



Simple Syllabus FAQ for Faculty

What is Simple Syllabus?

Simple Syllabus is a centralized, template-driven platform that enables instructors to quickly personalize and publish interactive class syllabi directly within Canvas. All syllabi are automatically stored in a campus-wide repository.

Why are we doing this?

UCF has implemented Simple Syllabus to facilitate access for students to university syllabi and to promote public access to General Education core courses in compliance with Florida Statute 1004.085 and Florida Board of Governors Regulation 8.003. In addition, implementation of this centralized repository supports UCF Student Government Association's request for a centralized syllabi repository.

How does Simple Syllabus work?

Simple Syllabus is a template-based product that automatically imports course information from UCF's course catalog and class schedule. Templates can be created at the university, college, department, and course level to ensure consistency and compliance with policies. By default, the university template includes all required university policies. If you would like to create a college, department, or course level template, contact us to schedule a one-on-one meeting.

When do I have to complete my syllabus?

Syllabi for General Education core (black diamond) courses must be published no later than 45-days prior to the start of the semester. GEP core courses can be identified in the [Undergraduate Catalog](#) by the black diamond to the right of the course name.

All other courses must provide their syllabi in their Webcourse by the first day of class.

For additional information about deadlines, please refer to the UCF Academic Calendar.

How do I access 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 Canvas you will need to unhide the link by opening your course page and selecting "Settings" from the lefthand bar. Under the "Navigation" tab is a list of available tools. Drag "Simple Syllabus" from the list of disabled pages to the top or click the three dots and select "Enable."



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You can also view your syllabus on the [Simple Syllabus site](#) by logging in using your NID and NID password.

How do I unhide Simple Syllabus in Canvas?

To unhide the link in Canvas, open your course page and select “Settings” from the lefthand navigation bar. Under the “Navigation” tab is a list of available tools. Simple Syllabus is located under the disabled pages. Enable the tool by dragging “Simple Syllabus” from the disabled pages to the enable tools box or by clicking the three dots to the right of the name and selecting “Enable.”

How do I edit my syllabus in Canvas?

After unhiding Simple Syllabus within your Canvas course, select the “Simple Syllabus” link from the lefthand navigation bar.

This will open the syllabus for your course. From here you can fill out the fields as appropriate. Fields highlighted in yellow are required. Simple Syllabus automatically saves as you edit the document. Once you have completed your syllabus, you can preview the syllabus and/or submit.

How do I edit my syllabus in Simple Syllabus?

To edit within Simple Syllabus you can either select “View My Dashboard” from within the Simple Syllabus tool in Canvas or log in to the [Simple Syllabus](#) site using your NID and NID password. This will take you to your dashboard where you can select your course(s) and begin editing.

This will open the syllabus for your course. From here you can fill out the fields as appropriate. Fields highlighted in yellow are required. Simple Syllabus automatically saves as you edit the document. Once you have completed your syllabus, you can preview the syllabus and/or submit.

How do I make my syllabus visible in my course?

To use the Simple Syllabus tool within your course you first need to enable it using the instructions above (see: How do I unhide Simple Syllabus in Canvas). Once the tool is enabled, you can make your edits. Once your syllabus has been submitted it will be available for students to view within Canvas and on the Simple Syllabus site. For more information on access levels, refer to the “Who can see my syllabus” question below.

Why can't I edit a field?

Certain fields on the Simple Syllabus 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:



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- 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.

Why can't I submit?

If you are unable to submit your syllabus, please verify that all required components have been completed. Required fields are highlighted in yellow.

What is this error message?

Users may encounter an error if they are not listed as the instructor for the course or if they are accessing a syllabus for an unpublished future term.

If you have recently activated your course in Webcourses or combined your classes, please be aware that it may take up to 24 hours to reflect in Simple Syllabus.

For help with these errors, please contact syllabi@ucf.edu with a screenshot and brief description of your error.

Who can see my syllabus?

Access to your syllabus is determined by the syllabi's permission settings, granted on your syllabi in the top right corner. Simple Syllabus has three permission settings:

- General Public: Everyone can view the syllabus.
- Campus Community: Users can view the syllabus if they are logged in to the UCF system.

By default, all syllabi are set to "Campus Community."

General education core (black diamond) courses are required to use the "General Public" setting as required by Florida Statute 1004.085 and Florida Board of Governors Regulation 8.003.



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What does it mean when a component is hidden versus visible?

Components, or fields, on your syllabus can be made hidden or made visible by toggling the option at the top of each component. Fields that are visible are displayed on the published syllabi while fields that are unselected will not appear on the published document.

What does it mean when a component is made public?

Components on your syllabus can be made private or public by toggling the option at the top of each component. Fields that are “public” are displayed to anyone who has access to the published syllabus. Fields that are private are displayed only to the instructor and students enrolled in the course.

Why can't my TA view or edit the syllabus?

Your teaching assistants should be able to view the syllabus for your courses if you have used the “Campus Community” access option. TA's are not enrolled in your course as a student and may be unable to see the syllabus if you have selected “My Students” as the access level.

TA's will not be able to edit the syllabus for your course as they are not listed as instructors of record. Only instructors of record and UCF support staff have editor access to syllabi.

Why can't I see my syllabus when viewing my course as a student?

Simple Syllabus has separate access rights than Webcourses and does not have an option for faculty to access the syllabi when acting as a student. To see what your completed syllabi will look like, select “Preview” at the bottom of the page.

How can I find answers to other questions?

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