Contents
Accessing Portal ................................................................................................................................................................. 2
Layout................................................................................................................................................................................ 3
View/Download Sample Course Syllabi .......................................................................................................................... 4
Course Proposal Process ................................................................................................................................................... 5
  School Partnership Forms ............................................................................................................................................... 5
    Completing the Partnership Form .............................................................................................................................. 6
    Submitting completed Partnership Form ................................................................................................................... 7
  Create PDF ..................................................................................................................................................................... 7
Instructor Information Forms ................................................................................................................................................. 8
  Completing the Instructor Information Form .............................................................................................................. 8
  Submitting Completed Course Proposals .................................................................................................................. 10
  Combine files ................................................................................................................................................................. 10
  Uploading Files .............................................................................................................................................................. 12
Monitor Progress of Submissions ................................................................................................................................. 15

NOTE: Screenshots provided throughout this guide were taken using Google Chrome’s browser. Visuals and/or instructions may vary slightly depending on your web browser of choice.
Accessing Portal

1. Login at https://moodle.potsdam.edu with Username and Password provided in Welcome Email
   a. If you have not previously received login information, please contact Karla Fennell at fennelkm@potsdam.edu to request access to the system.

2. Select “CHS Course Proposals” under “My courses”
GUIDE TO SUBMITTING COURSE PROPOSALS FOR SUNY POTSDAM’S COLLEGE IN HIGH SCHOOL PROGRAM

Layout

Link to program webpages

Link to existing partners & approved courses

View all existing courses and descriptions

View/download sample course syllabi
View/Download Sample Course Syllabi
To aid your teachers in determining whether their course might be a good fit for the program and to help them in preparing their materials for submission, we have included sample syllabi for introductory courses offered on campus. If you find a course in the catalog that you are interested in learning more about, please email fennelkm@potsdam.edu to request a syllabus and we will do our best to obtain one for you.

1. To view existing syllabi, click on folder name of subject that you are interested in (see above)
2. Select course number/name
   a. File should download in your browser (though, depending on your browser, not all files may download as shown here)
Course Proposal Process

School Partnership Forms provide necessary information for creating a Memorandum of Understanding between your high school and SUNY Potsdam and also provide updated contact information as administration changes.
Completing the Partnership Form

1. The “School Information” section is the most important section
   a. Date Completed: Please indicate date in which form was filled out
   b. Academic Year: Indicate the year range for which you wish to participate in the program
   c. New School: Indicate new school if you have never participated in the program
   d. Returning School: Indicate returning school if you have offered a CHS course at your school recently (within the last five years)
   e. School Name: Please provide official name of school
   f. School Address: Please indicate physical address where courses will be held
   g. Principal: In the fields for “Principal Name” and “Principal Email”, please provide the name and email for the administrator who is responsible for signing agreements on behalf of your school
   h. Primary Contact Name: In most cases this will be the person whose email is associated with the course submission portal account. This person serves as the primary liaison with the Coordinator of Early College Programs at SUNY Potsdam and assists in obtaining necessary information from instructors and students (including transcripts). Information about student registration will be shared with this person

2. Class Details
   a. If you know all of the courses you will be submitting at the initial time of submission then you can include this information here, otherwise the Early College Program Coordinator will add information as proposals are submitted
   b. Checkboxes: Checkboxes are for internal use to record receipt of required forms/materials
Submitting completed Partnership Form

Create PDF

Option 1: “Print” as PDF

i. If completing the partnership form in your web-browser (Chrome was used for this demonstration) then you may have the ability to “Print” the form as a PDF

ii. This option will allow you to save the digital file directly to your computer

Option 2: Print and scan

iii. If you are not able to download/save the digital file of the form directly to your computer then you can complete the form fields on your computer, print on paper, and then scan the file back to your computer

See [Uploading Files](#) on page 12 for detailed instructions on how to submit the Partnership Information Form
Instructor Information Forms are required for each course being proposed, even if one person is submitting multiple proposals.

