

Go to <https://my.tlu.edu/ics>

Enter **User name** and **Password** and Login

Texas Lutheran University Intranet - T... Home | My.TLU.EDU

TLU
TEXAS LUTHERAN UNIVERSITY

User Name: Password: Login

You are here: Home

MY.TLU.EDU

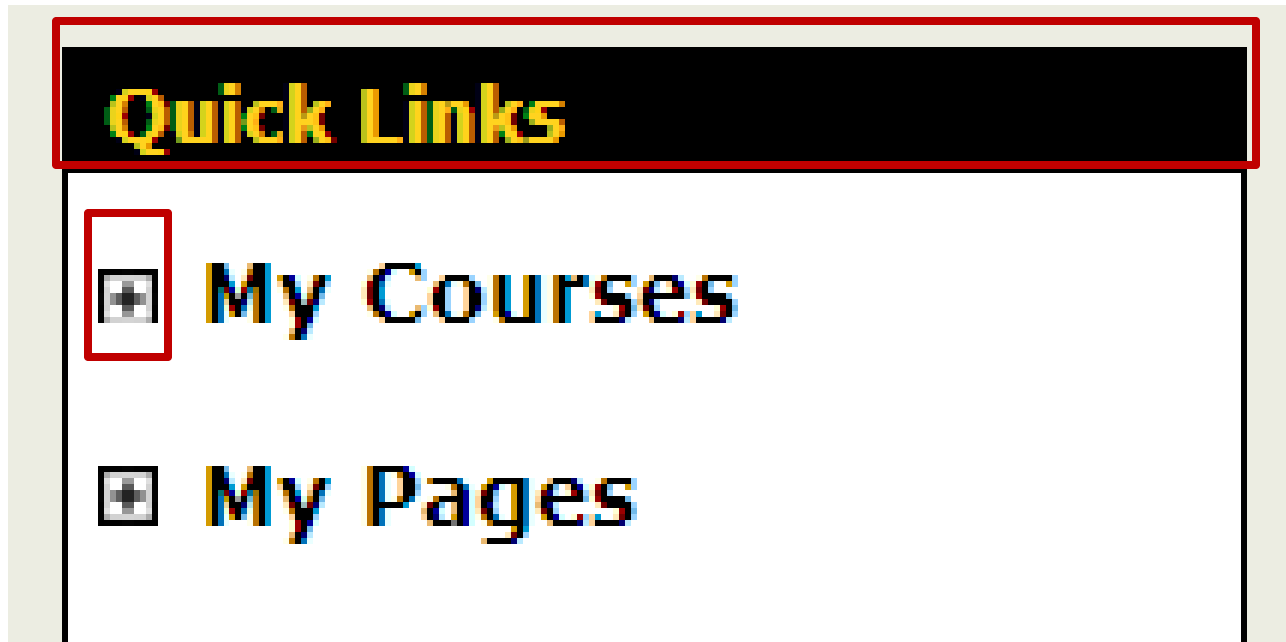
- Home
- Public Page
- Today @ TLU
- Announcements
- Photos

My.TLU.EDU
Public Page ?

Welcome to TLU's web portal! This web platform is intended for students, faculty, staff, applicants to TLU and alumni. To access these services, please login with your TLU username and password.

If you have any questions, please contact the TLU IT Help desk at ishelp@tlu.edu or by calling ext. 6000 Monday thru Friday from 8am-5pm

Find **Quick Links** to the left of the page
and expand **My Courses**



Here is a sample of my e-Racer Courses. Your current courses will appear under **My Courses**. Click on the **intended course link** to access and view the site.

