![UCF Office of Academic Affairs logo]

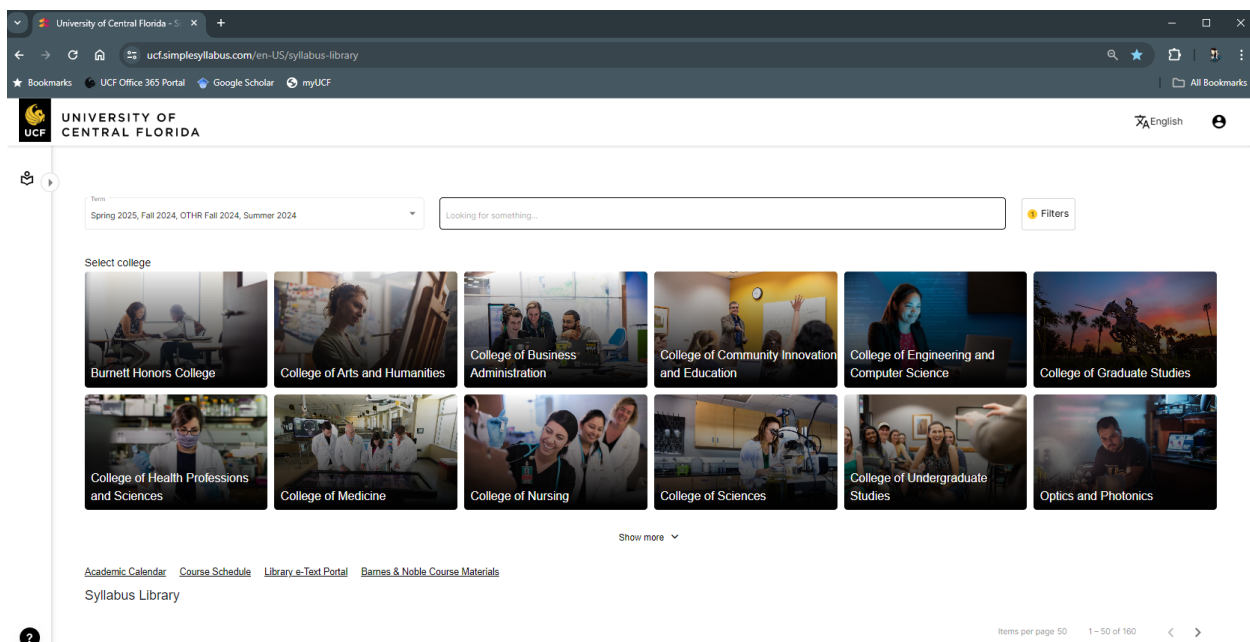# Simple Syllabus Course Editor How-To Guide

What is a Course Editor?

Course editors are individuals responsible for creating, maintaining, and updating syllabi across all sections of a course. Your department may use terms such as Course Shepherd, Course Lead, or Lead Faculty. If you are responsible for syllabi for all sections of a course and/or serve as a Blueprint Manager for a course, this might be a role that you serve.

What is a Course Master?

A course master is a course-level syllabus in Simple Syllabus. Course masters allow departments to create course-level syllabus templates that contain information that is standardized across all sections of a course (e.g., UCF 1500). If your department uses Blueprints for courses, they will need to create a course master for these courses to ensure that the syllabus is the same across all sections of the class in Simple Syllabus.

How do I access and edit the Course Master?

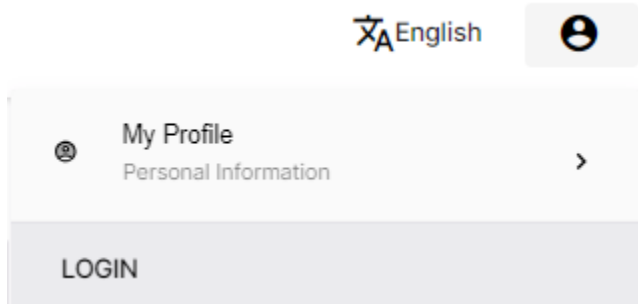Course Masters can only be edited on the Simple Syllabus webpage.

For more information visit Syllabi Website

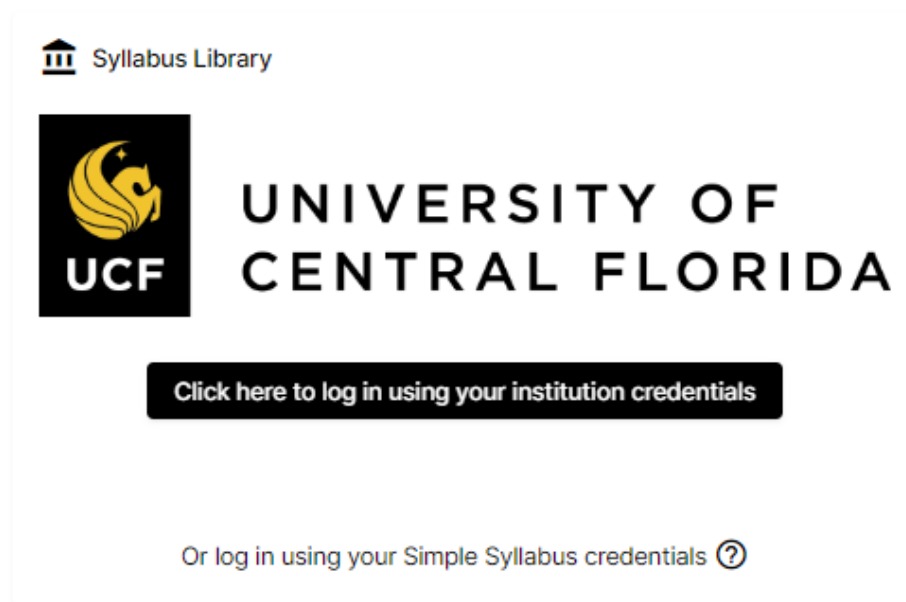You can log into the site by clicking the icon on the top left and selecting "Login."

