How to Import a Previously Published Simple Syllabus into Another Course
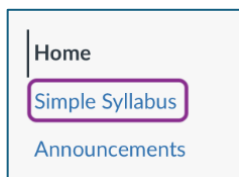## *or How to Replace a Simple Syllabus with a Different Simple Syllabus*

Within Webcourses@UCF, if you have published a Simple Syllabus for a course before (either in a previous semester or the current semester) you may choose the option "Replace with a different syllabus?" to import that previously published Simple Syllabus into another course.
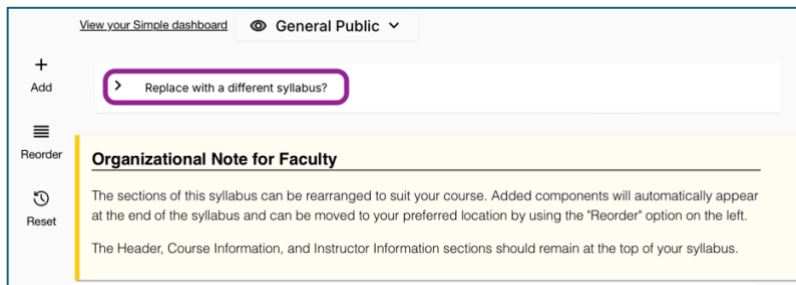
*Caveats: 1. You **must** be the instructor of record/teacher for both course sections. You can only import from your own courses.*
2. Ensure that Simple Syllabus is visible in your course's left hand navigation frame.

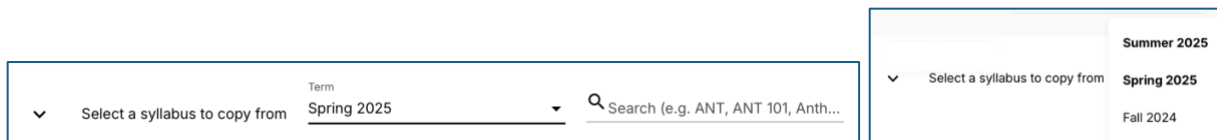## How to Import a Previously Published Simple Syllabus Syllabi

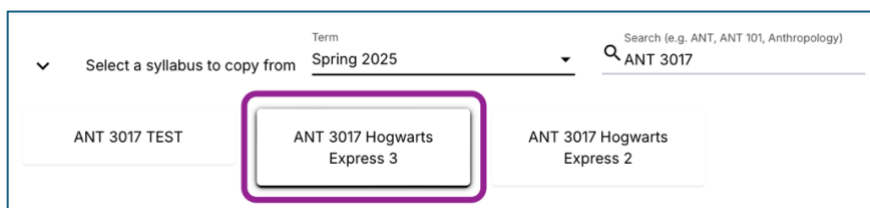Click on the "Simple Syllabus" link in your course's left hand navigation frame.

Home
Simple Syllabus
Announcements

At the top of the Simple Syllabus user interface, you will see the question: "Replace with a different syllabus?" Click on this question.

View your Simple dashboard   👁 General Public ˅

+ Add

> Replace with a different syllabus?

≡ Reorder

↺ Reset

Organizational Note for Faculty

The sections of this syllabus can be rearranged to suit your course. Added components will automatically appear at the end of the syllabus and can be moved to your preferred location by using the "Reorder" option on the left.

The Header, Course Information, and Instructor Information sections should remain at the top of your syllabus.
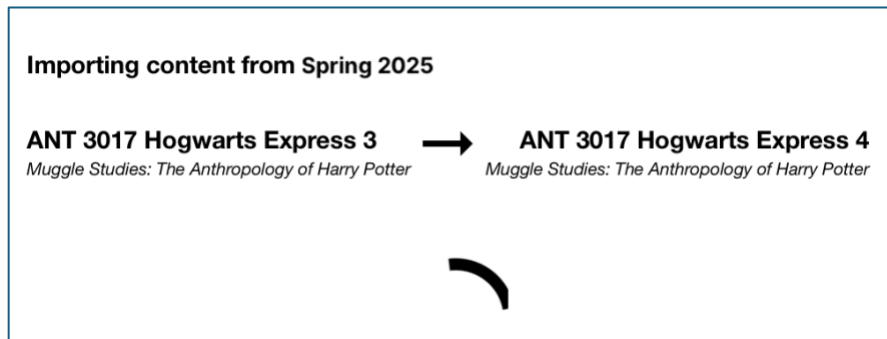
The question will change to the words "Select a syllabus to copy from". You will have two search fields "term" which will provide a dropdown of UCF semesters and/or the option to search for a specific course prefix and number.

˅ Select a syllabus to copy from   Term   Spring 2025   ˅   🔍 Search (e.g. ANT, ANT 101, Anth...

	Summer 2025
˅ Select a syllabus to copy from	**Spring 2025**
	Fall 2024

From the results select the course section you would like to copy the syllabus from. As your mouse hovers over the selections a slight shadow and border will appear around each.

˅ Select a syllabus to copy from   Term   Spring 2025   ˅   Search (e.g. ANT, ANT 101, Anthropology)   🔍 ANT 3017

ANT 3017 TEST | ANT 3017 Hogwarts Express 3 | ANT 3017 Hogwarts Express 2

Select the section you wish to import the Simple Syllabus syllabi from. Once a selection has been made a message will appear on your screen letting you know the import has started. It will tell you the semester you are importing from, the course you are importing from and the course you are importing to.
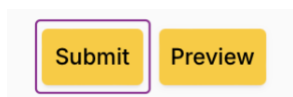

Once the Import Has Completed

Make any changes to the imported syllabus that might be needed to reflect the new semester or course section.

Don't Forget to Click Submit

Don't Forget to Click the "Submit" button to publish your course syllabus to both Webcourses@UCF and to Simple Syllabus.

Still Need Help?

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

or

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