

Clemson Online Simple Syllabus Instructor Guide

Simple Syllabus Introduction

Simple Syllabus is a centralized syllabus repository system that utilizes templates for syllabus construction. The templates ensure that instructors include required syllabus information, such as mandatory Clemson University syllabus policies, while providing an easy means for adding and editing their syllabus content. Simple Syllabus is integrated with Canvas, so learners will be able to see revisions to the syllabus in Canvas as soon as you submit them.

What Changes to Expect

Syllabi will be created, edited, and shared through the Simple Syllabus platform which you can access through Canvas and through logging in through Simple Syllabus' website.

Clemson University required syllabi information will be automatically filled in on your syllabus.

A Simple Syllabus link will be available in your Canvas course Navigation Bar for quick access.

Getting Started

Accessing Simple Syllabus

Through Canvas

Best if you want to edit the syllabus for a specific course. Students will be able to access a course's syllabus following the same steps.

1. Login to Canvas using your SSO credentials.
2. Select your course from your Dashboard.
3. Select "Simple Syllabus" from your course Navigation Menu.

Through Simple Syllabus

Best if you want to see all your syllabi for a given semester. You can edit and submit those syllabi from the dashboard. Similarly, students can access all the syllabi for their courses for a given semester. Additionally, students can see an aggregate of the course materials they need, across all their courses, for the term.

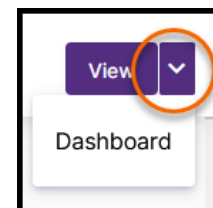
Access Clemson University's instance of Simple Syllabus.

Locate your account login and use your SSO credentials.

Alternatively, once you access your syllabus in Canvas, you may switch to direct access in Simple Syllabus.

Select the down arrow by “View” to access “Dashboard”.

Select “Dashboard” to open your syllabus Dashboard in Simple Syllabus.



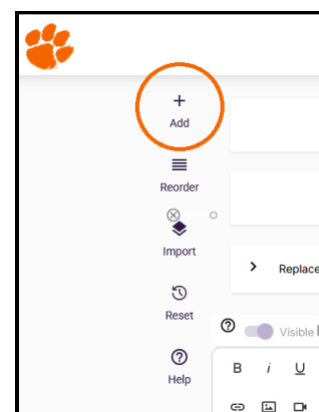
Editing Your Syllabus

Below are the steps you will need to take if this is your first time editing your syllabus in Simple Syllabus.

Whether you access your syllabus through Canvas or directly through Clemson University’s instance of Simple Syllabus, these steps will effectively be the same.

Once you have opened your syllabus to edit:

1. Add information where appropriate in each preconstructed box. The following sections are **required** to have text in them before you can submit your syllabus for student viewing.
 - a) Course Information
 - b) Course Learning Objectives
 - c) Course Schedule
2. To add a section tile to your syllabus, select “Add” in the syllabus editing bar and give it a title.
3. To reorder the tiles in your syllabus, select “Reorder” in the syllabus editing bar to open the reordering windowpane.
4. Either click and drag the bars in the reorder windowpane or utilize the up and down caret (arrows) to achieve your desired order.
5. Select “Close” to remove the reorder windowpane.



Simple Syllabus Visibility Toggle and Public/Private Toggle

Visibility Toggle

This ensures that learners can see a section of your syllabus. The following sections are always visible:

- The Header
- Course Information
- Course Description
- Instructor Information
- Course Learning Objectives
- Preset Policies, student support options, Title IX, etc.
- Course Schedule

Public/Private Toggle

Once you submit your Simple Syllabus, your syllabus will be searchable. To keep specific elements private from non-students, ensure that Private is toggled on for the sections you wish to keep hidden from anyone not in the course.

Preview, Print, Export Your Simple Syllabus

In most cases, the best practice would be to keep your syllabus in Simple Syllabus. Making your syllabus available to students via PDF in addition to the Simple Syllabus Canvas Navigation Bar button will cause confusion.

However, if you must share your syllabus with someone who would not have access to it via searching the Simple Syllabus platform, you may preview, print, and export your syllabus before you are ready to submit it.

From your Canvas course:

1. Select “Preview” to display your syllabus in an open tab in the Clemson Simple Syllabus repository. Here you may interact with the syllabus as a student would see and interact with it.
2. In the preview tab, select “Print” to switch the preview to a web PDF that will allow you to:
 - a) Print
 - b) Save a copy as a PDF file which can be used to share the file.
 - c) Add markups such as highlight, add text, draw, etc.

Alternatively, from your Clemson Simple Syllabus view:

1. Locate your syllabus in your To Do column.
2. Select “Print” to bring up the web PDF tab.
3. Or select “Share” to open a window with two options to copy the URL to your syllabus.
 - a) Select “Syllabus PDF URL” if you would like to share a PDF version.

Submitting Your Simple Syllabus

Once you have entered information for each required section of the syllabus, the option to submit will become available.

1. Select “Submit” to make your syllabus available to your students.

Accessibility

While editing your syllabus, an accessibility checker is available. As you edit your syllabus, it will automatically flag issues as they appear. To correct them:

1. Select the accessibility checker icon to open a windowpane that guides you to the issues and prompts you to address them.
2. Select either “Next” or “Previous” in the windowpane to navigate to the specific errors.