



University Health and Wellbeing
MICHIGAN STATE UNIVERSITY

AccessMSU - Instructor Guide

Upload Syllabus

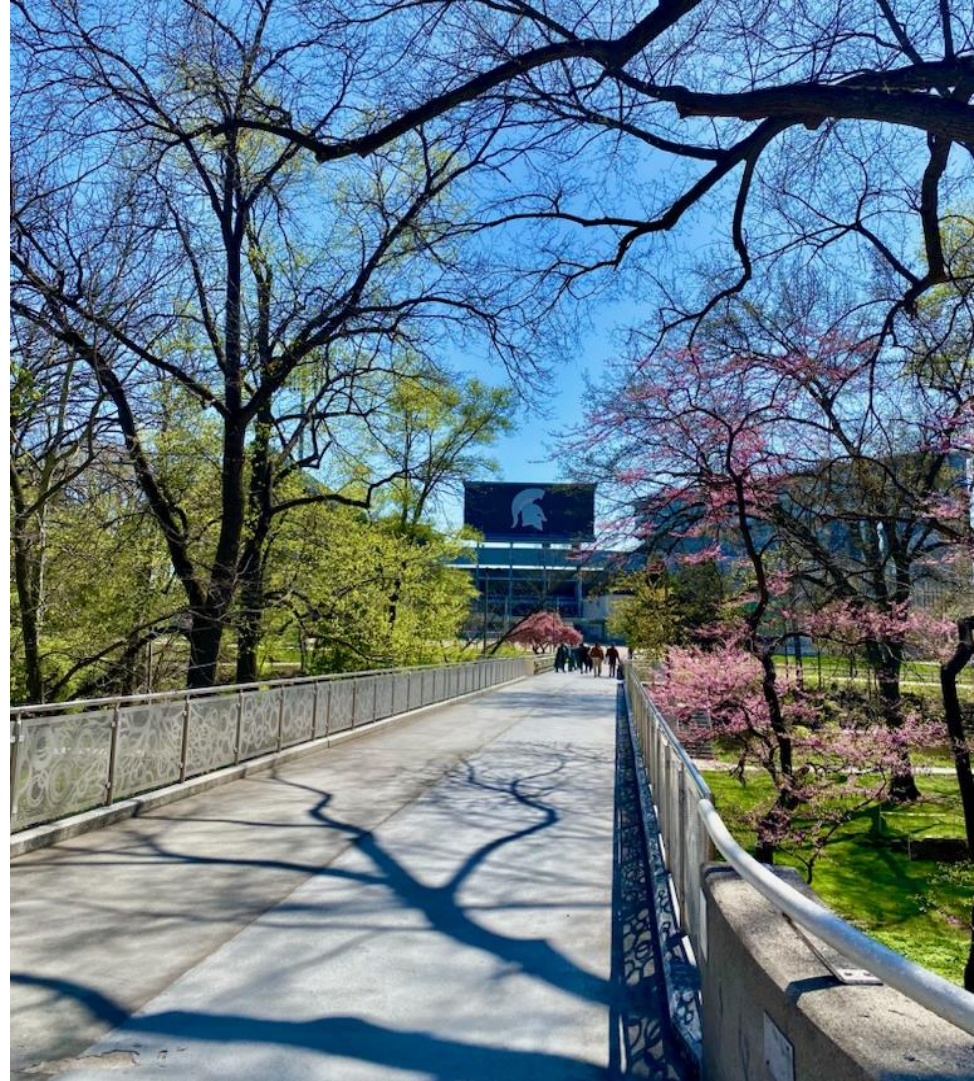


This guide

AccessMSU allows faculty to upload syllabi that students can download directly.

This guide covers all you need to know about uploading syllabi.

For information on how to view specific accommodations on the faculty portal, see [AccessMSU Faculty Guide](#).



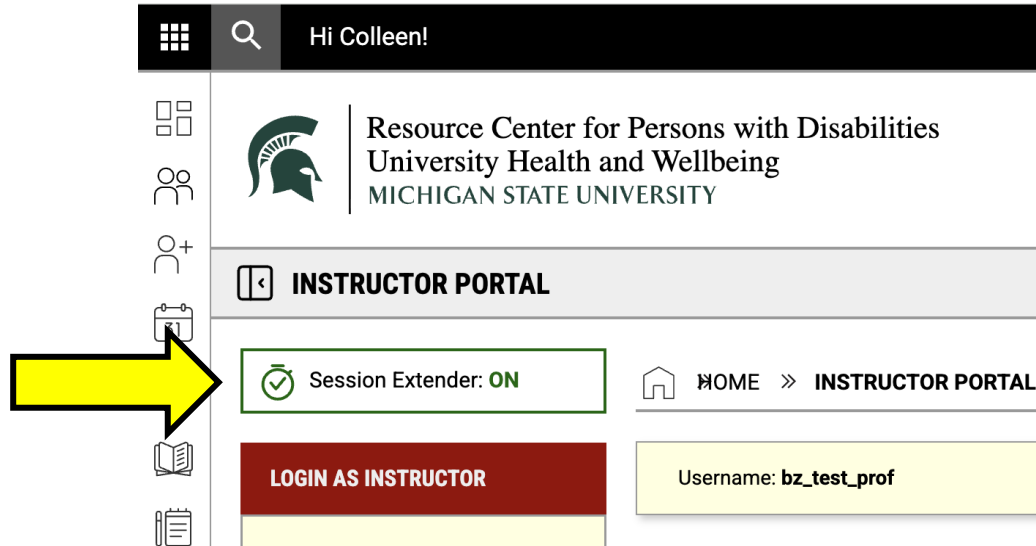
Why upload syllabi here

Why should I use this portal when I already upload my syllabi to D2L?

