

1. Login to the SBT at: <https://miscel1.cel.cmich.edu/FCPublic/>
2. Locate the correct course (FALL II) and check if the Books column shows **Identify** or **Identified**
 If it shows IDENTIFY, the book order has not yet completed, and you must complete that first.
 If it shows IDENTIFIED, the book order has been submitted, and you can continue on with Step 3.
3. Select the **Build** button for the course.
4. When the Syllabus Build page appears (see sample below), click the **Import Previous Versions** button. This button only appears once on the Identifying Information page and all importing must be done upfront.

Syllabus Build Page

All fields marked with a red asterisk (*) **MUST** be filled in before the syllabus can be submitted.

If any of your static information is incorrect, please contact your Program Administrator so that the information can be changed system wide.

[Identifying Info](#) | [Textbooks & Inst. Mats.](#) | [Course Desc.](#) | [Goals & Objs.](#) | [Methods Outline & Assign.](#) | [Evaluation](#) | [Services & Other Reqs.](#) | [Biblio.](#)

Import Previous Versions

Identifying Information

Course Information: INSTRUCTIONS: 

Course: MSA 685
 CRN: 16341
 Term: 20042
 Title: Integrative Analysis of Administration
 Location: Saginaw
 Dates: 06/10, 06/24/2004
 Days & Times: Thr. 0600P-1000P

Instructor Information: INSTRUCTIONS: 

Name: William McDermott
 Academic Biography:
(100 words max, longer text is automatically trimmed.) *
[How many words am I using?](#)

Phone Nos: *
 Email: *
 Fax No:
 Office Hours: *
 Degree Req:
 Prereqs: MSA 600 , MSA 634, MSA 635, MSA 640

[Next Topic >>](#)

[<-- return to 'assigned courses' page](#)

5. Select the item you wish to import by selecting the radio button (see screenshot below) and then press the **IMPORT ITEM** button. You must do this for each of the nine categories of the syllabus. You can do this by scrolling across the top of the page.

Syllabus Import Page

Please check the box next to the information that you would like to import and click the import button. If any of the information is incorrect, you can correct it later.

[Identifying Info](#) | [Textbooks & Inst. Mats.](#) | [Course Desc.](#) | [Goals & Objs.](#) | [Methods](#)
[Outline & Assign.](#) | [Evaluation](#) | [Biblio.](#)

Identifying Information

CRN: 16335 **Term:** 20042
Academic **blah**
Biography:
Phone Nos: **989 774 1400**
Email: **mcder1wp@cmich.edu**
Fax No:
Office Hours: **3-5**

IMPORT ITEM

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6. You must do this for each of the nine categories (Identifying Info, Course Desc., Goals & Objs., etc.) of the syllabus. You can do this by scrolling across the top of the page.