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.

Unhide Simple Syllabus Tool in Canvas

To unhide the link in Canvas, open your course page and select "Settings" from the lefthand navigation bar.
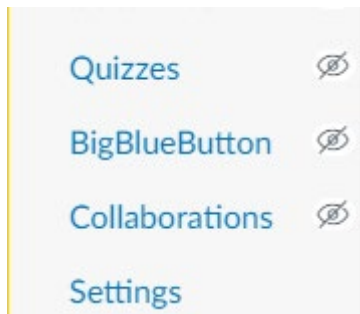
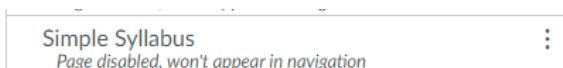Under the "Navigation" tab is a list of available tools.

Simple Syllabus is located under the disabled pages.

Find the tool that reads:

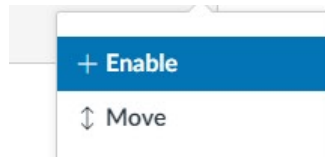For more information visit Syllabi Website

Enable the tool by dragging "Simple Syllabus" from the disabled pages to the enable tools box.

Drag and drop items to reorder them in the course navigation.

Alternatively, you can select the three dots to the right of the tool name and select "Enable.":

+ Enable
⇕ Move

Editing Your Syllabus

The syllabus for your course will load with information automatically imported from the university template.

ANT 3017 - Muggle Studies: The Anthropology of Harry Potter

Section: TEST

College of Sciences

Department of Anthropology

UNIVERSITY OF CENTRAL FLORIDA

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:

○ 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.

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

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wish to use this component, you can change its visibility by toggling the button at the top.

Assignment Schedule

	Visible		Public

Due Date	Assignment Name	Assignment Type	Points	

Once you have completed entering your syllabus information, you can preview or submit the document at the bottom of the page.

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.