

Importing Content into Syllabus

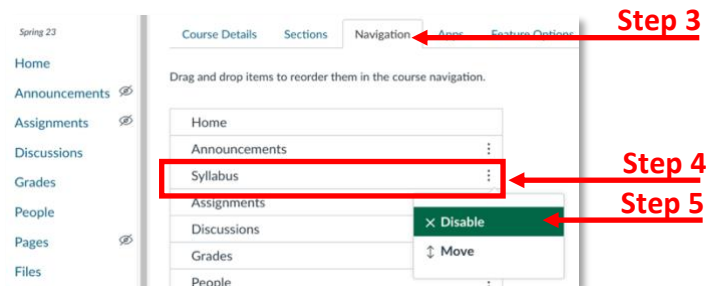
Preparing Your Course for Simple Syllabus

Before you import your syllabus, you will need to hide Syllabus in your course navigation menu and verify Simple Syllabus is available.

1. Access your live Canvas course.
2. Click **Settings**.
3. Click the **Navigation** tab.
4. Locate *Syllabus* and click the three dots.
5. Click **Disable**.

Note: It will move down to the disabled menu items in the bottom.

6. Locate *Simple Syllabus*.
7. Move it to under *Announcements* by dragging it up.
8. Scroll down and click **Save**.



Accessing Simple Syllabus

1. Open your Internet browser and navigate to <https://usf.simplesyllabus.com/>.
2. Click the person icon in the top right corner and click **Login**.
3. Click **Click here to log in using your institution credentials**.
4. If prompted, enter your USF credentials to authenticate.

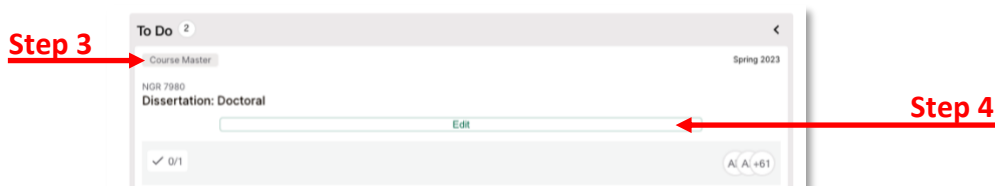
Checking Your Syllabus

The content for the syllabus should automatically populate if the syllabus was previously created in Simple Syllabus. Before proceeding with importing content into your syllabus, check the syllabus to see if content has been automatically populated.

1. Verify you are on the dashboard. You should see **To Do** and **Completed**.
2. Scroll down and locate your course number or type the number in the search box. The file may appear under **To Do** or **Completed**.
3. Verify the syllabus file has **Course Master** above the course number.

Note: If you see Syllabus, you will edit the wrong file; that is the **Section Syllabus**. You will need to edit the file that is labeled **Course Master**.

4. Click the **Edit** button for the syllabus you wish to review.



5. Scroll down to see if the content has automatically populated in the syllabus.
6. If content is there, perform the following:
 - a. Verify the content is correct.
 - b. Make any updates as necessary.
 - c. **Important:** Be sure to add **all** instructors teaching **all** sections of a course to the *Instructor Information* component. This will ensure the instructors will populate on all section syllabi especially for cross-listed courses.
 - d. Be sure to update the schedule.
 - e. Click **Submit** and give it 30 minutes and check the section syllabus. The content should be updated.
7. If content is not there or incorrect, proceed with instructions below in this handout.

Importing Content Process

To import content into the syllabus, there is a three-step process. You have to select the source (identify the term of the syllabus you wish to copy from), map the content, and confirm import.

Selecting the Source

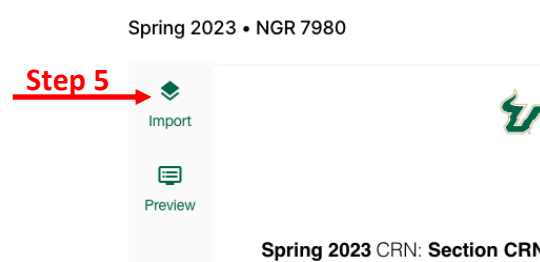
Before importing the content, you have to select the source. This means you will identify which syllabus the content should be imported from.

1. Verify you are on the dashboard. You should see **ToDo** and **Completed**.
2. Scroll down and locate your course number or type the number in the search box. The file may appear under **To Do** or **Completed**.
3. Verify the syllabus file has **Course Master** above the course number.

Note: If you see **Syllabus**, you will edit the wrong file; that is the **Section Syllabus**. You will need to edit the file that is labeled **Course Master**.

4. Click the **Edit** button for the syllabus you wish to import content into.
5. Click **Import**.

Note: You will be redirected to the *Import content* window.



