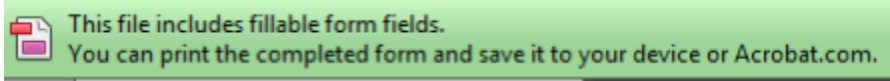


Faculty Information:

Participant Course Guides Conversion to Acrobat (.pdf):

- All GSUSA Participant Guides are PDF documents and are comment-enabled. Participants can navigate within the content of the course guide and annotate the guide using sticky notes and highlighting text. The participant must have Acrobat Reader, a free software, to use the comment-enabled features. GSUSA will share this information with students in the course confirmation notice.
- Some participant course guides have full .pdf form functionality, i.e., **fill-in blanks, boxes, add comments, highlight text, and navigate within the content.** If your course guide is .pdf fillable, you will see this note in the upper left-hand corner of the document.



Please Note: Even if the file is not form fillable, students can still add notes and exercise answers using the *add a note* function and save the file.

- You will receive notification **when ALL participant course** guides contain full .pdf functionality.
- For assistance with understanding .pdf documents, please review the following videos created for the Human Resources Management Curriculum:
 - Students: <https://youtu.be/nQBulWJSdGU>
 - Instructors: <https://youtu.be/giTSSke1zkg8>
- Please continue to monitor the Faculty Source for important updates, <https://www.graduateschool.edu/content/faculty-source>