Setting Up Syllabus in Simple Syllabus

Simple Syllabus is the platform the College of Nursing use to deliver and manage all nursing syllabi. This platform provides the college with a centralized repository where standardized templates are used to ensure syllabi are consistent and the content aligns to what has been approved by the curriculum committees. Therefore, all course syllabi are required to be in Simple Syllabus.

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Preparing Your Course for Simple Syllabus

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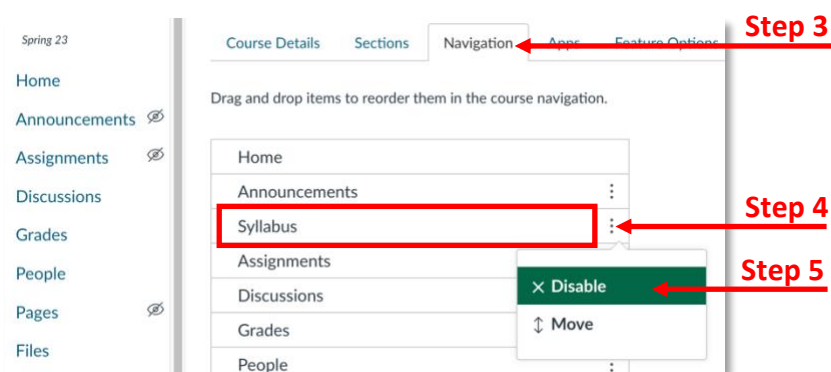
6. Locate *Simple Syllabus*.
7. Move it to under *Announcements* by dragging it up.
8. Scroll down and click **Save**.

Accessing Simple Syllabus

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

   Note: You will be redirected to your dashboard where you will see a list of courses you are able to edit.
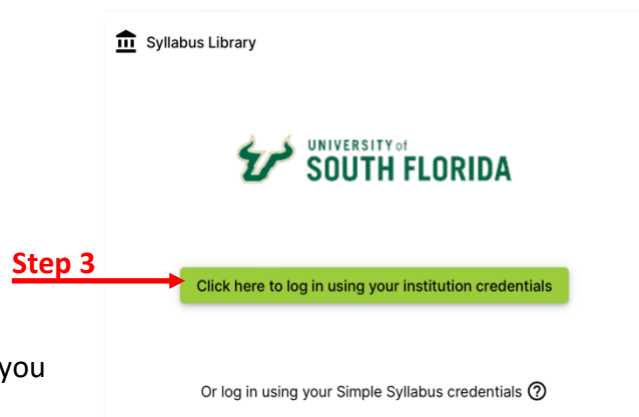
Understanding Simple Syllabus Layout

- **Rich Content Editor**: The toolbar that allows you to edit and format text, add images and hyperlinks, etc. This is very similar to what you see in Canvas and Microsoft Word.
- **Editable Areas:** These are the areas where you can add text, images, etc. If you see a textbox or a pencil, more than likely you can edit it by adding content.
- **Component:** These are the various sections of the syllabus template (e.g., Course Information, Instructor Information, Major Topics, Welcome Statement, etc.)
- **Component Settings:** For each component, there are two settings that you may be able to set. For some components, these settings may automatically be disabled.
  - **Visible/Invisible:** Determines if the component will be displayed on published syllabus. If no content is added, it will not appear on the published syllabus.
  - **Public/Private:** Limits the visibility of this component to just the instructor and students enrolled in the course section.
- **Help Text:** Many of the editable components will have help text. This text is only visible to you and provides guidelines about the type of content you can include in this component. Some components may not have help text but can still be edited by you. If it is self-explanatory (such as TA Information), help text may not be available.

Note: There is no saved button. It automatically saves as you go. However, **you must click Submit** (at the very bottom) once you have made all your changes.

What Can You Not Edit in Simple Syllabus?

Once you access your course syllabus in Simple Syllabus, you will have the ability to add content to some components.

The components you **cannot** modify include the Course Name, Course Information, Course Description, Course Objectives, Student Learning Outcomes, Major Topics, Technical Problems, Grading Scale, and all policies. This content is automatically imported into the syllabus.

Not Editable

Major Topics

- Anti-emetic therapy
- Induction agents
- Inhalation agents
- Neuromuscular relaxants
- Anti-cholinesterases and anti-cholinergics
- Opioids
- Local anesthetics
- ANS review (asthma drugs/bronchodilators)
- ANS review (ANS/adrenergic-blockers)
- Ace-inhibitors/ARBS and calcium channel blockers
- Anti-coagulants and pro-coagulants
- Gastrointestinal medications

Technical Problems

Google Chrome is the recommended browser for Mac and PC users.

If you have questions about technical issues (accessing course, Canvas, email, Microsoft Teams, etc.), visit USF IT Helpdesk website or call 813-974-HELP.

