CROSS-LISTED COURSES AND SIMPLE SYLLABUS

The guide below shows how to work with Simple Syllabus when you teach a cross-listed course. We will look at (A) how to access editors and publish your syllabi; and (B) how to import content from one syllabus to another. For a document on how Simple Syllabus works regardless of cross-listing, **please view our Simple Syllabus overview.**

For assistance with any of these steps, **submit this Help Desk request** or **book an appointment with our team**.

A. ACCESSING EDITORS FOR YOUR SYLLABI

Use the steps below to access, edit and publish the syllabus for the first section of a cross-listed course.

1. Sign into Canvas (**canvas.fau.edu**).

2. Click the **Simple Syllabus** button ( ) in the blue global navigation menu on the left. This will open the Simple Syllabus portal in a new tab and may ask you to sign into an FAU SSO login page.

3. Wait a few moments for the Simple Syllabus portal to load. You should eventually see a welcome message along with two columns labeled **To Do** (pending syllabi) and **Completed** (published syllabi).

4. Find and click the **Edit** button for one of the sections from your cross-listed course to load the editor for that section.

5. Navigate through the editor and make your edits to the individual syllabus components.

6. When you're ready to publish, click the blue **Submit** button at the bottom-left corner of the editor. This will make your syllabus accessible to your students via your Canvas course and FAU's Simple Syllabus library.

B. IMPORTING CONTENT ACROSS SYLLABI

Now that we've published our first section's syllabus, we can use Simple Syllabus's **Import** functions to load and publish syllabi for the other cross-listed sections.

1. In the **To Do** column on your Simple Syllabus dashboard, click the **Edit** button for another section in your cross-listed course. One of two things may occur:
    a. If the other sections in the cross-listing have the same course subject and number (e.g., ENC 1101), Simple Syllabus will automatically import your edits from the previously published section. This may take few moments to load.
    b. If the edits from the published section are not automatically imported, you can use the **Import** button at the top-left of the editor to bring your content into this course. To do so:
        i. Click the **Import** button at the top-left of the editor. This brings up a sidebar with a few search fields.
        ii. Use the search fields to find the syllabus that you initially published. Results will appear below the fields.
        iii. Click your syllabus when it appears in the list of results.
        iv. Click the blue **Finalize** button to import all the content from the initial section. You can use the **Advanced** option if you want to exclude/customize items in the import.
        v. Click the **Start import of the following content** button.
2. Click the **Submit** button at the bottom of the editor to publish this syllabus.
3. Repeat the above process for any remaining sections of the cross-listed course.

After publishing syllabi for each section, **no further action is necessary** on the Simple Syllabus side. In Canvas, **enable the Simple Syllabus link in your course** for students to access their corresponding syllabus. Clicking that link will show you an error message. However, your students will see the syllabus for the course where they are registered.