

INSTRUCTIONS FOR ADDING SYLLABUS INFORMATION TO POUNCE



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

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PROCESS

These instructions will help you navigate through POUNCE to add syllabus information to be viewed by students.

RESPONSIBILITIES

Faculty are responsible for providing a syllabus to students each semester. This information may also be included in POUNCE.

INSTRUCTIONS

1. Login to <https://pounce.augusta.edu>.
2. Select “Faculty and Advisors” from the top of the page.



3. Select “Faculty and Advisors Dashboard”.

Faculty and Advisors



4. Select “Syllabus Information”.

INSTRUCTIONS FOR ADDING SYLLABUS INFORMATION TO POUNCE

Faculty

Assignment History

Instructors can view course assignments.

Attendance Verification

Verify student attendance in your assigned courses.

Class List

View Pictorial class list for your assigned courses.

Class Schedule

Search courses by term.

Faculty Detail Schedule

View number of students enrolled, room assignment, dates and times.

Final Grades

Enter final grades with Faculty Grade Entry. Will open in another window.

Office Hours

Enter office hours by course.

Syllabus Information

Enter syllabus information for your assigned course.

Week at a Glance

View your course schedule for the week.

5. Select “Term” and “CRN”.

Faculty and Advisors • Syllabus Information

Syllabus Information

Term

Select

CRN

Select



Use this page to maintain syllabus information, learning objectives, required materials, and technical requirements for the course.

6. Enter your syllabus information in the fields provided and click “Submit”.

INSTRUCTIONS FOR ADDING SYLLABUS INFORMATION TO POUNCE

Course Information

Course Fundamental of Biology - 29584 - BIOL 1101 - C	Course Level Undergraduate Semester	Status Active	CRN 29584
Campus Summerville Campus	Schedule Type Lecture	Instructional Method Technology enhanced	

Syllabus Data

Long Section Title

Course URL

Learning Objectives

Required Materials

Technical Requirements

Reset

Submit

CONTACT

If you have any additional questions, please contact our office at registrar@augusta.edu.