Completing the Instructor Information Form

1. This form provides a number of important pieces of information
   a. Instructor Name: Once approved, all instructors must be entered into SUNY Potsdam’s database so that the correct name is associated with the course in the master schedule
      i. If instructor previously attended or taught at SUNY Potsdam under a different name, please include the original name in parenthesis
   b. New Instructors Only: DO NOT PROVIDE SS# AT TIME OF SUBMISSION
      i. If the instructor has previously taught in the CHS program then their ID will be on file
      ii. If the instructor has previously attended SUNY Potsdam, then the name and date of birth should be all the information necessary to locate their ID
      iii. If the instructor has never previously been associated with SUNY Potsdam then the Social Security Number will be needed. Although using a secure portal to submit proposals, the instructor will be contacted by SUNY Potsdam to obtain this information if/when needed to protect their identity.
   c. Personal Address and Contact Information: Also needed for accurate campus records and to facilitate communication between high school Instructor and SUNY Potsdam Faculty Liaison
   d. Program & Class Information: This information aids SUNY Potsdam in forwarding course proposal to the appropriate academic department for review
      i. School Name: Please indicate the primary school that the course and instructor are associated with. If course is offered as a distance learning course or is otherwise available to students outside of the primary school to enroll, please note “Open Externally”
      ii. Class Name: Please indicate the course name/title used locally to refer to course
iii. Class Session/Days/Times: Recognizing that schools have different timelines for setting up their class schedules, this information is not required at time of submission. However, this information is incredibly helpful to the departments in assigning Faculty Liaisons whose schedule allows them to make class visits or observations (either in person or virtually).

2. Print or Save to PDF once completed
   a. See Create PDF section on page 7 for detailed instructions
Submitting Completed Course Proposals
Combine files into one pdf in the following order:

1. Completed Instructor Information Form

   ![Image of Instructor Information Form]

   **MAX C. BEAR**

   **SUMMARY**

   [Checklist of summary details]

   **COMPUTER SKILLS**

   **Languages**

   - [List of languages]

   **Software**

   - [List of software]

   **EXPERIENCE**

   - [List of job titles and descriptions]

   **EDUCATION**

   - [List of degrees and institutions]
3. **Course Syllabus**
   
a. Should be unique to the high school course and instructor (Note: Please do not submit one of the sample syllabi, as those are for reference purposes only)
Uploading Files

1. From homepage, select link associated with file you wish to upload
   a. Current setup allows for the submission of the Partnership Form and up to ten individual course proposals. This will be monitored and if a school begins to approach ten proposals then more links will be created.

2. Click on “Add submission”

3. “File picker” window may open or something close depending on your browser

4. Select “Upload a file”

5. “Choose File” next to “Attachment”
   a. Follow instructions and navigate to where you have saved the completed file
GUIDE TO SUBMITTING COURSE PROPOSALS FOR SUNY POTSDAM’S COLLEGE IN HIGH SCHOOL PROGRAM

b. Save as: Use the naming convention listed

6. Select “Upload this file”

7. Click on “Save changes”

8. You will see a confirmation of your upload

9. To navigate back to the homepage, click on “CHS_Course_Proposals” in the breadcrumb trail along the top or in the menu to the left
10. For reference purposes, you can check the box next to each item that you have submitted
Monitor Progress of Submissions

1. From homepage, select “Grades” under Settings → Course Administration

2. Grading Codes:
   a. Once the School Partnership Form has been received and reviewed it will be marked “Complete”
   b. Under Review: Course proposal submission has been received and has been forwarded to appropriate academic department for decision
   c. Accepted with Changes: Course has been accepted as long as specific changes are made. Department Chair or Faculty Liaison will assist instructor with any changes. High School and/or Instructor may choose to decline to make changes and not offer their course for college credit through SUNY Potsdam
   d. Accepted as Proposed: Course has been accepted and no changes are required
e. Not Accepted: In most cases this will only apply to courses that do not have an equivalent course offered by SUNY Potsdam or if there is not a Faculty Liaison available to oversee the course

3. Coordinator of Early College Programs will communicate directly with high school instructor (copying school’s Primary Contact) via email as soon as individual course decisions have been made.

Please feel free to contact us with any questions, concerns, or issues that you may experience:

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