EDIT AND PUBLISH SYLLABI WITH SIMPLE SYLLABUS

The following document walks you through steps to edit and publish your syllabi with **Simple Syllabus**. It covers how to access Simple Syllabus, how the editor works, how to publish your changes and how to view the document. There are two ways to access Simple Syllabus: (1) by going directly to **https://fau.simplesyllabus.com** or (2) through your Canvas courses.

CROSS-LISTED COURSE TEACHERS: Edit and publish syllabi by using the **direct link** methods detailed in this document. The Simple Syllabus integration does not currently function with cross-listed courses in Canvas.

ACCESS SIMPLE SYLLABUS – TWO METHODS

To access a syllabus's editor via the direct link:

1. Open a web browser and go to **https://fau.simplesyllabus.com.** If you recently signed in to an FAU SSO page, your dashboard should load right away. If not:
    a. Click the profile button at the top-right ( ).
    b. Click **Login**.
    c. Sign in with your FAU credentials.
2. Once signed in, you should see your Simple Syllabus Home page. This area provides links to edit your current/pending syllabi and is suited for making edits **across multiple courses/sections**.
3. Below the welcome message at the top, notice two areas labeled **To Do** (listing pending syllabi) and **Completed** (listing published syllabi).
4. In the **To Do** area, find a syllabus that you want to edit and click the **Edit** button below its title to open the editor.

To edit syllabi via a Canvas course, do the following. Please note that these steps **do not work for cross-listed courses.**

1. Open a web browser and sign in to **https://canvas.fau.edu**. If prompted, sign in using your FAU credentials.
2. From your Canvas dashboard, navigate to a course whose syllabus you would like to edit/publish.
3. Find and click **Simple Syllabus** from the course navigation menu. If it does not appear in that menu, add it to your course by following the steps in **the document linked here**.
4. Once you click **Simple Syllabus**, it will load the editor within the Canvas window. To edit the syllabus for a different course, navigate back to your Canvas Dashboard, choose a new course and repeat steps 2 through 4 above.

EDIT AND PUBLISH YOUR SYLLABUS

After following the steps above, you should see the editor for your syllabus. Each syllabus is made of components that make up the different sections for the entire document. Some components are editable while others are auto-populated by the system or locked by the University or your department. Below are common features found in the editing frame for Simple Syllabus:

1. At the top-left of the editing panel, notice four buttons:
    a. **Add**: allows you to create a new component in the template.
    b. **Reorder**: allows you to change the order of the components in the template.
    c. **Import**: allows you to bring content from previously published syllabi into the one you are currently editing.
    d. **Preview**: opens a new tab that shows you what the syllabus will look like upon publishing.

2. Scroll down and edit the content of each component as you see fit, keeping in mind that the University/Dept. locks some of these while others are of different types and have specific features.
    a. Editable components feature a toolbar and textbox for typing text, adding images/links/videos.
    b. Certain components allow you to determine their visibility. This is noted by the **Visible** button (Visible) above the component. If it is clickable, you can turn the component visible/invisible at will depending on whether it is necessary for your syllabus. If you see a lock on this button, you cannot change it.
    c. All of your changes save as you edit the document and are not viewable until you submit the document at the end.

    Below are some examples of the components found in all of your syllabi:

Header	This is the first component in the syllabus and usually shows a graphic along with the basic schedule information for your course. It is automatically populated and locked by the system.
Instructor Information	This is another example of a component that is automatically populated and locked. It will include your FAU contact information. Notice that the system includes an extra area under Instructor Information for you to include your office info and any other office hour/contact information you would like to provide. There is an added extra area below this one as well for you to provide TA information.
Required Texts/Materials	This is an example of a special component. It not only imports your textbook adoptions from the university bookstore, but also allows you to add other required texts manually by clicking the Add new material button.
Recommended Texts/Materials	This component is just like the **Required Texts/Materials** component, but it allows you to toggle visibility if it is not relevant to your syllabus.
Writing Across the Curriculum Designated Course	This and the other "**…Designated Course**" components apply only to certain courses. If your course does not require these sections in the syllabus, set the visibility toggle to invisible.
Course Grading Scale	This component is just like the other regular text boxes. However, it features a pre-made table with a default grading scale. You can click and edit this table as you see fit.
Course Topical Outline	There are two components with this same title. One is set up as a regular text box, while the second one features an interface where you can create a table of topics/assignments with dates and points. Choose one of the two and set the other one as **invisible.** They both serve to give students a sense of your progression of subjects throughout the term.

3. 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.
4. After a few moments, the system displays a message confirming that the document is published.

AFTER SUBMITTING YOUR SYLLABUS…

Once submitted, your syllabus becomes publicly accessible via the following methods:

1. **Direct links (necessary for those teaching cross-listed courses)**: When the submission confirmation appears, it shows two links to your syllabus that you can copy/paste into any message/announcement/website/Canvas course. You can also find these links by going to your Simple Syllabus Home page and clicking the **Share** button on any of your completed syllabi. If using this method, a good practice is to paste the link into the **Syllabus** page of your Canvas course.

2. **Canvas**: After submitting your syllabus within Canvas, your students can access it by clicking the **Simple Syllabus** link in your course navigation menu. ***Please note that this does not work for cross-listed Canvas courses.***
3. **The Syllabus Library**: Once published, your syllabus appears within the syllabus library for FAU's Simple Syllabus account. The library features filtering and search functions to help students and admins find syllabi in a quick an easy manner. To get to the library, users can simply go to **https://fau.simplesyllabus.com** or click on the **Syllabus Library** button ( ) from the sidebar on the left if you are already logged in and in a different part of the system.

For assistance with any of the above details, use the links below:

- **Simple Syllabus FAU Help Desk ticket:** https://helpdesk.fau.edu/TDClient/2061/Portal/Requests/ServiceDet?ID=52235
- **Attend a Simple Syllabus training session:** https://techevents.fau.edu
- **Schedule a one-on-one appointment with us:** https://techevents.fau.edu/appointments/online