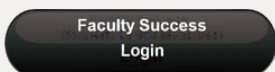


UPLOADING SYLLABI TO FACULTY SUCCESS IN 9 EASY STEPS

1

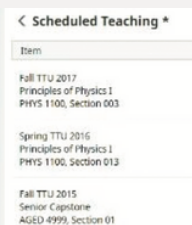
Login to Faculty Success from the OPA website



<https://www.depts.ttu.edu/opa/dmsr.php>

2

Under "Teaching" select "Scheduled Teaching"



3



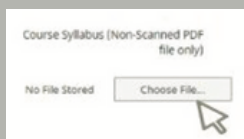
Choose your course for this term

4

Scroll to the bottom of the "Edit Scheduled Teaching" screen



5



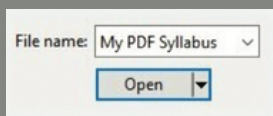
Select "Choose File"

6

Locate the .pdf syllabus on your computer



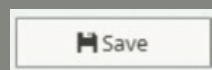
7



Chose the file and click "Open"

8

Click "Save" at the top of this screen



9



Repeat for each additional course and at the start of each term

New Faculty Members: Please email OPA Support to transfer your record if you are joining TTU from another institution that utilizes Digital Measures.

House Bill 2504
Summer 2023 Deadline:
Summer I: June 7th
Summer II: July 11th

Faculty Success Assistance: opa.support@ttu.edu

Credentials and Faculty Success Support:
kenny.shatley@ttu.edu

Director of OPA: jennifer.s.hughes@ttu.edu