

Simple Syllabus in Canvas

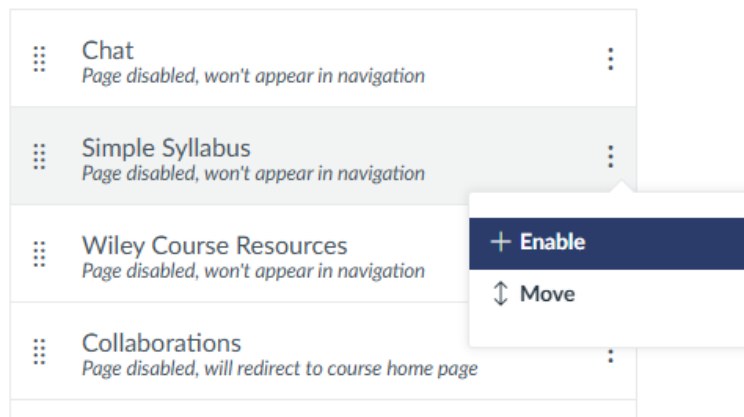
Simple Syllabus is a centralized, template-driven platform that enables universities to automatically fill in important legal information for each course syllabus. It also gives instructors the ability to quickly personalize and publish interactive class syllabi with ease. Simple Syllabus is now available in Canvas, but it may need to be manually enabled if it does not appear in the navigation ladder.

Enable “Simple Syllabus” in your course:

1. Click on **Settings** in the course navigation.
2. Click on the **Navigation** tab.
3. Locate “Simple Syllabus” under the section “Drag items here to hide them from students” at the bottom of the page.
4. Click on the 3 dots and choose **Enable**.
5. Move “Simple Syllabus” to the top of the navigation menu to make it easier for students to find by clicking and dragging.

Drag items here to hide them from students.

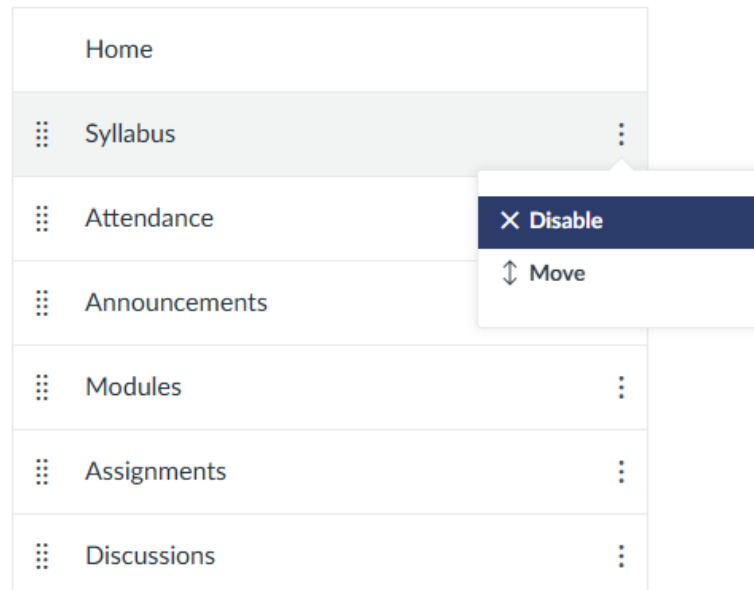
Disabling most pages will cause students who visit those pages to be redirected to the course home page.



Hide the native Canvas “Syllabus” from the course navigation:

1. Click on **Settings** in the course navigation.
2. Click on the **Navigation** tab.
3. Locate “Syllabus” under the section “Drag and drop items to reorder them in the course navigation” at the top of the page.
4. Click on the 3 dots and choose **Disable**.

Drag and drop items to reorder them in the course navigation.



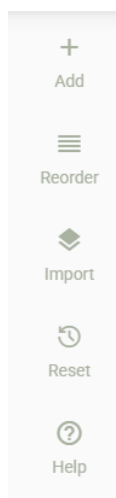
5. Click **Save** to save the new settings.

