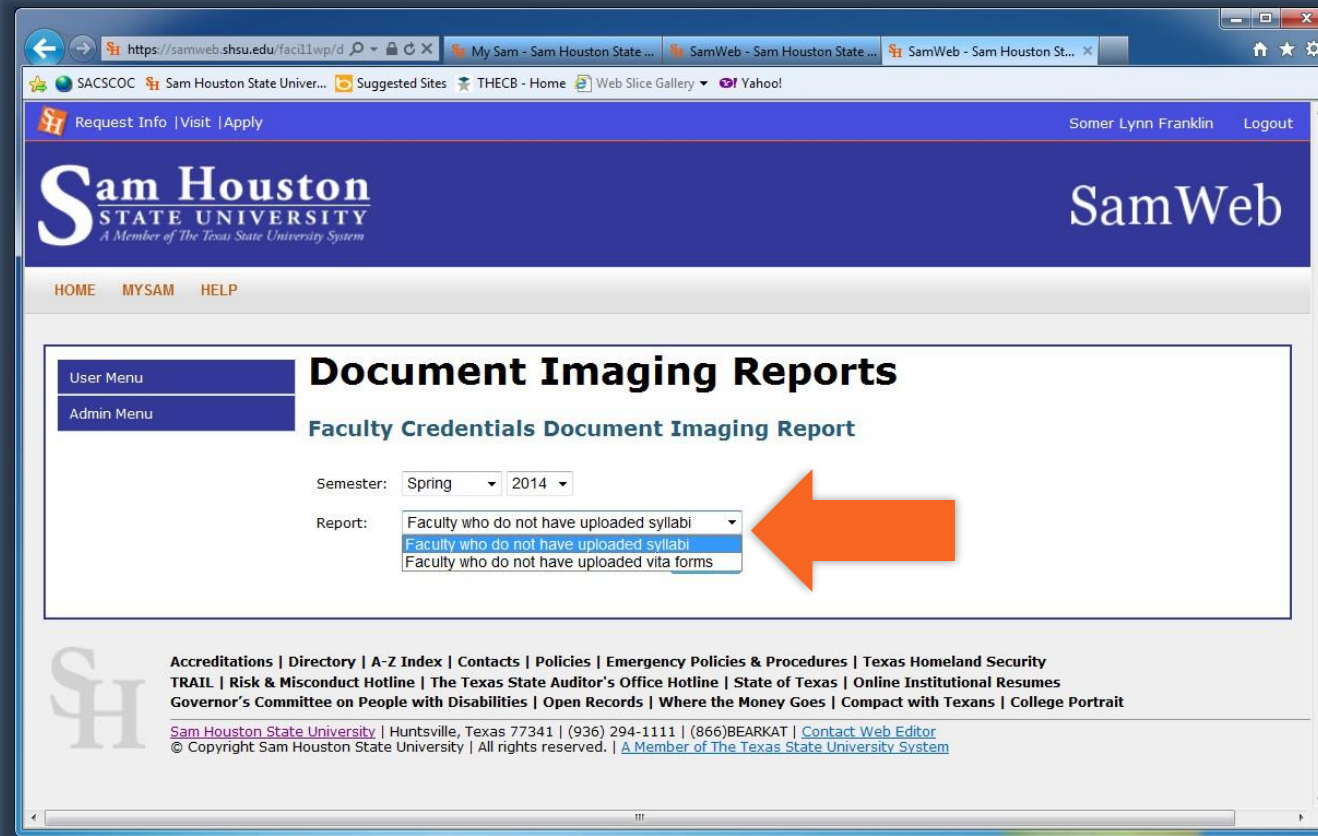
3. In the upper left-hand corner of the page, click “Credentials Home.”



4. Scroll down and click “Document Imaging Reports.”



5. Follow the prompts to select the semester and report type.



The screenshot shows the SamWeb interface for Document Imaging Reports. The page title is "Document Imaging Reports" and the subtitle is "Faculty Credentials Document Imaging Report". The "Semester" dropdown is set to "Spring" and "2014". The "Report" dropdown is open, showing three options: "Faculty who do not have uploaded syllabi", "Faculty who do not have uploaded syllabi", and "Faculty who do not have uploaded vita forms". A large orange arrow points to the "Report" dropdown menu.

Note: Results can be downloaded into an Excel file and sorted for ease of use.