Quick Links

☐ My Courses

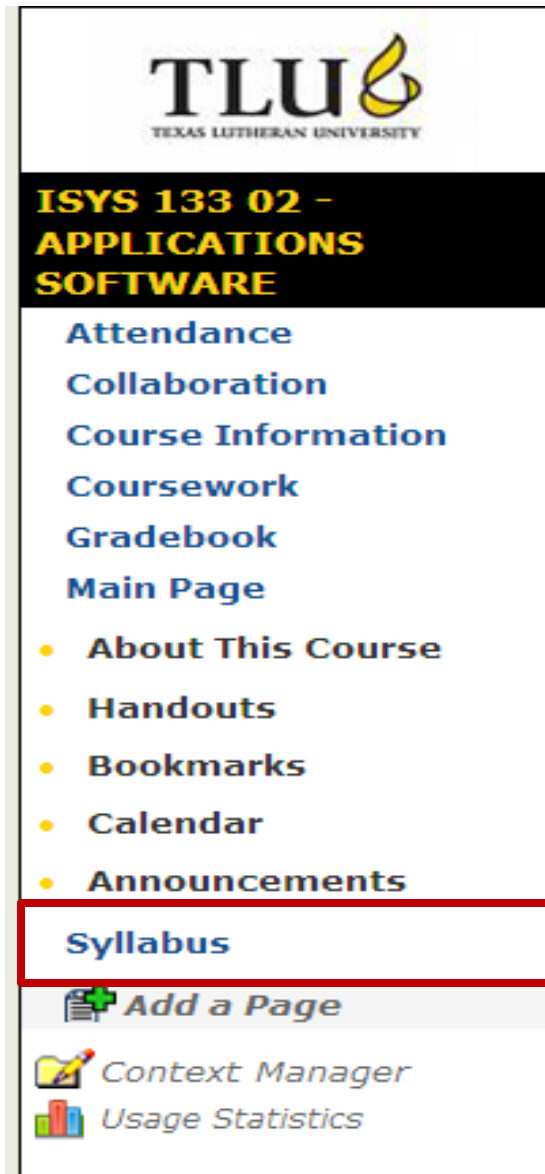
[BUSI 337 01 - Principles of Marketing](#)

[BUSI-Accounting BUSI-Accounting - Accounting Internship](#)

[ISS ISSA - General](#)

[ISYS 133 02 - Applications Software](#)

Locate and **click** on the **Syllabus** link of you intended course site




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**ISYS 133 02 -
APPLICATIONS
SOFTWARE**


[Attendance](#)
[Collaboration](#)
[Course Information](#)
[Coursework](#)
[Gradebook](#)
[Main Page](#)

- [About This Course](#)
- [Handouts](#)
- [Bookmarks](#)
- [Calendar](#)
- [Announcements](#)

Syllabus

 [Add a Page](#)

 [Context Manager](#)

 [Usage Statistics](#)

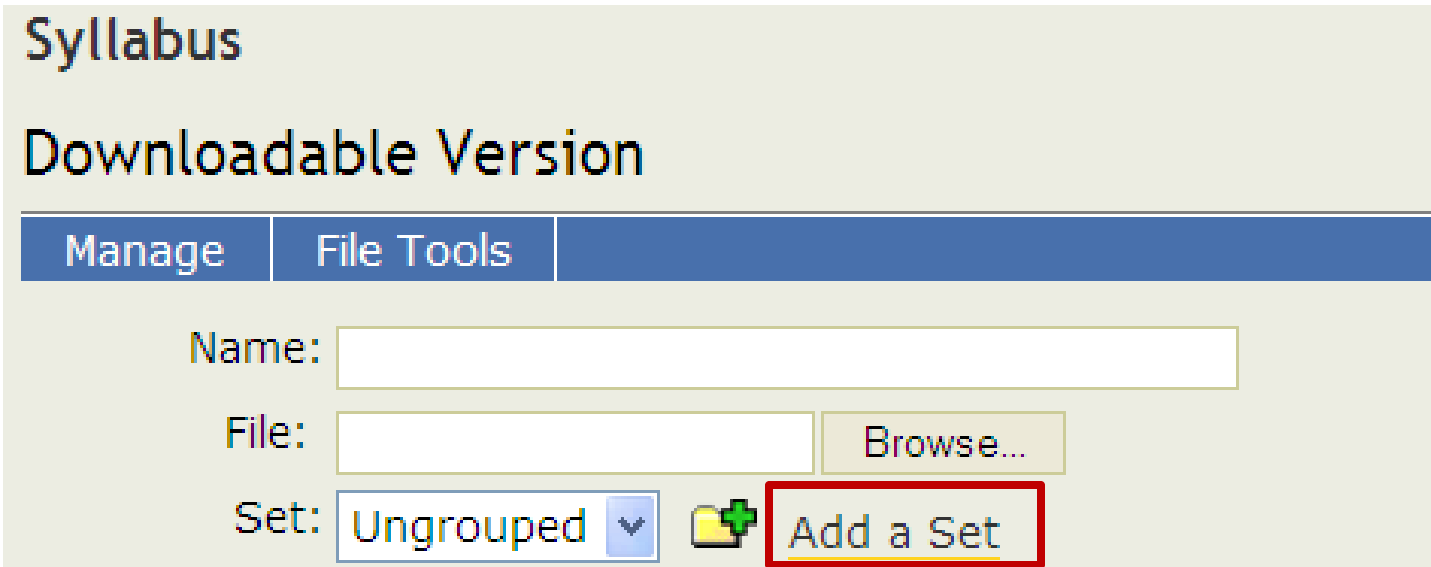
The Course **Syllabus** page opens up. It is recommend to use the **Downloadable Version**. Click on **Add a Handout** link

