

Open Educational Resources and Simple Syllabus

College of Science Teaching Forum

March 31, 10-11:30am

Textbook Adoption Policies and Procedures

- Textbook adoption is done through Canvas. Go to “Follett Discover” under the list of menus for the course (e.g. Home, Announcements, Modules, Syllabus, etc. “Follett Discover” is nearly all the way down below “Lockdown Browser”).
- Follow the deadline to adopt the textbooks. Usually an email will be sent to remind to adopt the textbooks. Do it when seeing the email.
- Specific policies about adopting self-authored book as textbooks (approval and royalty donation).
- Even if you don’t have required textbooks the information needs to be entered into Follett indicating no materials will be adopted.
- FAU textbook adoption guidelines: <https://www.fau.edu/provost/for-faculty/order-textbooks/>
- Regulation 3.004. Textbook and Instructional Materials Affordability and Transparency

<https://www.fau.edu/regulations/documents/chapter3/reg-3-004-02142023.pdf>

Textbook Adoption Deadline

- March 15: Summer Courses
- **April 15: Fall Courses**
- October 15: Spring Courses

Open Educational Resources (OER)

- What is OER? – “teaching and learning materials that can be freely used or reused at no cost.” (FAU Library)

<https://libguides.fau.edu/oer>

- Public domain materials, or materials with copyright cleared for education purposes

Open Educational Resources (OER) (FAU Library)

- Textbooks, journals and other published works (print or electronic form)
- Images: art, photography, clip art
- Videos and multimedia (sound recordings, podcasts)
- Primary sources
- Learning objects: simulations, slides/ PowerPoints, practice problems, tests, or quizzes
- Courses, courseware (syllabi, test banks), or course cartridges
- Web pages
- Data or data sets: from STEM, business or social science research

The 5 Rs of OER (FAU Library)

- **Retain** - the right to make, own, and control copies of the content (e.g., download, duplicate, store, and manage).
- **Reuse** - the right to use the content in a wide range of ways (e.g., in a class, in a study group, on a website, in a video).
- **Revise** - the right to adapt, adjust, modify, or alter the content itself (e.g., translate the content into another language).
- **Remix** - the right to combine the original or revised content with other material to create something new (e.g., incorporate the content into a mashup).
- **Redistribute** - the right to share copies of the original content, your revisions, or your remixes with others (e.g., give a copy of the content to a friend).

OER Resources

- Open Textbook Library: <https://open.umn.edu/opentextbooks>
- Open Education Network: <https://open.umn.edu/oen>
- OpenStax: <https://openstax.org/>
- Interactive Simulations for Math and Science: <https://phet.colorado.edu/>
- MIT OpenCourseWare: <https://openlearning.mit.edu/courses-programs/mit-opencourseware>
- Create your own teaching resources
- Recommended reading: [Best Practices in Designing Courses with Open Educational Resources, by Olena Zhadko and Susan Ko](#)

Simple Syllabus

- Unified standard syllabus
- Log into Canvas and navigate to your course
- Enable Simple Syllabus to your Canvas courses
- Edit, save, and publish your simple syllabus

Click "Settings", then choose "Navigation"

- Pages
- Files
- Syllabus
- Outcomes
- Rubrics
- Quizzes
- Modules
- BigBlueButton
- Collaborations
- SCORM
- Lockdown Browser
- Follett Discover
- New Analytics
- Grade Submission
- Badges
- Cisco Webex
- Office 365
- RedShelf Course Materials
- Zoom
- Accessibility Report
- Settings**

- Course Details
- Sections
- Navigation**
- Apps
- Feature Options
- Integrations

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

Home	
Announcements	⋮
Assignments	⋮
Discussions	⋮
Grades	⋮
People	⋮
Pages	⋮
Files	⋮
Syllabus	⋮
Outcomes	⋮
Rubrics	⋮
Quizzes	⋮
Modules	⋮
BigBlueButton	⋮
Collaborations	⋮
SCORM	⋮
Lockdown Browser	⋮
Follett Discover	⋮
New Analytics	⋮
Grade Submission	⋮

Course Status

Unpublished Publish

- Share to Commons
- Course Statistics
- Course Calendar
- Copy this Course
- Import Course Content
- Export Course Content
- Validate Links in Content

Current Users

Students:	None
SAS:	None
Teachers:	1
Guest Instructor:	None
TAs:	None
Grader:	None
Designers:	None
Observers:	None

