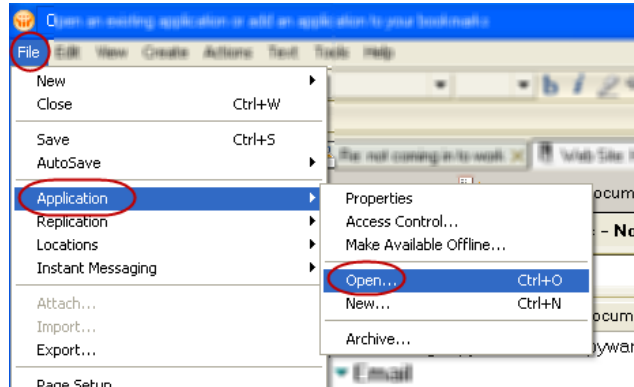




## Post Your Syllabus to the Web Using Lotus Notes 8

You must have a Lotus Notes email account to create a new document in a syllabi database.

- Log in to Lotus Notes.
- Click 'File', then 'Application', then 'Open...'.  
• In 'Look In' field of the box that pops up, type 'Minerva' and press 'Enter'. In the 'File Name' field, type:



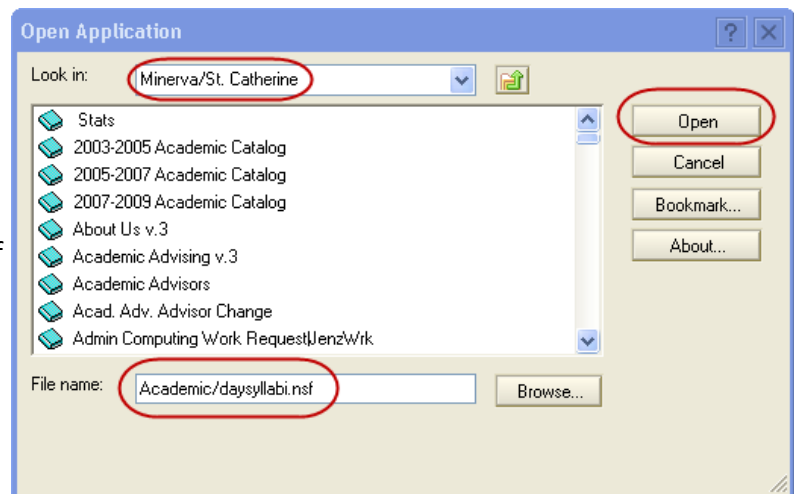
⇒ Academic/wecsyllabi.nsf --for weekend college

⇒ Academic/daysyllabi.nsf --for day college

⇒ Academic/gradsyllabi.nsf --for graduate programs

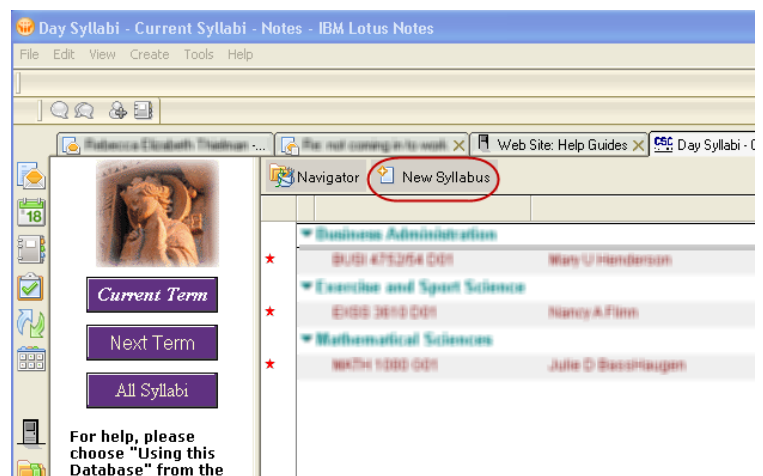
⇒ Academic/cscmsyllabi.nsf --for Minneapolis campus Liberal Arts and Sciences

- Select 'Open'.



To create a new syllabus:

- Click the 'New Syllabus' button at the top of the window.
- Fill out all available fields.
- Click the 'Save and Close' button at the top of the window.





To view syllabi online:

- Visit <http://minerva.stkate.edu/cscit.nsf>.
- Click the 'Online Syllabi' link.
- Select the syllabi collection you wish to view:

Instructional Technology  
*Courses & Syllabi*

**ONLINE SYLLABI**

**DAY Syllabi**

(day college)

.

**GRAD Syllabi**

(graduate programs)

**WEC Syllabi**

(weekend college)

**CSC-M Syllabi**

(Minneapolis campus)



All students and faculty who wish to view online syllabi must have an email login name and password.