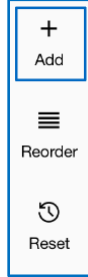


How to Add and Reorder Components in Simple Syllabus

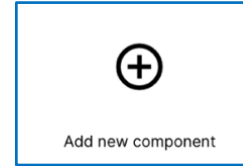
Creating a New Component

You can add a new component to your Simple Syllabus one of two ways.

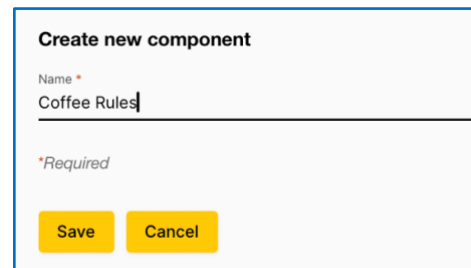
At the top of the Simple Syllabus page there will be a plus symbol over the word "Add".



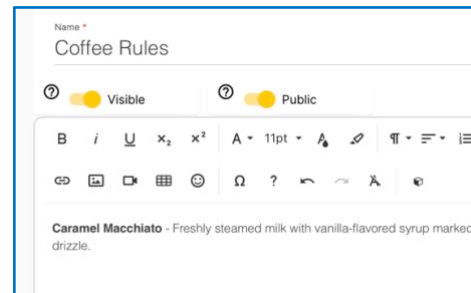
At the bottom of the page there is a plus sign in a circle over the words "Add a new component".



Both options will pop-open the "Create new component" screen where you will need to enter a name for the component and then click "save."



The new component will appear at the bottom of the Simple Syllabus page.



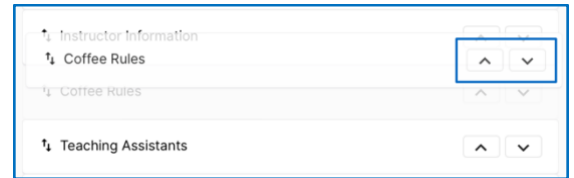
Reordering Components in Simple Syllabus



You can reorder the components of your Simple Syllabus by using the "Reorder" option at the top of the page.

You can either drag and drop the component's name into the new location or use the up and down arrows to move it to the desired location. Once the component is where you would like it, click the "close" button at the bottom of the list.

The component will then be moved into that spot in the syllabus.



Still Need Help?

Visit: <https://provost.ucf.edu/academic/syllabi/>

or

Contact syllabi@ucf.edu with your Simple Syllabus questions.