Accessing Simple Syllabus:

1. Click on “Simple Syllabus” from the course navigation.
2. The syllabus will open in Edit mode.

Navigating in the syllabus:

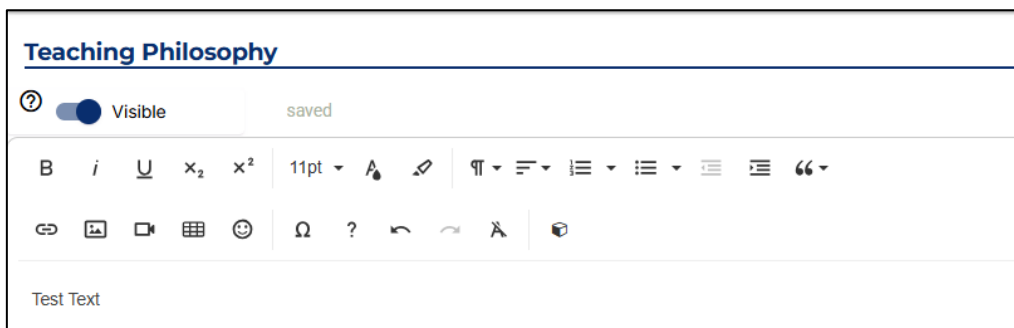
The top left will contain four options:



- **Add** - add an additional component
- **Reorder** - change the order of components
- **Import** - import syllabi from previous semesters
- **Reset** - Reset the syllabus to the default template
- **Help** – For support and general guidance

The syllabus is broken up into components. Components can be modified at any point; however, some components cannot be edited or removed, such as various university policies. These are pushed out on the administrative level for legal compliance.

Some Syllabus components are invisible by default and can be toggled:



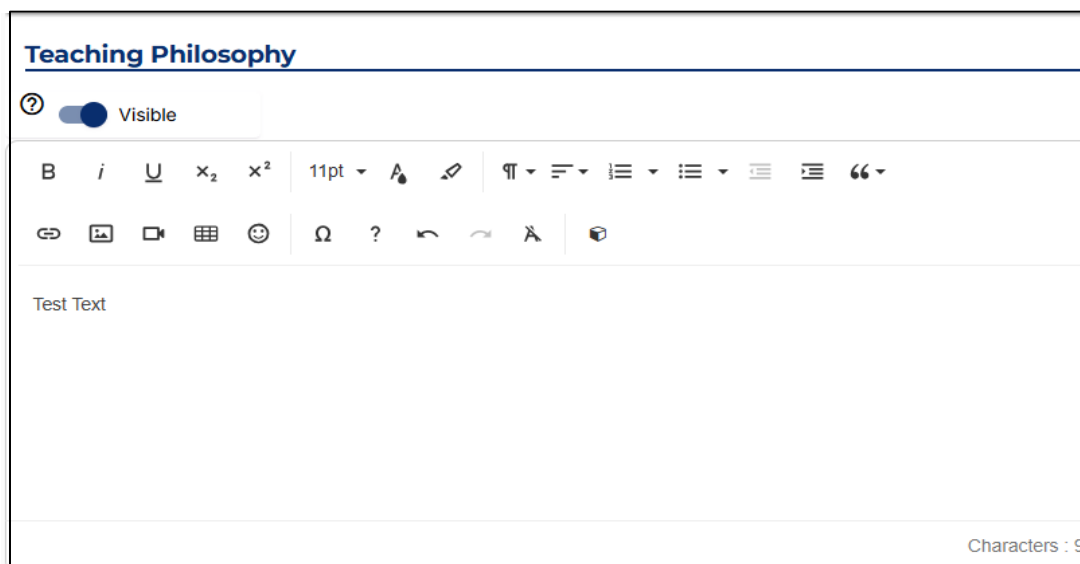
Visible - “Visible” means that the component will appear on the finalized version of the syllabus if it contains content. If you do not wish to show a component in the finalized version, click to change to “Invisible”. Some components, such as office hours or learning outcomes, may be pre-populated by the university template and therefore cannot be made invisible.

Note: Leaving a component blank will also render it invisible on the syllabus.


Public Facing Information – Please be aware that all syllabi are public facing in accordance with HB2504. Any information you include in these syllabi can be accessed by anyone. Keep this in mind when adding potentially sensitive information.

Edit the Course Syllabus:

Each syllabus component has a content editor where you can type your information directly into the text box or copy and paste from another application. Various tools are present here that will allow you to link relevant information or create lists.





When editing various fields within the syllabus, click the pencil icon to edit the content in that section.



