Syllabi Management via MyDaytonaState Portal
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1) Select “LOGIN” to access the MyDaytonaState Portal log in page

2) Log in to the MyDaytonaState Portal using your Falcon user name and password
3) After logging in select the “My Pages” tab
   *If you have already created the Handouts portlet skip to step 10*

4) Select “Edit page”

5) Select the “Content” tab
6) Click “Add a portlet”

7) Hover over the “A Handouts page” link and click on it
8) You will see a page that tells you that your portlet was created successfully

![Successfully created portlet]

9) Select the “My Pages” tab again at the top of the page to return to the “My pages” home screen

![My Dayton State banner]

10) Locate the Handouts portlet and select “Add a Handout”
11) Select “Add a Set”

If you have already created a “syllabus” or “syllabi” set skip to step 13
12) Name the new set “Syllabus” or “Syllabi” and select “Save” at the bottom of the window.
13) Name your file as you would like to see it displayed on your web page. Choose the file you want to upload and select the “syllabus” or “syllabi” from the set dropdown menu. Click “Save” at the bottom of the window.

_You must click the Public Access checkbox to make the document shareable or it will not be accessible._
14) The page will open to the “Handouts – Edit View.” Here you will see the item that you have uploaded.

*You can view and manage all of your currently uploaded handouts in the “Handouts – Edit View”*

15) Open up a new tab or window and type [http://www.daytonastate.edu/](http://www.daytonastate.edu/) in the address bar

16) The browser will navigate you to the Daytona State College website. Select the “FACULTY/STAFF” link after the page is loaded
17) Locate the “Employee Search” link and click on it
18) This page will allow you to search for your employee/faculty page. You can select the starting letter of your last name or select the “Show All Employees” link.

19) Choose a letter to display a list of employees whose last name begins with that letter. The “Show All Employees” link will generate an alphabetical list of all employees, sorted by last name.
Your handout will now appear on your faculty web page under the heading “Syllabi” and be available to open in the format in which it was uploaded.