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

Image:

Choose 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:

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

End:
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)
FLORIDA ATLANTIC UNIVERSITY

URP 4741-001 11907

3 Credits
Summer 2023 - 1 Full Term

Instructor Information

Yanmei Li
Email: yli22@fau.edu
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.

Prerequisites/Corequisites
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 ‘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.
- Click on ‘Import’ to use parts (or all) of other published syllabi.
- Clicking on ‘Preview’ produces what the viewer will see.
- Click here to get help!
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’.

Name new content and click ‘Save’.
Add the desired content in the screen that emerges (the standard HTML Rich Text Editor).

HINT! You have the option of displaying a title (the ‘Name’) for added content. If checked, the added content will appear in a titled section. If unchecked, added material will appear immediately after content under which it is placed (with appearance of being in same section).

Added content appears at the bottom of the draft syllabus but can be dragged & dropped wherever you want it to appear (using the ‘Reorder’ button at the top of the draft).
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.

- An additional field can also be added by clicking here.
- Click ‘Submit’ to finalize and send off to review & publication.
- Click ‘Close’ to exit without submission. Work will be saved.