Not Editable

If you have questions about the course content, broken links, etc., please contact your instructor.

Lead vs Section Instructor Editing Capabilities

The *lead* faculty will be responsible for ensuring the major components of the syllabi are completed in the *Course Master* syllabus. Once the lead faculty has completed the components in the *Course Master* syllabus, the content will filter to the associated course *Section Syllabus*.

In Simple Syllabus, the lead faculty will see a syllabus for the *Course Master* and *Section Syllabus*. Be sure to edit the *Course Master* syllabus so that the content!

Course Master   Spring 2023

Course Master Syllabus
Available to Only Lead Instructors

NGR 7980
Dissertation: Doctoral

Edit

✓ 0/1   A A +61

Syllabus   Spring 2023

Section Syllabus
Available Lead and Section Instructors

NGR 7980 007
Dissertation: Doctoral

Edit

✓ 0/1   BD

This chart identifies who is responsible for what components of the syllabus. Anytime changes are necessary, the lead faculty should make them in the **Course Master**. Once Submit has been clicked, the **Section Syllabus** will be updated.

Component Title	Lead Instructor *(edit Course Master syllabus)*	Lead + Section Instructor *(edit Syllabus)*
Course Information (additional text field)	X	Review what Lead added
Instructor Information	X	Review what Lead added; You may have to add your info if not included
TA Information		X
Additional Information	X	Review what Lead added
Welcome Statement	X	Review what Lead added
How to Succeed in this Course	X	Review what Lead added
Required Texts and/or Readings and Course Materials	X	Review what Lead added
Supplementary Texts and Materials	X	Review what Lead added
Grading Categories and Weights	X	Review what Lead added
Additional Assignment Information	X	Review what Lead added
Grade Dissemination	X	Review what Lead added
Course Policies: Technology and Media	X	
Course Schedule	X	Review what Lead added

Lead Instructors: Creating or Updating Course Master

The Course Master template is available to **only** lead instructors. Follow these instructions to create & update the **Course Master** template. If you are **not** a lead instructor, skip this section.

If you are a lead instructor, you will need to create the **Course Master** template for the course you are designated as lead. Using the above table, add content to each of the components marked in the *Lead Instructor* column.

Once you add content to the **Course Master** template and click Submit, the content will automatically appear in the **Section Syllabus** for the individual course sections.

1. Access Simple Syllabus.
2. Scroll down and locate your course number or type the number in the search box.
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 **Edit**.

5. Scroll down to the first text box that is editable.

   Note: Refer to the table in the Lead vs Section Instructor Editing Capabilities section to identify the components you are required to complete as the lead.

6. Read the *Help Text* on the right-hand side.
7. Click in the text box or click the pencil icon to add text to that component.
   a. Use the Rich Content Editor to format the text.
8. Verify the *Public* setting is what you desire for the component. Toggle the slider to change from *Public* to *Private*.

9. Repeat these steps for all components you are required to edit as the lead. Again, verify against the table in the Lead vs Section Instructor Editing Capabilities section.

Note: When you get to the textbook component, review the instructions in the Adding Textbook Information to Syllabus section of this handout.

10. Once you have completed adding all the content for the syllabus master template, scroll to the top and click **Preview** (it will be below the pencil icon to the left of the course information). The syllabus will open for you in a new tab.

Spring 2023 • NGR 7980

Import

Step 10 → Preview

Spring 2023 CRN: **Section CRN**
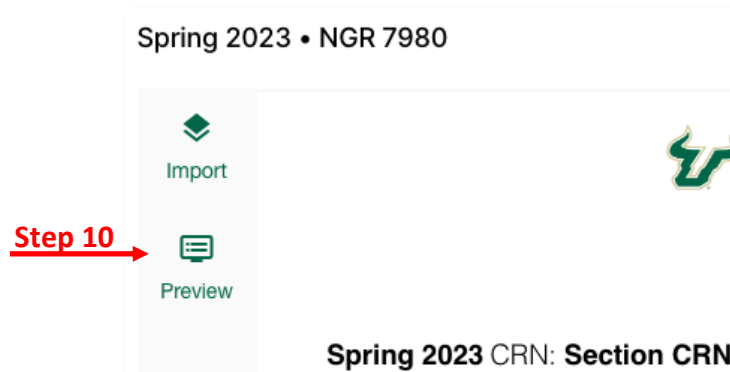
11. View the syllabus. You can click any of the components on the left-hand side to jump to that component.
12. If you noticed a mistake, close the *Preview* tab, and navigate to the syllabus to make the change.
13. Once you have added content to all the components, **you must scroll down and click Submit**.