The system will prompt you to log in using your institutional credentials or Simple Syllabus credentials.
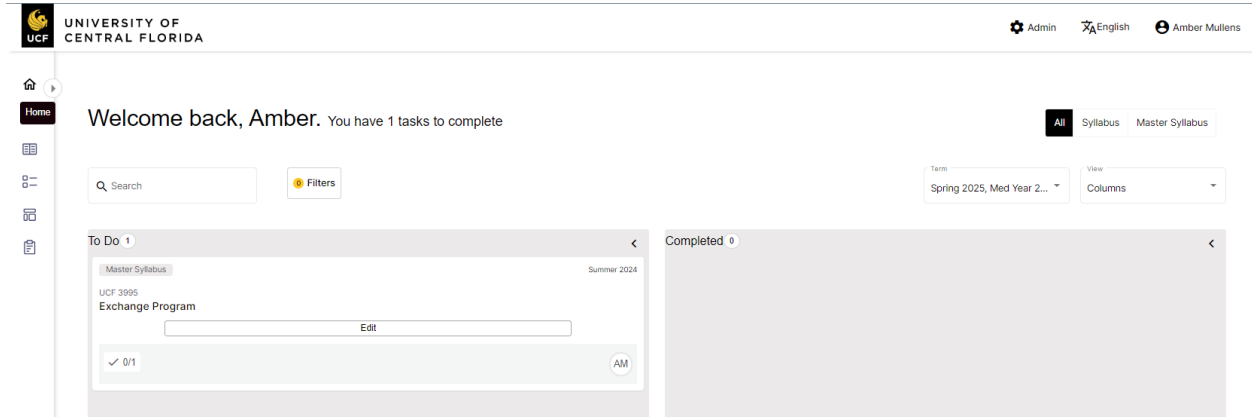

Select "Click here to log in using your institutional credentials." You will be prompted to log in using your NID and NID password.
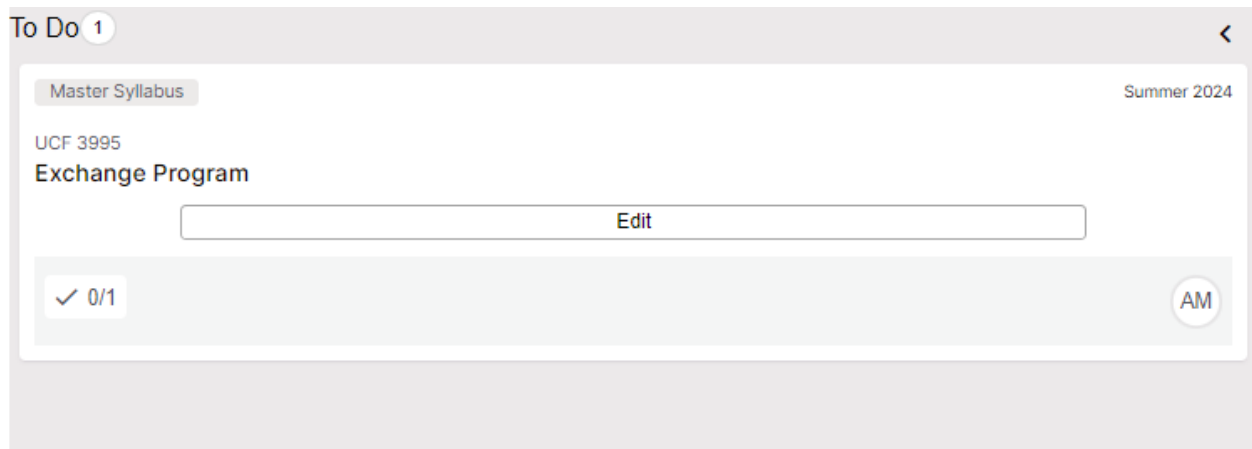
For more information visit Syllabi Website

Once you have logged in you will be directed to your home page where you can see any pending tasks, including course masters assigned to you.

You can filter the page as needed using the buttons in the top right or the "Filters" button on the left.

Under your "To Do" list will be a listing of any uncompleted Course Masters. To edit a course master, click the "Edit" button.

This will open the course master syllabus for the course.

The course master can be edited using the same procedures as individual syllabi. For instructions on how to edit a syllabus please view our [Faculty How To Guide](#) or our [Simple Syllabus Video](#).

I need assistance with completing the course master

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

For more information visit [Syllabi Website](#)