Pages	ⓧ	Google Apps <i>Page disabled, won't appear in navigation</i>	⋮
Files	ⓧ	Mediasite Catalog <i>Page disabled, won't appear in navigation</i>	⋮
Syllabus		Macmillan Learning <i>Page disabled, won't appear in navigation</i>	⋮
Outcomes	ⓧ	Pearson Revel <i>Page disabled, won't appear in navigation</i>	⋮
Rubrics		McGraw Hill SIMnet <i>Page disabled, won't appear in navigation</i>	⋮
Quizzes	ⓧ	Grade Uploader <i>Page disabled, won't appear in navigation</i>	⋮
Modules	ⓧ	iClicker Sync <i>Page disabled, won't appear in navigation</i>	⋮
BigBlueButton		StudyMate Campus <i>Page disabled, won't appear in navigation</i>	⋮
Collaborations		Accepi: Select content <i>Page disabled, won't appear in navigation</i>	⋮
SCORM		TopHat LTI 1.3 <i>Page disabled, won't appear in navigation</i>	⋮
Lockdown Browser		Labster LTI1.3 Dashboard <i>Page disabled, won't appear in navigation</i>	⋮
Follett Discover		Simple Syllabus <i>Page disabled, won't appear in navigation</i>	⋮
New Analytics			
Grade Submission			
Badges			
Cisco Webex			

Scrolling down on the navigation page. Click "Enable", and then "Save". Please remember to click "Save", otherwise it will not be enabled.

Save

+ Enable

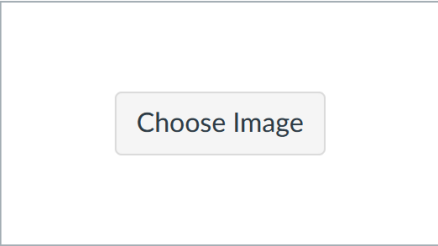
↕ Move

- Files
- Syllabus
- Outcomes
- Rubrics
- Quizzes
- Modules
- BigBlueButton
- Collaborations
- SCORM
- Lockdown Browser
- Follett Discover
- New Analytics
- Grade Submission
- Badges
- Cisco Webex
- Office 365
- RedShelf Course Materials
- Zoom
- Accessibility Report
- Simple Syllabus
- Settings

Course Details Sections Navigation Apps Feature Options Integrations

Course Details

Image:



Name: URP 4741-001: Housing Policy and Planning
Course Code: URP4741 001 11907
Blueprint Course: No
Course Template: Enable course as a Course Template
Time Zone: Eastern Time (US & Canada) (-05:00/-04:00)
SIS ID: 202305_1_11907
Subaccount: Urban & Regional Planning
Term: Summer 2023 - 1 Full Term
Participation: Term

Course participation is limited to **term** start and end dates.

Start
 Apr 28, 2023 8:00pm

Local: Apr 28, 2023 8:00pm
 Course: Apr 28, 2023 8:00pm

Course Status

Unpublished Publish

- Share to Commons
- Course Statistics
- Course Calendar
- Copy this Course
- Import Course Content
- Export Course Content
- Validate Links in Content

Current Users

Students:	None
SAS:	None
Teachers:	1
Guest Instructor:	None
TAs:	None
Grader:	None
Designers:	None
Observers:	None

Simple Syllabus

Start editing your syllabus

- Click “Simple Syllabus” indicated in the previous slide
- Edit each section of your syllabus
- Required sections must be complete before you can submit your syllabus
- For optional sections that are not applicable in your syllabus, you can make them not visible
- More powerful editing tools as you can insert hyperlinks, images, videos, etc.
- After you complete the required sections and your other sections, click “Submit”. The syllabus will be included in the syllabus database.
- Slides courtesy of Dr. Donna Marian (the last eight slides)

- Home
- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages
- Files
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[View your Simple dashboard](#)



Add

> Replace with a different syllabus?



Reorder



Import



Preview



FLORIDA ATLANTIC UNIVERSITY

URP 4741-001 11907

3 Credits

Summer 2023 - 1 Full Term

Instructor Information

Yanmei Li

Email: yli22@fau.edu



Visible

| 12 |

| |



- Home
- Announcements
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Course Description

Housing Policy and Planning

This course introduces low income housing policies in the United States and the methods to conduct needs assessment for affordable housing. It also addresses other related issues, such as housing bubbles and foreclosures and policy responses in the housing market.