- Putting your syllabi on AccessMSU allows students to download all of their syllabi from one place instead of having to find it under different course pages on D2L.
 - Different instructors might put syllabi in different places even in the same system.
- This also allows RCPD Access Specialists to search for and view syllabi in one central location, which helps the office better oversee and manage the specific accommodations requested for a given course.

Step 1: Login

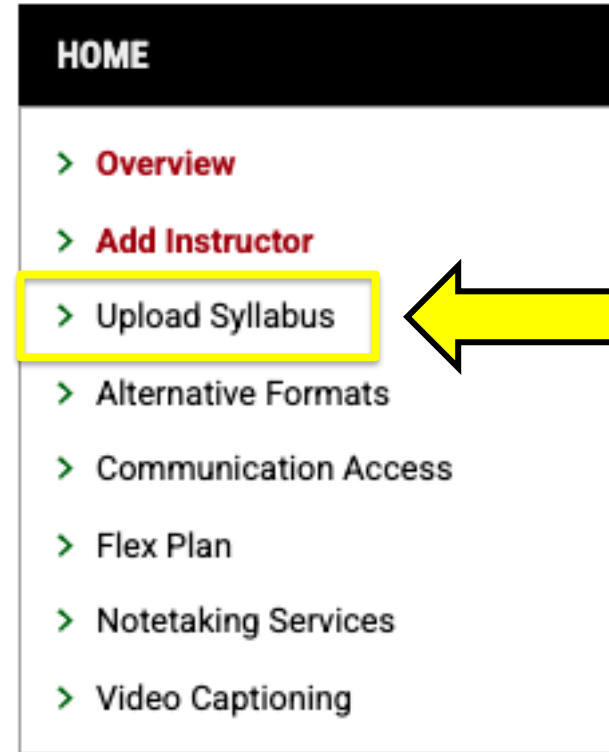
- Login to [AccessMSU](#) using your MSU credentials
- Select "Enable" in the Session Extender box to increase the time before the database automatically logs you off



The screenshot displays the AccessMSU Instructor Portal interface. At the top, a black header bar contains a grid icon, a search icon, and the text "Hi Colleen!". Below this, a white sidebar on the left lists various icons: a grid, two people, a person with a plus sign, a calendar, a book, and a clipboard. The main content area features the Michigan State University logo and the text "Resource Center for Persons with Disabilities", "University Health and Wellbeing", and "MICHIGAN STATE UNIVERSITY". Below this is a grey bar labeled "INSTRUCTOR PORTAL". A large yellow arrow points to a green box labeled "Session Extender: ON". To the right of this box is a breadcrumb trail: "HOME » INSTRUCTOR PORTAL". Below the green box is a red button labeled "LOGIN AS INSTRUCTOR". To the right of the red button is a yellow box labeled "Username: bz_test_prof".

Step 2 – Navigate to Upload Syllabus

- On the left-side navigation panel, click Upload Syllabus



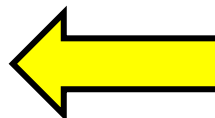
Step 3 – Select a class

UPLOAD SYLLABUS

Note: Required fields are marked with an asterisk (*).

FILE INFORMATION

Class*:



File Title*:

Select File* : ?

Choose File No file chosen

Step 4 – Name the file

- Give your syllabus file a name
 - Uploading a revised version doesn't automatically delete the old one, so please **name files clearly** (e.g., "PSY101_Syllabus_FS26_v2")
- You can upload 10 files per course by default; you will need to contact us if you have reached the limit and need to remove old files.

UPLOAD SYLLABUS

Note: Required fields are marked with an asterisk (*).

FILE INFORMATION

Class *:

Select One

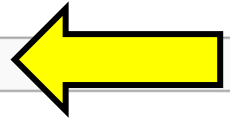
File Title *:

PSY 801 FS21 Syllabus

Select File *: ?

Choose File

PSY801_syllabus_2021.pdf



Step 5 – Upload the file

- Select the file you want to upload
- Make sure that your syllabus is saved in an approved format.
 - .docx, .pdf

UPLOAD SYLLABUS

Note: Required fields are marked with an asterisk (*).

FILE INFORMATION

Class *:

Select One

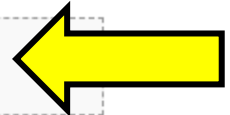
File Title *:

PSY 801 FS21 Syllabus

Select File *: ?

Choose File

PSY801_syllabus_2021.pdf



Step 5 – Upload the file

- Make sure the file is uploaded before leaving this page.
- Once your syllabus is successfully uploaded, students will be able to download the file directly from their AccessMSU student dashboard.

UPLOAD SYLLABUS

Note: Required fields are marked with an asterisk (*).

FILE INFORMATION

Class *:

Select One ▾

File Title *:

PSY 801 FS21 Syllabus

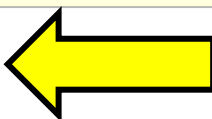
Select File * : ⓘ

Choose File

 PSY801_syllabus_2021.pdf

FORM SUBMISSION

UPLOAD FILE >



View all uploaded syllabi

- You can view and access all past syllabi that you have uploaded

LIST SYLLABI

Records Found: 1 (Showing: 1 - 1)

Show Per Page: 100 ▾

Page: 1

Download	Delete	CRN	Subject	Course	Section	Campus	Lecture	File Title	Date Uploaded	File Type	Size
Download		DEMO	DEMO	999	001			test	06/05/2026 at 03:39 PM	Microsoft Word	128 KB