


SIMPLE SYLLABUS FOR DEPARTMENTAL USERS

The following document breaks down a few department-level features that FAU Colleges can use to create cohesion among the syllabi for their faculty. We will cover how to edit a department-level syllabus template and push changes, along with instructions on how to pull reports and download syllabi across your college/dept.

EDIT A DEPARTMENT-LEVEL SYLLABUS TEMPLATE

Please note that changes to these templates only apply to future published syllabi. ***This process does not affect published syllabi retroactively.*** The earlier you make these edits, the more time your instructors will have to work with your dept.'s preferred version of the syllabus.

1. Open a web browser and go to <https://fau.simplesyllabus.com/en-US/login>. You may be prompted to sign in to an FAU SSO page. Sign in to continue to the main Simple Syllabus portal.
2. On the left side of the page, click the **Templates** button (.
3. Find the college/department/unit whose template you want to edit.
4. Click the **Edit** button to the right of the college/dept/unit. This will open the template editor within a frame in your browser.
5. Navigate through the editable sections and make the changes that you need to push out to your college/dept/unit's syllabi. Some components/settings are editable, but others are not due to how the university-wide template is set up. Below are a few common features for each component of the template:
 - a. At the top-right of the editing panel, notice three buttons:
 - i. **Add**: allows you to create a new component in the template.
 - ii. **Reorder**: allows you to change the order of the components in the template.
 - iii. **Preview**: opens a new tab that shows you what the syllabus will look like upon publishing.
 - b. **Name**: the title of the component. You can toggle the visibility of the title by clicking the checkbox to its right.
 - c. **Required**: toggles whether the component is a requirement for publishing the syllabus.
 - d. **Visible**: toggles whether the component is displayed on the template, but does not remove it.
 - e. **Rich-Content Editor**: Each section features a rich-content editor area, allowing you to type text, adjust formatting, and insert rich-media such as images, links, videos, tables, etc.
 - f. **Delete component**: removes the component from the template.
 - g. **Lock**: prevents the component from being edited at the course-level.
 - h. **Ignore previous content**: prevents the template from importing content from previous semesters.
 - i. **Editors**: determines which types of users can make changes to the syllabus; defaults to both designers and instructors if left blank.
 - j. **Help text**: use this area to provide helpful details to instructors. The text appears next to each component in the instructor's view of the syllabus editor.
6. After making your edits, click the **Submit** button at the very bottom of the editing panel. You can choose to leave a comment in the area above the submit button – a helpful feature for tracking changes to the template.