Adding Textbook Information to Syllabus

1. You should already be logged into Simple Syllabus and have accessed your syllabus in Simple Syllabus.
2. Navigate to the *Required Texts and/or Readings and Course Materials* component in Simple Syllabus.
3. Click the pencil icon next to *Add new material*.

Step 2 → Required Texts and/or Readings and Course Materials

⊘ Required 🔒   ⊘ Visible 🔒   ⊘ Public

Step 3 → ✏ Add new material
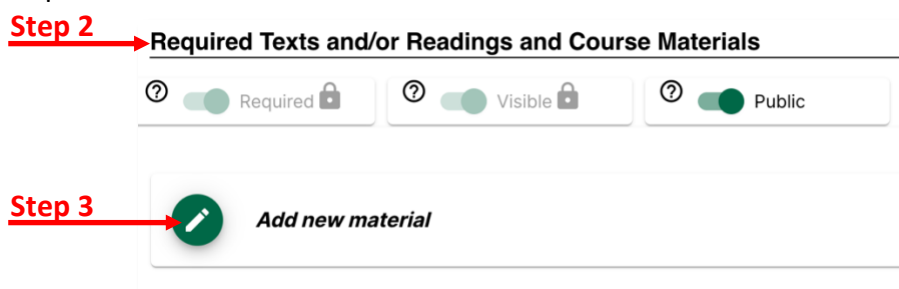
4. Type the book ISBN number or title in the *Book Search* field.
5. Click the book from the list that appears.
6. Verify the information that appears is accurate including edition.
7. Click **Save**.
8. If you want to add a lab coat or other similar items, type the name of the item in the Title field.
9. Add other text to any of the other fields that are applicable.

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10. Click **Add Image** to add an image of the item.

11. Follow the onscreen prompts to upload an image.
12. Repeat these steps for adding content to the *Supplementary Texts and Materials* component in Simple Syllabus.

Section Instructors: Adding, Reviewing, and Previewing Information to Syllabus

Once the lead instructor has added content to the **Course Master** and clicked Submit, you can review and preview your **Section Syllabus**. If you want to make changes to your **Section Syllabus**, speak with the lead instructor so he/she can make the change on the **Course Master**. If you have a TA, you can add that information directly to your **Section Syllabus**.

Adding TA Information to Syllabus

1. Access Simple Syllabus.
2. Scroll down and locate your course number or type the number in the search box.
3. Verify the syllabus file has *Syllabus* above the course number.
4. Click **Edit**.

5. Scroll down to the TA Information component.
6. Click the pencil icon next to *Add new instructor*.
7. Enter the information for the TA.
8. Scroll down and click **Submit**.

   Note: If *Submit* is grayed out, the lead instructor may need to add information for the required components and submit.

Reviewing and Previewing Syllabus

1. Access Simple Syllabus.
2. Scroll down and locate your course number or type the number in the search box.
3. Verify the syllabus file has ***Syllabus*** above the course number.
4. Click **Edit**.
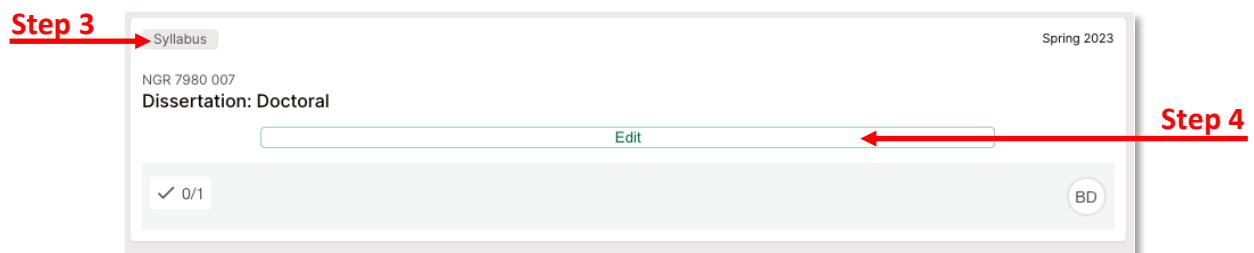
5. To review the syllabus, scroll down and look at the content. If you need to make a change, contact the lead instructor.
6. To preview the syllabus, scroll to the top and click **Preview**.
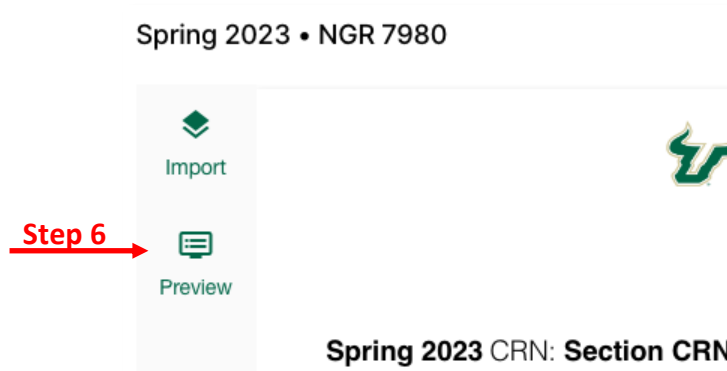
7. The syllabus will open for you in a new tab.
8. View the syllabus. You can click any of the components on the left-hand side to jump to that component.
9. If you noticed a mistake, close the *Preview* tab, and navigate to the syllabus to make the change.

