



**Graduate Studies**  
*Department of Biological Science*  
*Florida State University*

## Syllabus Database

### Admin Version

Syllabuses<sup>1</sup> can be uploaded at <https://www.bio.fsu.edu/gradbeta/syllabus/>. Because each instructor tends to have their own version of a course syllabus (even if the same course is taught by multiple faculty), you upload each syllabus to a specific faculty member:

The top screenshot shows the 'Syllabus Upload' page with a 'Choose Instructor' dropdown menu. A red arrow points to the dropdown menu. The bottom screenshot shows the dropdown menu open, displaying a list of faculty members, with 'Chase, Bryant' highlighted.

Click on popup menu to select a faculty member, and see a list of the courses they teach.

<sup>1</sup> <http://languagelog ldc.upenn.edu/nll/?p=2684>

Each course that a faculty member has taught is listed (including graduate tutorials that may not have a formal syllabus, and infrequently taught courses). Clicking the “Browse...” button will let you select a pdf file from your computer for upload. If the syllabus is already on file in the database, the newly selected file will replace it. You can select multiple syllabuses for multiple courses at the same time (if you have them already), or you can upload them one at a time (and come back to the page at later date when you get new ones to upload).

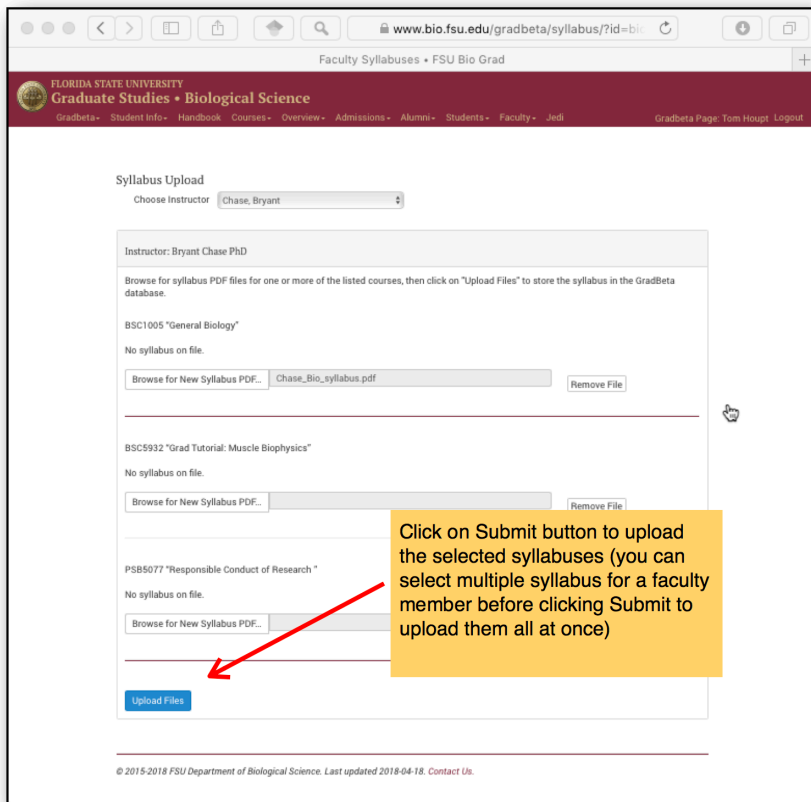
The image consists of two overlapping screenshots of the Florida State University GradBeta syllabus upload interface.

The top screenshot shows the "Syllabus Upload" page for a faculty member. The page title is "Faculty Syllabuses • FSU Bio Grad". The instructor is listed as "Chase, Bryant". The page shows three courses: "BSC1005 'General Biology'", "BSC5932 'Grad Tutorial: Muscle Biophysics'", and "PSB5077 'Responsible Conduct of Research'". Each course has a "Browse for New Syllabus PDF..." button. A red arrow points to the "Browse for New Syllabus PDF..." button for the first course. A yellow callout box with the text "Click 'Browse' to select the pdf of the syllabus on your computer" is positioned over the arrow.

