MU BERT Electronic Syllabus Submission Instructions

MU B.E.R.T. (Banner Extraction and Reporting Tool) is a tool supported by the Office of Academic Affairs. MU BERT's data is shown in an easy to use Web interface, live from Banner. MU BERT has the capability of accepting your syllabi for the courses you teach.

The site can be found at https://bert.marshall.edu/ and will look like the page below (*Please Note: To access the site with this address, you must be on campus, or be using the Marshall's provided VPN client while off-campus: https://www.marshall.edu/it/departments/it-service-desk/network-wireless/#GlobalVPN.*

From the page above, click Login to MU BERT now to be redirected to Marshall's Single-Sign On service. There, use the following scheme for your login:

Username: MUNet_ID (example: smith12)
Password: your regular MUNet password (the same that you log in to your campus-based PCs with)

After logging in to the system, you will be presented with a listing of reports to which you have access to, including the Electronic Syllabus Submission form, or if you have permission to upload syllabi for other faculty (secretaries, office administrators, etc.), select the Electronic Syllabus Master Upload form. Your listing should resemble the one below.

Welcome Brian M. Morgan. Below are the reports to which you currently have access:

Bookmarked Reports (3) Click to View
System

- BANNER Data Dictionary (6 views)
- User Control Panel (set defaults, hide/show current classes) (118 views) ⓘ

Class Information

- Class List with E-mail Addresses (3422 views) ⓘ
    - **Current Classes** - links to class lists for current semester courses View GridNot showing 2 hidden courses
    - Fall 2013 - IST 163 - Programming Practicum, SEC 101, CRN 2774 *(21 enrolled, 30 max)* 30-OCT-13
    - Fall 2013 - IST 263 - Web Programming, SEC 101, CRN 2781 *(27 enrolled, 28 max)* 31-OCT-13
    - Fall 2013 - IST 365 - Database Management, SEC 101, CRN 2802 *(21 enrolled, 22 max)* 30-OCT-13
    - Fall 2013 - IST 365 - Database Management, SEC 102, CRN 2803 *(10 enrolled, 50 max)* 04-OCT-13
    - Fall 2013 - IST 430 - Electronic Commerce, SEC 101, CRN 4969 *(3 enrolled, 0 max)* 27-AUG-13
    - Fall 2013 - IST 470 - Internship in IST, SEC 101, CRN 4297 *(12 enrolled, 0 max)* 26-AUG-13
    - Fall 2013 - IST 485 - Independent Study, SEC 108, CRN 2826 *(2 enrolled, 0 max)* 06-MAY-13
    - Fall 2013 - IST 491 - Senior Project II, SEC 101, CRN 2829 *(1 enrolled, 0 max)* 09-MAY-13
    - Click here to send an e-mail to all students enrolled in the courses listed above.
    - **Future Scheduled Classes** - links to class lists for future scheduled courses Click to View
- Class List with Past Attempts of Course (0 views)
- Pre-requisite Verification by Class List (51 views)

College/Department Information

- Advisee Report by Faculty (144 views)
- Advisee Report by Faculty w/Midterm D&F Grades (13 views)

Enrollment Statistics

- Departmental Enrollment Report by Course Section and Instructor (3828 views)

Faculty Information

- Electronic Syllabus - MASTER Upload (142 views) (Beta Report)
- Electronic Syllabus Submission (168 views)

Student Information

- Student Course History List w/GPA, Hours Earned, and Current Course Schedule (3841 views)
- Student Course Schedule View (233 views)
- Student Dashboard (589 views) (Beta Report)
- Student Information w/Test Scores, Contact Information, Deficit Points, and Ethnicity (1515 views)

Once you have clicked on the Electronic Syllabus Submission option, you will be taken to a screen where you can select the term for which you want to upload your course syllabi (see below).

MU BERT
Banner Extraction and Reporting Tool

Electronic Syllabus Submission

Please select the term for which you wish to review or submit course syllabi:

Term:

| Spring 2014 ▾ | submit |

After selecting the term and clicking Submit, you will then be taken to a screen that lists all of the courses you have been assigned to for that particular semester. From this screen, you can easily upload your syllabi and review syllabi that have already been uploaded. To upload a syllabus for one of your courses, simply follow the instructions which are at the top of the screen. Clicking the View Syllabus link will allow you to review those files you have already uploaded to the system. The "Electronic Syllabus – Master Upload" report works in the same manner, except that you also select the alpha-designator to which you want to upload as well as the term.

Course Syllabi that have been electronically submitted, Fall 2013, As of 31-Oct-13

The table below contains a listing of the courses that you have been assigned to as an instructor for the semester you selected. To upload a syllabus for a particular course, simply click the Browse button to the right of the course you want to submit a syllabus for. This will open a standard file browsing window similar to Microsoft Word and other application's File->Open window. Once you find your syllabus, double click it and then click the Upload button. You can repeat the process to submit a syllabus for each of your courses.

Bookmark this Report

TERM	COURSE	SEC	CRN	HRS	COURSE TITLE	Syllabus
	IST 163	101	2774	3	Programming Practicum	View Syllabus Replace File
	IST 263	101	2781	3	Web Programming	View Syllabus Replace File
	IST 285	101	2784	1 to 3	Independent Study	Browse... No file selected. Upload
	IST 365	101	2802	3	Database Management	View Syllabus Replace File
	IST 365	102	2803	3	Database Management	View Syllabus Replace File
	IST 430	101	4969	3	Electronic Commerce	View Syllabus Replace File
	IST 470	101	4297	1 to 4	Internship in IST	Browse... No file selected. Upload
	IST 485	101	2819	1 to 4	Independent Study	Browse... No file selected. Upload
	IST 485	108	2826	1 to 4	Independent Study	Browse... No file selected. Upload
	IST 491	101	2829	3	Senior Project II	Browse... No file selected. Upload