Visible

B *i* U x_2 x^2 | A ▾ 12 ▾ | ▾ ▾ ▾ ▾ ▾

| |

Type something

Characters : 0

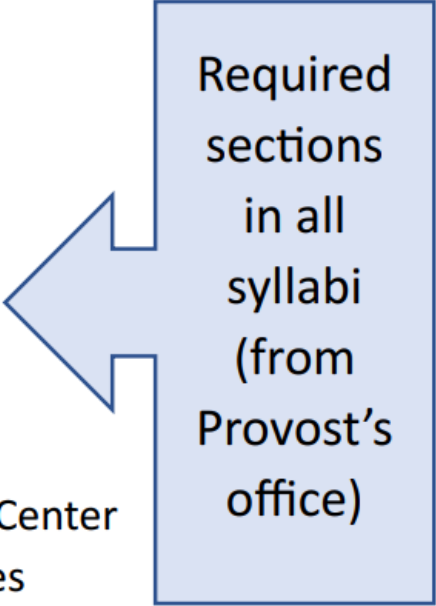
Prerequisites/Corequisites

Visible

B *i* U x_2 x^2 | A ▾ 12 ▾ | ▾ ▾ ▾ ▾ ▾

➤ **When clicking on Simple Syllabus in the Canvas Navigation Bar, a standard template emerges. The below syllabus components are fixed, and cannot be modified or removed from view (but they can be rearranged, see below):**

- Syllabus Header (*pulled from banner*)
- Instructor name and email (*pulled from banner*)
- Course Description (*pulled from banner/course catalog*)
- Prerequisites/Corequisites (*pulled from banner/course catalog*)
- Instructional Method (*pulled from banner*)
- Required Text/Materials (*pulled from textbook adoptions*)
- Faculty Rights and Responsibilities
- Disability Policy
- Code of Academic Integrity
- Attendance Statement Policy
- Religious Accommodation Policy Statement
- Time Commitment Per Credit Hour
- Grade Appeal Process
- Policy on the Recording of Lectures
- Counseling and Psychological Services (CAPS) Center
- Student Support Services and Online Resources

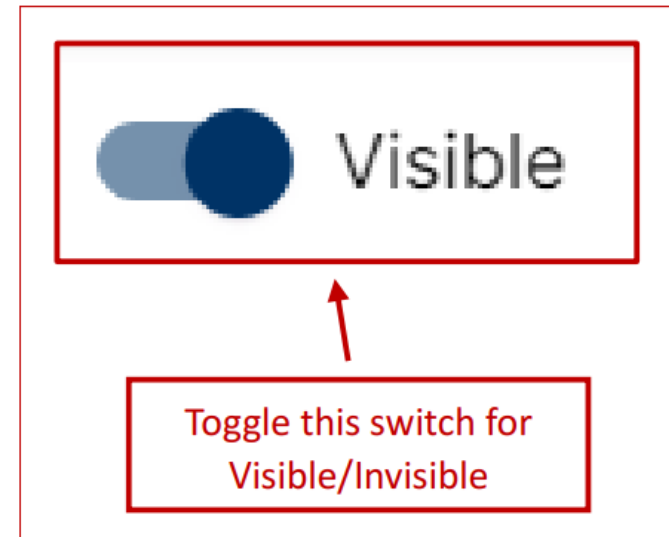


Required
sections
in all
syllabi
(from
Provost's
office)

- **The below fields are present but blank (exception is Grading scale, see below)—inclusion is mandatory. These fields cannot be hidden from view and syllabus cannot be submitted until sections are filled.**
- Office Hours
 - Course Objectives/Student Learning Outcomes
 - Course Evaluation Method
 - Course Grading Scale (**HINT!** *If you set up your custom grading scheme in Canvas Settings Simple will pull from there, but the scale will still be editable – otherwise a default scale is plugged that may require more editing.*)
 - Policy on Make-up Tests, Late Work, and Incompletes

➤ The below optional fields are provided. These fields can be edited, or removed from view by toggling the visibility switch.

- TA Information
- Recommended Readings and Materials
- Writing Across the Curriculum Designated Course (two versions)
- Research Intensive Designated Course
- Academic Service Learning (AS-L) Designated Course
- Special Course Requirements
- Course Topical Outline (two versions)



➤ **Simple Syllabus adjustments and resources (view from top of draft Simple Syllabus explained):**

Clicking on 'View your Simple dashboard' takes you to simplesyllabus.com, where you can access or review status of syllabi for all your courses (past/present/future).

Click on 'Import' to use parts (or all) of other published syllabi.

Clicking on 'Preview' produces what the viewer will see.

Click on 'Add' to produce a new customizable field (*see below for more details*).

Click on 'Reorder' to drag & drop syllabus components wherever you'd like.

Clicking here allows selection one of your previously published syllabi.

The screenshot shows the top of a draft Simple Syllabus interface. At the top, there is a link labeled "View your Simple dashboard". Below this, there are four main action buttons: "Add" (with a plus sign icon), "Reorder" (with a list icon), "Import" (with a stack of books icon), and "Preview" (with a speech bubble icon). To the right of these buttons is a help icon (a question mark in a circle). Below the buttons is a large, light blue rounded rectangle containing a right-pointing chevron and the text "Replace with a different syllabus?".