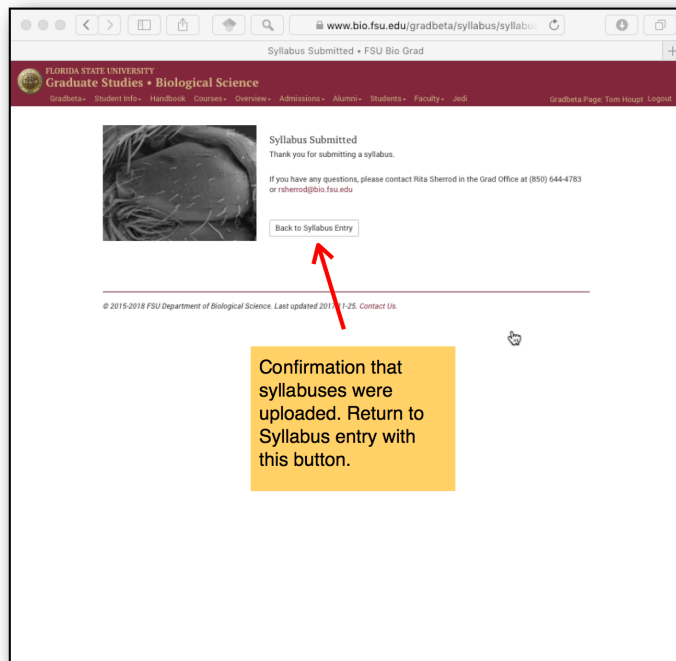
The bottom screenshot shows the same "Syllabus Upload" page, but with a file selection dialog box open. The dialog box title is "Desktop" and it shows a list of files. The file "Chase\_Bio\_syllabus.pdf" is selected. A yellow callout box with the text "Choose the pdf file on your computer." is positioned over the "Choose" button in the dialog box.

Name	Date Modified	Size	Kind	Date Added
CaselliErqu...essay/Rev.docx	16/5/15, 12:54 PM	129 KB	M...x)	16/11/29
cbce	14/12/14, 8:10 PM	--	Folder	16/11/29
CaA 60m composite.tif	14/10/11, 9:57 PM	38 MB	TIFF	16/11/29
CaA DL Composite Figure.jpg	14/10/11, 11:31 PM	595 KB	JPEG	16/11/29
Chase_Bio_syllabus.pdf	15/12/30, 11:29 PM	615 KB	PDF	10:58 AM
Chomsky_Galilean.pdf	16/7/26, 12:42 PM	534 KB	PDF	16/11/29
ChuckToDo2013-12.md	13/12/23, 9:50 PM	234 bytes	M...ent	16/11/29
circular stamp svg.numbers	16/1/28, 2:00 PM	122 KB	N...ers	16/11/29
clockwork flyer.pdf	16/3/1, 7:12 AM	587 KB	PDF	16/11/29
closet jamie drake.jpg	12/12/8, 11:33 AM	31 KB	JPEG	16/11/29
Cmte Rankings v5.numbers	17/12/8, 1:51 PM	702 KB	N...ers	17/12/9
Code Examples	14/12/12, 3:21 PM	--	Folder	16/11/29