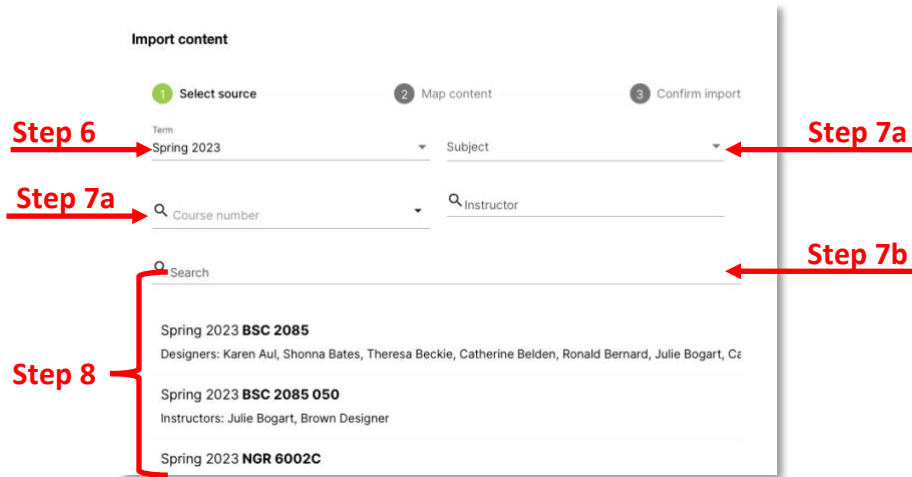
6. Click the *Term* down arrow to select the term for the syllabus **you will be copying from**.

Note: FYI, the earliest term you can select is Spring 2023. This is when the College of Nursing started using Simple Syllabus.

7. Search for the syllabus you will copy from. You can do this
 - a. Click the *Subject* down and choose the corresponding subject. Click in the *Course number* field and type the course number.

OR

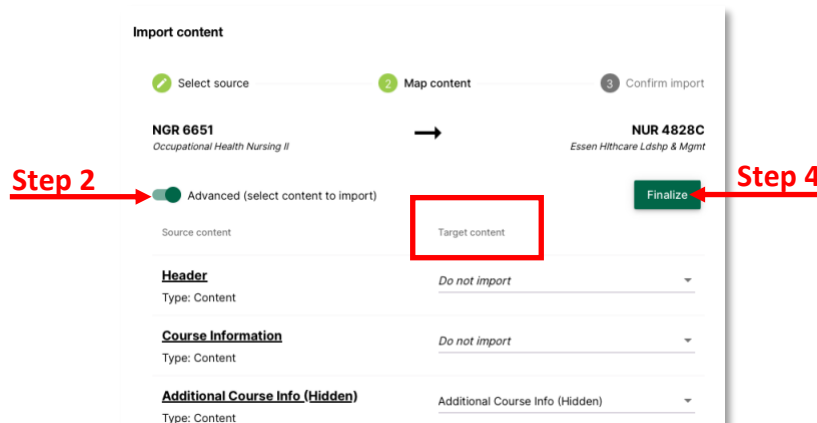
 - b. Type the subject and/or number (e.g. NUR 4888) in the *Search* field.
8. Click the desired syllabus you wish to copy from.



Mapping the Content

When you select a syllabus to copy from, it would automatically map the components to be copied. It will only import content that is **not** automatically importing information from Banner. For example, it will **not** copy the Header, Course Information, Course Description, policies, etc. It will ask you to confirm if you want to copy the Additional Course Information, Instructor Information, Required Texts, etc.

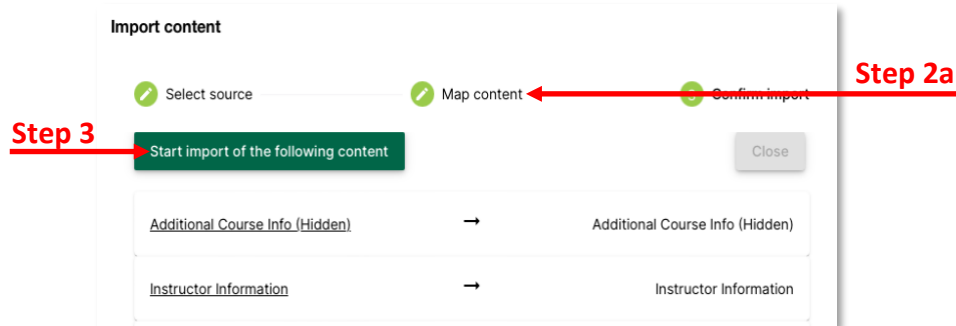
1. Verify you are still on the *Import content* window.
2. Click **Advanced** to toggle it to the on position.
3. Scroll through the list to verify the content in the *Target content* column is correct.
 - a. If you want to change the component in the *Target content* column, click the down arrow and select the desired component.
4. Click **Finalize**.



Confirming the Import

Once you have verified the content in the *Target content* column is correct, you will be asked to review one final time before starting the import.

1. Verify you are still on the *Import content* window.
2. Review the mapping of the content one final time.
 - a. If you need to make a change, click **Map content** and repeat the steps from the *Mapping the Content* section.
3. Click **Start import of the following content**.



4. When the import is complete, components that imported successfully will have a checkmark in the middle column.
5. Click **Close**.

Editing the Syllabus

Once you have imported the content, you can proceed to make changes to any of the editable components in the syllabus. Follow the instructions in the [Setting Up Syllabus in Simple Syllabus handout](#).