The screenshot shows a web interface for a Course Syllabus. At the top left, the word "Syllabus" is displayed in a large font. Below it, "Course Syllabus" is written in a slightly smaller font. To the right of "Course Syllabus" are two small icons: a hand holding a document and a question mark. Further right, there is a button labeled "Downloadable Version" which is highlighted with a red rectangular box. In the top right corner, there is an "Edit page" link with a pencil icon. Below the "Course Syllabus" header, the text reads: "There is no content in this portlet." followed by "You can add content in the following way(s):". Below this text is a link labeled "Create Content" with a yellow underline. To the right of the "Downloadable Version" button is another button labeled "+Add a Handout" which is also highlighted with a red rectangular box. Below the "+Add a Handout" button, there is a message box that says "There are no Handouts for this po". At the bottom right, there is a button labeled "Go to Main Screen" with a yellow underline.

First--Click on **Add a Set** link.

A Set is like a folder 

You may want to create a meaningful folder named **Syllabus** instead of a default folder name **Ungrouped**




Syllabus

Downloadable Version

Manage File Tools

Name:

File: Browse...

Set: Ungrouped  **Add a Set**

After clicking the **Add a Set** link
Type **Syllabus** in the name placeholder and **Save**

Downloadable Version

Manage	File Tools
--------	------------

Name:

Description:

Default Font Size

ABC | **B** *I* U A ab |

Normal HTML

Position:

In the **Name** section: Type...(see sample below).

In the **File** section: click on **Browse** tab to attach your syllabus from your **Y** or **USB drive**.

In the **Set** section: select **Syllabus** folder from the pull down menu

Downloadable Version

Manage	File Tools
→ Name:	Syllabus Fall 2011
→ File:	Y:\BUSI337\busi337_ Browse...
→ Set:	Syllabus + Add a Set
Description:	Syllabus Ungrouped

Size ▾ | | **B** *I* U A | |

Still on the same page...**SCROLL** to the bottom and click on the **Save tab**

Start: Display now
 Display later manually
 Display on:
[calendar icon] 12 : 00 AM

End: No end date
 End now
 End on:
[calendar icon] 12 : 00 AM

After End: Make Inactive

Public Access: Make the link to this file shareable (otherwise, it can only be accessed with permission to see this page)

Save Save and Add Another Cancel

Your Syllabus will appear as shown below .

If needed, click on the **pencil** icon to edit the **Syllabus** link 

To **delete** the syllabus, click on the 

Downloadable Version



Manage

File Tools

Syllabus   



Inactive

Syllabus Fall 2011 (.pdf, 25K, Downloaded:0 times)  

Move



selected items to

Syllabus

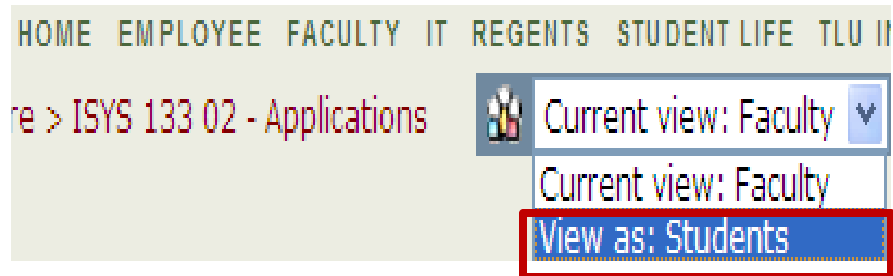


Submit

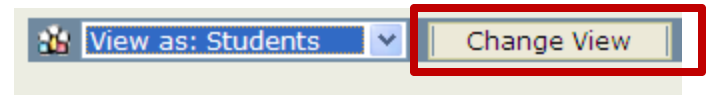
[Import Handouts from File Cabinet](#)

On the top right of your page, **(A)** select the change to **View as: Students** to see how your students will access the syllabus.
(B) Click on **Change View** tab

A



B



A

Here is a **Syllabus link** as viewed by your students.
Your students can now download the syllabus.

The screenshot shows a course page for 'ISYS 133 02 - Applications'. At the top, there are three tabs: 'ISYS 133 02 - Applications', 'Students View' (which is active), and 'Back to Regular View'. Below the tabs, there is a 'Printer Friendly' link with a printer icon. The main content area is titled 'Downloadable Version' and contains a 'Syllabus' section. Under 'Syllabus', there is a link for 'Syllabus Fall 2011 (.pdf, 25K)' which is highlighted with a red box. A red arrow points from the bottom of the page to the 'Back to Regular View' tab.

Note: Click on **Back to Regular View** tab to change to **Faculty View**