Importing Content into Syllabus Using Simple Syllabus

Presented by:

Tasha M. Brown, PhD, PMP

THANK YOU

Agenda

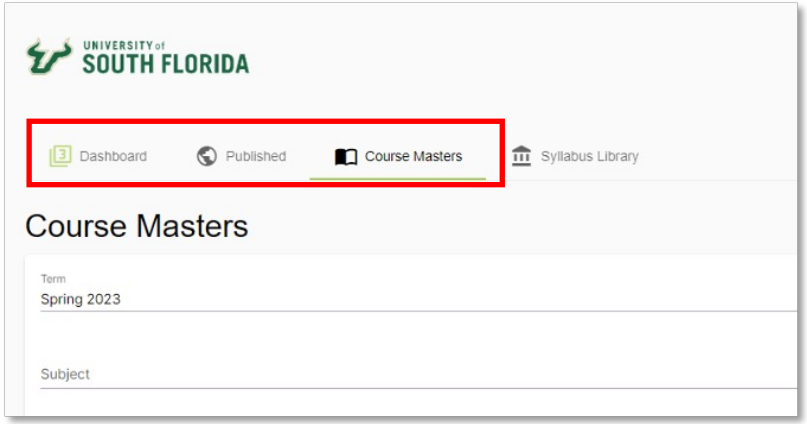
- Review changes made to the system
- Discuss FAQs
- Import content from Spring 2023 into Summer 2023 syllabi

Changes Made to the System

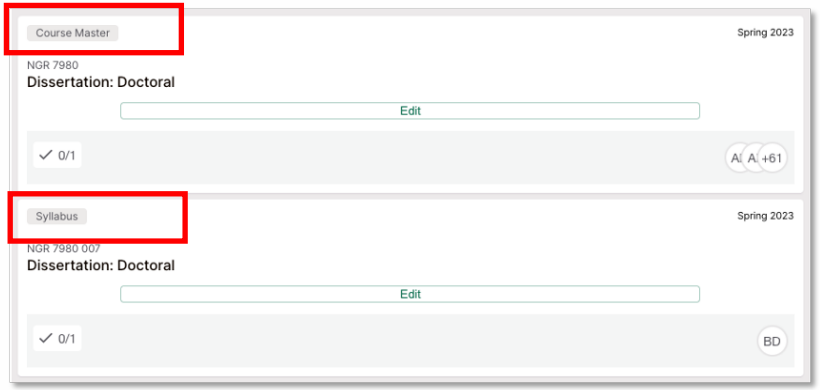
Change from Classic View to New View

- New View combines Course Master and Syllabus on the dashboard

Classic View



New View



Other Changes

Instructor Information

- Lead faculty should add all section instructors to the Course Master.
  - No duplicates will appear on the section syllabi
  - Identify which section a faculty is teaching
  - Is necessary for cross-listed courses

Section Syllabi Auto Publish

- Section syllabi will automatically publish when the Course Master has been published

FAQs

FAQs #1

Q: I am teaching a section. What do I have to complete in Simple Syllabus?

A: The only component a section instructor can modify is TA. If there is no TA, there is nothing for the section instructors to complete. Once the lead faculty publishes the Course Master, the section syllabi will automatically publish and appear in the course.

Q: What should the lead faculty update in the Summer syllabus?

A: All content should automatically appear if the syllabus was created in Simple for Sp23. Ideally, you should only have to update the schedule.

FAQs #2

Q: Can the lead faculty add other materials outside of textbooks?

A: Yes! You can add materials such as Shadow Health, ATI, Project Nurse, etc. to the textbook component. There is also a blank text field beneath Required Textbook where you can add content.

Q: If the lead faculty cross-list a course, which syllabus will appear?

A: The syllabus for the parent course will be in the course. The lead faculty should add all section instructors to the Course Master so that students will know who their instructor is for their section.

FAQs #3

Q: If the room number or faculty change, will it appear in Simple Syllabus?

A: Yes, once the change is made in Banner, it will update in Simple Syllabus during the nightly update. Check the syllabus after 11 am the day after the changes have been made in Banner.

Q: Why can't I edit all components (i.e. course info, policies, etc.)?

A: This is design by default to ensure consistency and to reduce faculty workload for having to complete every component.

FAQs #4

Q: When can the lead faculty start creating syllabi in Simple?

A: Once Academic Affairs has completed faculty assignments, you will be able to proceed with creating syllabi in Simple.

Remember, the content will automatically import into Su23 syllabi if there is a syllabus from a previous semester in Simple.

Live Demo

Demo

- Download the instructional handout from EDT's Canvas Tutorial for Faculty website
- Access Simple Syllabus https://usf.simplesyllabus.com/

Next Steps

- Wait for faculty assignments to be completed and posted in Banner before creating syllabus
  - EDT will notify you when Banner updates happen in Simple
- Review content automatically imported and publish when done

Help Us Help You

- EDT's Simple Syllabus Implementation Survey

Thank you for joining us!

We will open up for Q&A

Need help from the EDT team?

Visit our website

Submit a consultation/support request

Email edtservices@usf.edu

Tell us how we're doing by completing the webinar survey.