EDIT AND PUBLISH SYLLABI WITH SIMPLE SYLLABUS

The following document walks you through steps to edit and publish your syllabi with **Simple Syllabus**. It covers how to access Simple Syllabus, how the editor works, how to publish your changes and how to view the document.

BEFORE WE START…

For assistance with the details covered in this document, use the links below:

- **Simple Syllabus FAU Help Desk ticket:** https://helpdesk.fau.edu/TDClient/2061/Portal/Requests/ServiceDet?ID=52235
- **Register for a Simple Syllabus training session:** https://techevents.fau.edu
- **Schedule a one-on-one appointment with us:** https://techevents.fau.edu/appointments/online

> **CROSS-LISTED COURSE TEACHERS:** Access Simple Syllabus by using the global **Simple Syllabus** button in Canvas (1st method) detailed below. The course integration does not currently function with cross-listed courses.

ACCESS SIMPLE SYLLABUS – TWO METHODS

To access the FAU Simple Syllabus portal, which shows all your pending and published syllabi:

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. Once signed in, you should see your Simple Syllabus Home page containing columns labeled **To do** (listing pending syllabi) and **Completed** (listing published syllabi).
4. Find a syllabus that you want to edit and click the **Edit** button below its title to open the editor.

To edit a syllabus via a Canvas course, do the following steps. Please note that these steps **do not work for cross-listed courses.**

1. Sign into Canvas (**canvas.fau.edu**) and navigate to a course whose syllabus you want to edit.
2. Find and click **Simple Syllabus** from the course navigation menu. If it does not appear in that menu, add it to your course by following the steps in **the document linked here**.
3. Once you click **Simple Syllabus**, it will load the editor within the Canvas window. To edit the syllabus for a different course, navigate back to your Canvas Dashboard, click on a different course and repeat step 2.

EDIT AND PUBLISH YOUR SYLLABUS

After following the steps above, you should see the editor for your syllabus. Each syllabus features components that make up the different sections for the entire document. Some components are editable while others are auto-populated by the system or locked by the University or your department. Below are steps/details to guide you through the editing process and explain common features found in the editor for each of your syllabi:

1. After clicking the **Edit** button for a syllabus, scroll through the editing panel and make your necessary changes. Keep in mind that the University/Dept. locks some of these while others are of different types and have specific features.
   a. Editable components feature a toolbar and textbox for typing text, adding images/links/videos/etc.

b. Certain components allow you to determine their visibility. This is noted by the **Visible** button (⬤ Visible) above the component. If it is clickable, you can turn the component visible/invisible at will depending on its necessity for your syllabus. If you see a lock on this button, you cannot change it.

c. All changes are saved as you edit each component and are not viewable until you submit the document at the end.

Below are some examples of the components found in all your syllabi:

Header	This is the first component in the syllabus and usually shows a graphic along with the basic schedule information for your course. It is automatically populated and locked by the system.
Instructor Information	This is another example of a component that is automatically populated and locked. It will include your FAU contact information. Notice that the system includes an extra area under Instructor Information for you to include your office info and any other office hour/contact information you would like to provide. There is an added extra area below this one as well for you to provide TA information.
Required Texts/Materials	This is an example of a special component. It not only imports your textbook adoptions from the university bookstore, but also allows you to add other required texts manually by clicking the Add new material button.
Recommended Texts/Materials	This component is just like the **Required Texts/Materials** component, but it allows you to toggle visibility if it is not relevant to your syllabus.
Writing Across the Curriculum Designated Course	This and the other "**…Designated Course**" components apply only to certain courses. If your course does not require these sections in the syllabus, set the visibility toggle to invisible.
Course Grading Scale	This component is just like the other regular text boxes. However, it features a pre-made table with a default grading scale. You can click and edit this table as you see fit.
Course Topical Outline	There are two components with this same title. One is set up as a regular text box, while the second one features an interface where you can create a table of topics/assignments with dates and points. Choose one of the two and set the other one as **invisible.** They both serve to give students a sense of your progression of subjects throughout the term.

2. At the top-left of the editing panel, notice four buttons providing extra functions:
   a. **Add**: allows you to create a new component. It will be placed at the bottom of your syllabus.
   b. **Reorder**: allows you to change the order of the components in the template.
   c. **Import**: allows you to bring content from previously published syllabi into the one you are currently editing.
   d. **Reset**: allows you to revert components in your syllabus to the original content set by your dept. or the university.
3. After making your edits, you can preview and submit your document by clicking the buttons at the bottom of the editor:
   a. Clicking **Preview** opens a new tab that shows you what the syllabus will look like upon publishing.
   b. Clicking **Submit** publishes your document and makes it accessible in your Canvas course and on the web.

AFTER SUBMITTING YOUR SYLLABUS…

Once submitted, your syllabus becomes accessible via the following methods:

1. **Canvas**: Students can access your syllabus by clicking the **Simple Syllabus** link in your course navigation menu. If your Canvas course does not have this link, **follow the steps in the document linked here** to learn how to add it.

2. **Direct links**: When the submission confirmation appears, it shows two links to your syllabus that you can copy/paste into any message/announcement/website/Canvas course. You can also find these links by going to your Simple Syllabus Home page and clicking the **Share** button on any of your completed syllabi.

3. **The Syllabus Library**: Once published, your syllabus appears within the syllabus library for FAU's Simple Syllabus account. The library features filtering and search functions to help students and admins find syllabi in a quick an easy manner. To get to the library, users can simply go to **https://fau.simplesyllabus.com** or click on the **Syllabus Library** button (📖) from the sidebar on the left if you are already logged in and in a different part of the system.

For assistance with any of the above details, use the links below:

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- **Attend a Simple Syllabus training session:** https://techevents.fau.edu
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