

Uploading Course Information (including a syllabus) to your Faculty Profile in Mentis

1. Open your browser and navigate to <https://www.uta.edu/mentis>.
2. Log into mentis using your UT Arlington Net-ID and password.
3. Along the left hand side of the Mentis home page, under "Applications," click on the link labeled "Profiles."
4. Along the left hand side of the Profiles page, under "Profile Home," click on "Personal Profile."
5. Once in your personal profile, click on the tab marked "Teaching."
6. In the first section, "Courses," click on "Add new."
7. A new window titled "New course" will appear.
8. In this window, enter the appropriate data into each of the fields.

As you enter data into many of the text field, don't be too hasty about pressing enter. In some cases, the computer will search for information by querying the MyMav database and auto-populate for you.

9. Toward the middle of this window, you'll find a button that will allow you to upload your course syllabus.
 - a. Click on "Add File."
 - b. Browse for your syllabus file on your local drive.
 - c. Click "open"; your file will be added to the upload list.
 - d. Click "start upload."
10. Continue to fill in course information, which extends below the syllabus upload button.

Use the scrollbar along the right hand side of the active window to view the bottom part of the screen. Should you not provide full information for the course, the syllabus upload and final "save" will not be processed.

11. When you have entered all of the relevant information and have uploaded your syllabus, click on "Save Changes."

If you receive an error message, double check to ensure that you haven't inadvertently failed to complete a required field.

12. The new course should now appear in your profile, along with a link to your syllabus.
13. Repeat as necessary for all courses you are teaching this term.

Q: How do student locate course information and download a syllabus?

A: From the UT Arlington homepage (<http://www.uta.edu>), go to "Current Students" (upper right hand corner) and then, in the "Academic Resources" tab, click on "Course Syllabus Information."

Questions?

Within Mentis, scroll to the bottom of the window and locate the link titled
"Having problems? We're here to help!"