Lead Instructor: Editing Course Master Syllabus

1. Access Simple Syllabus.
2. Navigate to the *Completed* section.

3. Scroll down and locate your course number or type the number in the search box.
4. Verify the syllabus file has **Course Master** above the course number.
5. Click **Edit**.
6. Scroll to the component(s) you need to edit.
7. Once you have edited all components, **you must scroll down and click Submit**.

Exporting Syllabus as PDF

1. Access Simple Syllabus.
2. Navigate to the *Completed* section.
3. Scroll down and locate your course number or type the number in the search box.
4. Verify the syllabus file has **Syllabus** above the course number.
5. Click the **Print** button. The syllabus will open for you in a new tab.

Note: If you do not see the *Print* button, the lead instructor may not have published the syllabus. Navigate to the FAQs section of this handout to determine who to contact.

6. Click the button that allow you to download the syllabus.
7. Save the PDF to the desired location.

> **Note:** You do **not** have to upload the PDF into your course. Once you published the syllabus, it will automatically populate in the course on the *Simple Syllabus* tab.

Viewing the Syllabus in Your Course

Once you have published your syllabus, it will automatically appear in your live course.

1. Access your live Canvas course.
2. Click **Simple Syllabus** on the course navigation menu.

> **Note:** The syllabus should automatically appear in your course. If it does not, navigate to the FAQs section of this handout to determine who to contact.

FAQs

Q: Am I required to upload my syllabus in Simple Syllabus?
A: Yes! For Spring 2023 and beyond, every course must contain a syllabus built within Simple Syllabus. This is our college-wide system. As of December 2022, you no longer have to create your syllabus using the Word document template.

Q: What if I click the link and cannot access Simple Syllabus?
A: Submit a request to the support and consultation form and an EDT team member will contact you. Be sure to attach a screenshot with the request.

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Q: I clicked the link but I don't see my syllabus and, thus, cannot edit it. What am I doing wrong?
A: Verify you have clicked the Login button in the top right corner. If you do not click the Login button, you will only see the published syllabi. You must click Login to edit your syllabus.

Q: I am a lead instructor and while editing the *Course Master* syllabus template, I do not see the term, section CRN, section name, credit hours, etc. Why?
A: These items will populate in the *Section Syllabus*. Navigate to the primary screen and click the *Syllabus* (where it has Syllabus above the course number).

Q: What do I do if content in the course title, information, description, objectives, outcomes, or major topics are incorrect?
A: Email usfnurdata@usf.edu and the Office of Assessment & Evaluation will review the issue. Include the course number and name along with what is incorrect in the email.

Q: What do I do if one of the policies is incorrect?
A: Email Dr. Tasha Brown (brown283@usf.edu) and she will work with Academic Affairs to get the correct policy imported into the syllabus.

Q: The Print button is not available for my published syllabus. What do I do?
A: If you do **not** see View, Print, and Share by the syllabus name, that means it is **not** published. Check with the lead instructor to see if he/she has submitted the *Course Master* syllabus.

Check with the lead instructor to see if he/she has completed *and* submitted the course master syllabus template in Simple Syllabus. If he/she states they have created *and* submitted the course master syllabus template, submit a request to the support and consultation form and an EDT team member will assist you.

Q: How do I know my syllabus has been published and can be viewed?
A: Follow these steps.
1. Access Simple Syllabus and click the *Published* tab.
    a. If you see View, Print, and Share next to the syllabus name it is published.
    b. If you see an exclamation point, that means you more than likely have completed all the components and the lead instructor must complete other components in the course master syllabus template.
2. Check with the lead instructor to see if he/she has completed *and* submitted the *Course Master* syllabus template in Simple Syllabus.
3. If he/she states they have created *and* submitted the *Course Master* syllabus template, submit a request to the support and consultation form and an EDT team member will assist you.

Q: I have created my syllabus, but it is not appearing in my course. What do I do?
A: Follow these steps.

1. Verify you are in the correct live course.

2. Check with the lead instructor to see if he/she has created **and** submitted the course master syllabus template in Simple Syllabus (see the FAQ immediately above).

3. If you tried the above recommendations and still cannot view the syllabus in the live course, submit a request to the support and consultation form and an EDT team member will assist you.