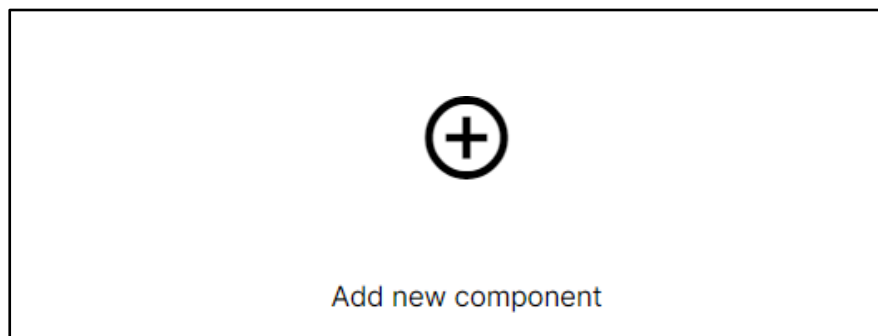



Tropical Leviathan
ISBN: 97801988819165
Authors: Aaron Graham
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Adding Additional Components:


You can add additional components by clicking on the **+ Add new component** at the bottom of the syllabus or **Add** at the top of the syllabus.





Add


Reorder


Import


Reset


Help

Create new component

Name *

Name is a required field

*Required

Save

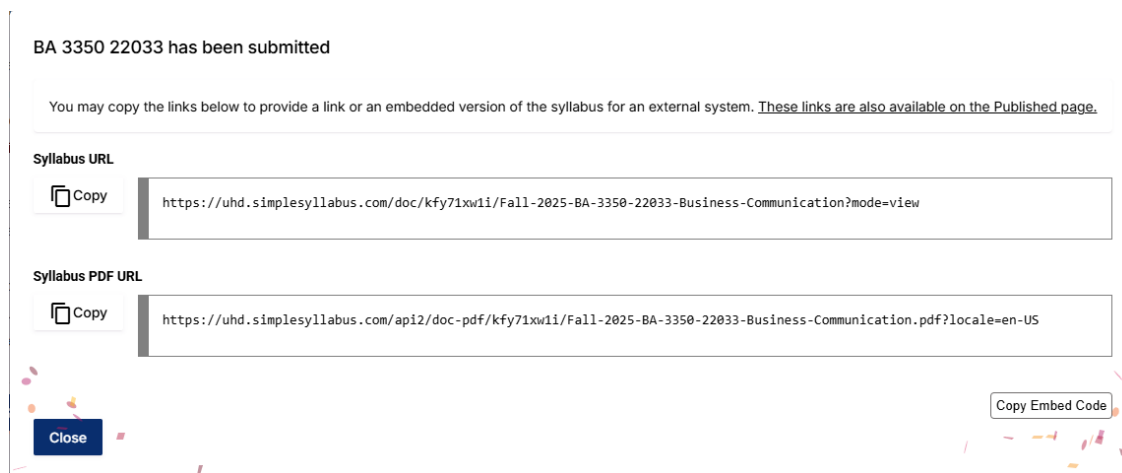
Cancel

Submitting Your Syllabus:

1. Click **Submit** at the bottom of the syllabus. You must click **Submit** to formally publish the syllabus for students to see



After submitting your syllabus, you will receive the following prompt. This will allow you to copy the syllabus URL if you wish to provide a link or an embedded version of the syllabus on another website.



2. Click **Close** to continue

The finalized syllabus will display. This is the version students will see when clicking on “Course Syllabus”. Students can jump to different sections by clicking on the navigation titles in the menu on the left.

After the syllabus has been submitted, you can edit the syllabus at any time by clicking the **Edit Syllabus** button

Student Engagement Report:

The Student Engagement Report in Simple Syllabus gives instructors the ability to see which students have accessed the syllabi, how much was read, and how many visits to the page have been made.

Simple Syllabus calculates and displays how much of the syllabus a student has read. As a student begins to read the syllabus, the tool determines how much of the syllabus has been viewed. When they reach the end (or read 100% of the document), they receive an **Acknowledge** button to verify they have read the syllabus. This will be indicated by the green checkmark.



To View the Student Engagement Report:

- Click on “Course Syllabus” in the course navigation.
- Click on “View Report” at the top of the syllabus.

[illegible]

