Creating a Syllabus Link from OneDrive

While this tutorial covers steps for creating links to syllabi using OneDrive, faculty hosting syllabi using other ECU systems such as My Web, WordPress Blogs and Core may use links to syllabi from these systems also (see page 3).

1. Log into OneDrive (pirate365.ecu.edu).
   a. Need Help Uploading Files to OneDrive

2. Locate and select your course’s syllabus file.

3. From the menu bar, select Copy Link.

4. Before copying the link, click the drop-down menu below the link to set access permissions.
5. Select **People in East Carolina University**.

6. In **Other settings**, uncheck **Allow editing**.

7. Click the **Apply** button.

8. Click the **Copy** icon located to the right of the link.
Adding Your Syllabus Link in Banner

1. Log in to Pirate Port (pirateport.ecu.edu).

2. In the Banner Self Service Links widget, click Main SSB Menu.
   a. Note: If the Banner Self Service Links is not displayed, open Tool > Applications > Banner Self Service.

3. Open the Faculty Services tab.

4. From the Course Options menu, choose Syllabus Information.

5. From the Select a Term dropdown, select the semester then click the Submit button.
6. From CRN drop down, choose the course then click the Submit button.

7. In the Syllabus Data section, paste your syllabus URL into the Course URL field then click the Submit button (not displayed). No other fields need to be completed.

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**Syllabus Data**

| Long Section Title |  
|--------------------|---
| Course URL:        | [https://studentsecuedu66932-my.sharepoint.com/:w:/g/personal/myusername/studentsecuedu66932-my.sharepoint.com](https://studentsecuedu66932-my.sharepoint.com/:w:/g/personal/myusername/studentsecuedu66932-my.sharepoint.com) |