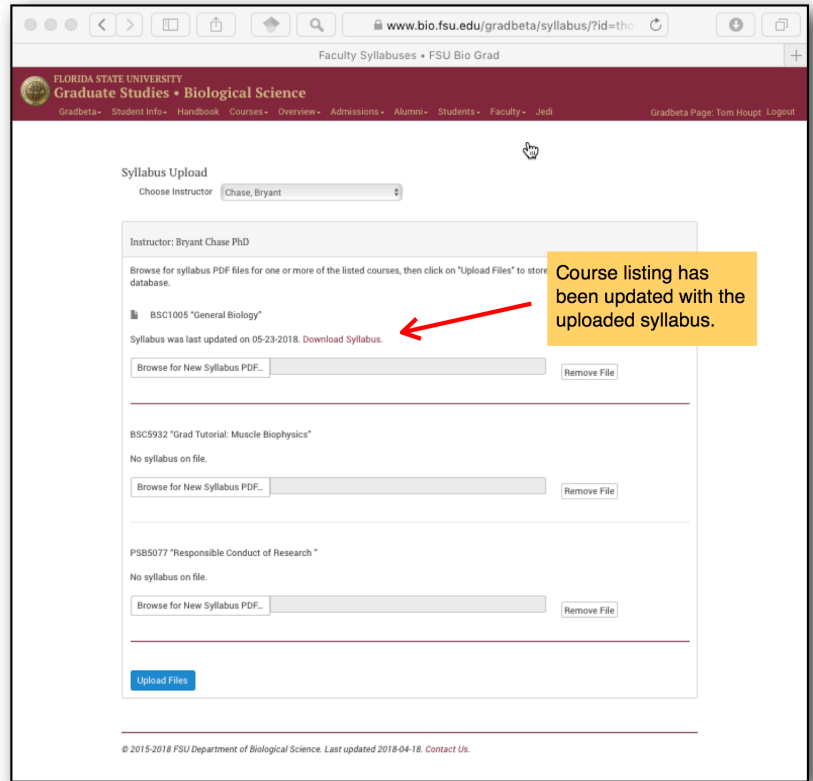
Remember to click on the “Upload Files” button to save the files to the database after you have selected them!



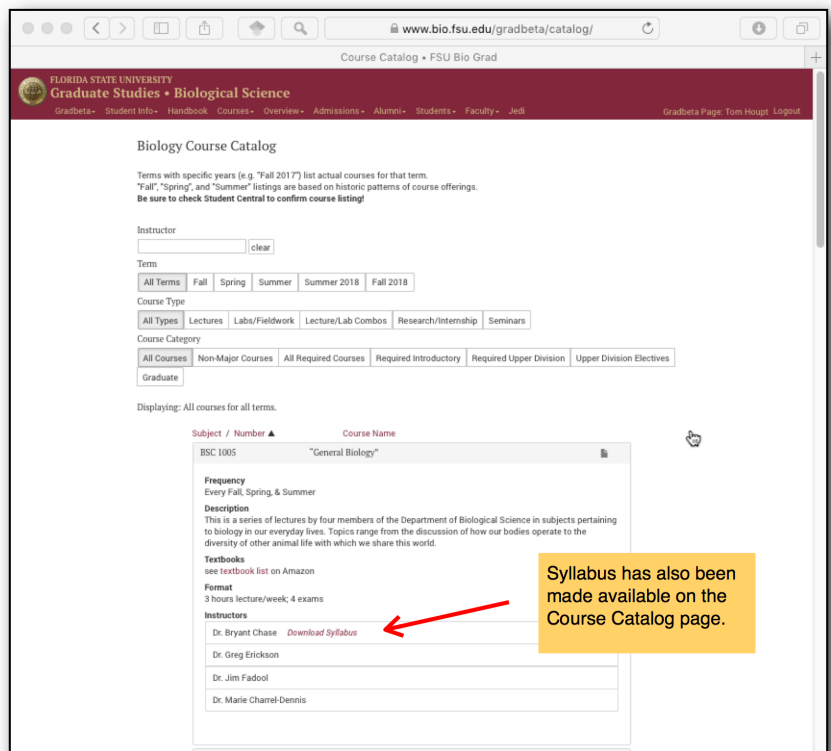
After the files upload, you'll see a confirmation page:



If you go back to the syllabus upload page for the instructor, you'll see that the syllabus is now available for download.



You can also access the syllabuses through the Course Catalog page at <https://www.bio.fsu.edu/gradbeta/catalog>. Courses that have at least one uploaded syllabus are indicated with a little file icon after their name.



## Security Note

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The [Syllabus Entry](#) page requires an FSU id CAS login, and is only shown to administrators (and those given specific access to the page). Currently the [Course Catalog](#) page is only available to faculty and graduate students. So access to the links to the syllabus PDF files is restricted to those with permission, both by FSU CAS and the GradBeta Cassowary system.

The syllabus files themselves are stored in Google Storage with obscure random link addresses. Although finding the link requires logging into GradBeta, connecting to pdf links directly is not restricted. So if an authorized user copies a link, they could share it with unauthorized users. But of course they could just as easily download the pdf file and share it directly.