Simple Syllabus Faculty How-To Guide

Accessing Simple Syllabus

Simple Syllabus can be accessed either through your course shell on Canvas or via the Simple Syllabus website.

To view your syllabus on the Simple Syllabus site log in using your NID and NID password.

The suggested method for accessing your syllabus is through Canvas. The instructions for editing are the same regardless of which way you access your syllabus.

Simple Syllabus will appear in the lefthand navigation bar of all newly created Canvas courses. If you are unable to see Simple Syllabus in the navigation bar, please see our Unhide Simple Syllabus in Canvas guide.

Editing Your Syllabus

The syllabus for your course will load with information automatically imported from the university template.
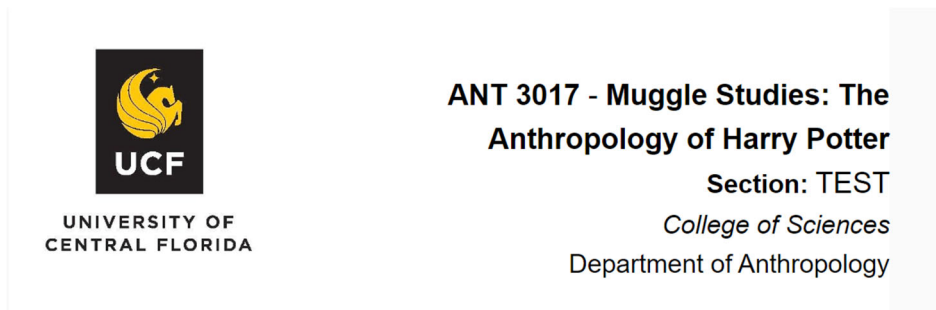
The first step is to verify the access level for your syllabus by clicking "Campus Community" at the top right of the syllabus. This will open the following options:

For more information visit Syllabi Website

○ General Public ◉ Campus Community   ✕

General Public: Allow everyone to view this syllabus.

Campus Community: Only allow users to view this syllabus if they are logged in.

Courses are set to Campus Community by default. GEP core (black diamond) courses must use the "General Public" setting to be in compliance with Florida Statute 1004.085.

After selecting the appropriate access setting, continue filling out the components of your syllabus.

Certain fields on the template are set at the university, college, department, or course level and cannot be edited. By default, the following information is established on the university template and cannot be edited by faculty:

- Course Information: Course Prefix and Number, Course Title, Section Number, College, Department
- Course Meeting Information: Term, Credit Hours, Modality, Class Meeting Days and Times
- Assigned Instructor of Record and Email
- Course Catalog Description
- University-wide Policies
    - Student Accessibility
    - Academic Integrity
    - Title IX
    - Active-Duty Military Students
    - Campus Safety
    - Financial Aid Accountability

Additional components may be set by your college or department.

As you complete your syllabus be sure to complete all required syllabus components. Required fields can be identified by the orange highlight and the lock at the top left.

For more information visit [Syllabi Website](#)

The Assignment Schedule component automatically imports information from the Assignment section of Canvas. If you wish to add or delete an assignment you must use the Assignment section in Canvas as the data only flows one direction. If you do not wish to use this component, you can change its visibility by toggling the button at the top.

Once you have completed entering your syllabus information, you will need to read the attestation statement at the bottom of the syllabus and affirm to the statement by selecting the checkbox to the left of it.

Please note, depending on your screen resolution the entire statement may not be visible within your window. The statement reads:

I attest that all instructional materials assigned for this course have been or will be reviewed for appropriateness prior to assignment to the students by me as instructor of record, and/or the course lead instructor, team of instructors, or department.

To see how the document will look to students enrolled in your course, you can select the "Preview" button.

Once the syllabus is completed and the attestation has been affirmed, you can publish your syllabus using the "Submit" button. This will publish the syllabus in the UCF Syllabus Library and allow your students to see the document.

| Submit | Preview | Close | ❗ Syllabus cannot be submitted until required components are completed. Click for more information |

Your syllabus will not appear for students until you click "Submit." If you are unable to submit your syllabus, please verify that all required components have been completed.

I need assistance with completing my syllabus

If you have a question that is not addressed here, please visit our website or email us at syllabi@ucf.edu.