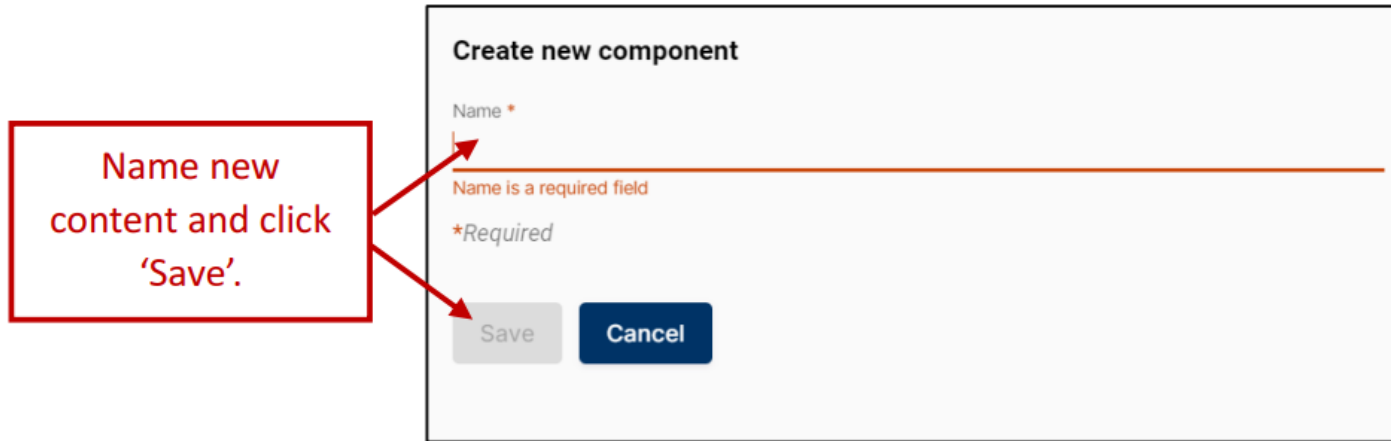
Annotations with red arrows point from text boxes to the following elements:

- "View your Simple dashboard" link
- "Add" button
- "Reorder" button
- "Import" button
- "Preview" button
- Help icon (question mark in a circle)
- "Replace with a different syllabus?" button

A separate red-bordered box on the right contains the text "Click here to get help!" with an arrow pointing to the help icon.

➤ **Add additional customizable fields in HTML Rich Text Editor:**

- Click on '+ Add' from the top or bottom of the Simple Syllabus draft (see images above). Give the new component a name and click 'Save'.



The image shows a 'Create new component' dialog box. It has a title bar 'Create new component'. Below the title bar is a text input field labeled 'Name *'. The input field is empty. Below the input field is a red error message 'Name is a required field'. Below the error message is the text '*Required'. At the bottom of the dialog box are two buttons: 'Save' and 'Cancel'. A red callout box on the left contains the text 'Name new content and click 'Save''. Two red arrows point from the callout box to the 'Name' input field and the 'Save' button.

Name new content and click 'Save'.

Create new component

Name *

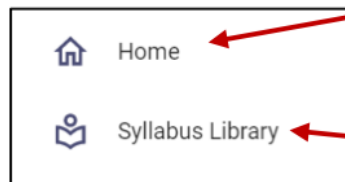
Name is a required field

*Required

Save Cancel

➤ **Preview draft Syllabus:**

- Clicking on Preview at the top of the draft syllabus opens a new window containing what the viewer will see. (**HINT!** *You can easily copy from here to create a printable version in MSWord, if you'd like.*)
- IN PREVIEW MODE, in the upper left-hand corner of the Preview screen, the below features are also available:



Clicking on 'Home' takes you to your Simple Syllabus dashboard @ simplesyllabus.com

Clicking on 'Syllabus Library' allows you to explore syllabi published by other faculty (organized by FAU Department).

- **Submit the completed syllabus for Review/Finalization. The below capabilities are located at the bottom of the Simple Syllabus draft.**

The screenshot shows a user interface for editing a syllabus. At the top, there is a large white box with a plus sign icon and the text "Add new component". Below this, there is a "Comment" field and a "History" section. The "History" section contains the text "This syllabus has not yet been submitted." At the bottom left, there are two blue buttons: "Submit" and "Close".

An additional field can also be added by clicking here.

Submit Close

History

This syllabus has not yet been submitted.

Click 'Submit' to finalize and send off to review & publication.

Click 'Close' to exit without submission. Work will be saved.