

## **Uploading your curriculum review to the myColby web portal**

Using the myColby web portal, you will find the "Curriculum Reviews" link on the left-hand side of the page under the "Academics" tab. You must be logged in to see the reviews.

Follow these steps to upload a new or substantially revised review for one of your courses:

- 1) Complete your review either as an MSWord document or .PDF file and save it on your computer.
- 2) Direct your web browser to the "Academics" tab on your myColby web portal. Make sure you have logged in.
- 3) Select the tab under "My Course Schedule" for the academic term that applies to your review.
- 4) Use the "Options" pull down menu beneath the course name and select the "Upload Curriculum Review" option.
- 5) Locate the file you have created containing your review and select "Submit".