Simple Syllabus

Guides faculty through creating, editing, and publishing course syllabi in A-State’s official Simple Syllabus platform. Includes instructions, best practices, and troubleshooting resources to support consistency and transparency in course expectations.

- Simple Syllabus Support Overview
- Simple Syllabus Guide for Instructors

Simple Syllabus Support Overview

Simple Syllabus is A-State's official platform for creating, managing, and publishing course syllabi. It provides a **consistent, accessible, and centralized system** that ensures compliance with university and accreditation standards. By using Simple Syllabus, instructors can:

- Save time with **pre-populated course information** from Banner and Canvas.
- Maintain **consistency across departments** with standardized templates.
- Improve **student access** to syllabi through the A-State Syllabus Library.
- Support **institutional reporting and accreditation requirements**.

Syllabus Library

- **Fall 2024 and beyond:** Available in the **A-State Syllabus Library**.
- **Fall 2017–Summer 2024:** Request from the Office of Accreditation and Assessment.
- **Older syllabi:** Not stored by the Office of Accreditation and Assessment.

> **Note:** Syllabus templates are determined by college deans and department chairs in conjunction with the Office of Accreditation and Assessment.

Training Video

Arkansas State University Simple Syllabus Training
A demonstration of Simple Syllabus for the faculty and staff of Arkansas State University.

https://www.youtube.com/embed/ooACIQnkOfI?si=HT1swVVMYY0-hHGy

> For One-on-One or Group Training, please make a request through the Office of Accreditation and Assessment.

Downloadable Guide

Instructor Editing Guide – ASU Jonesboro (DOCX)
A detailed guide for editing and managing syllabi in Simple Syllabus.

Troubleshooting

- **Error on Opening Course:** Enable third-party cookies.
- **Schedule Not Updating:**
  - Manually editing a date in Simple Syllabus breaks the connection with the Canvas section.
  - Only update dates in **Canvas** to maintain the sync.
  - If the connection is broken, request a **Reset** to restore the schedule component.
  - > Note: Simple Syllabus **only syncs with the main section** of a course. **Cross-listed sections will not sync.** You can instead add a note in the syllabus directing students to check Canvas for dates.
- **Simple Syllabus Link Missing in Canvas:**
  This usually happens when a course was copied from one that didn't have the Simple Syllabus link enabled in the navigation menu.
  ➤ See: **How to Manage Course Navigation Links in Canvas**
- **Continuing to Receive Reminder Emails:**
  This may mean you still need to submit your syllabus **or** that you have **cross-listed sections**.
  - For the **Main Section**, Access Simple Syllabus from **Canvas** or **Pack Portal** and complete all the unfinished sections.
  - For Cross-listed sections, Access Simple Syllabus through **Pack Portal** and navigate to the correct course.
    - Copy the syllabus from the main section.
    - For the schedule, add a note directing students to check Canvas for dates.
  - ➤ *See:* **Accessing Simple Syllabus**
- **Missing Course or Account:** Contact your admin.

Additional Online Resources

- Instructor Knowledge Base - Find quick answers to frequent Instructor questions when using Simple Syllabus.
- Simple Watch – Browse and watch helpful videos to get the most out of Simple Syllabus

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Related Knowledge Base Pages

- **Simple Syllabus Guide for Instructors**
- ***Assessment Manual***
- ***Canvas for Educators***

> ***Tip:*** *For accessibility, always use the built-in editor in Simple Syllabus instead of pasting formatted text.*

Contact for Help

Office of Accreditation & Assessment
Contact: Kevin Hennings, *Assistant Director of Accreditation*

Email:khennings@AState.edu
Phone: (870) 972-2989
Dean B. Ellis Library, Room 610

Simple Syllabus Guide for Instructors

This guide walks instructors through the process of creating and managing syllabi in **Simple Syllabus**. It provides **step-by-step instructions** for accessing your syllabus, completing required components, formatting content, and using advanced tools like importing and resetting components. Following these steps ensures your syllabus meets **university standards**, remains **accessible to students**, and is properly published in the **A-State Syllabus Library**. For training, troubleshooting, and downloads, see **➡ Simple Syllabus Support Overview**.

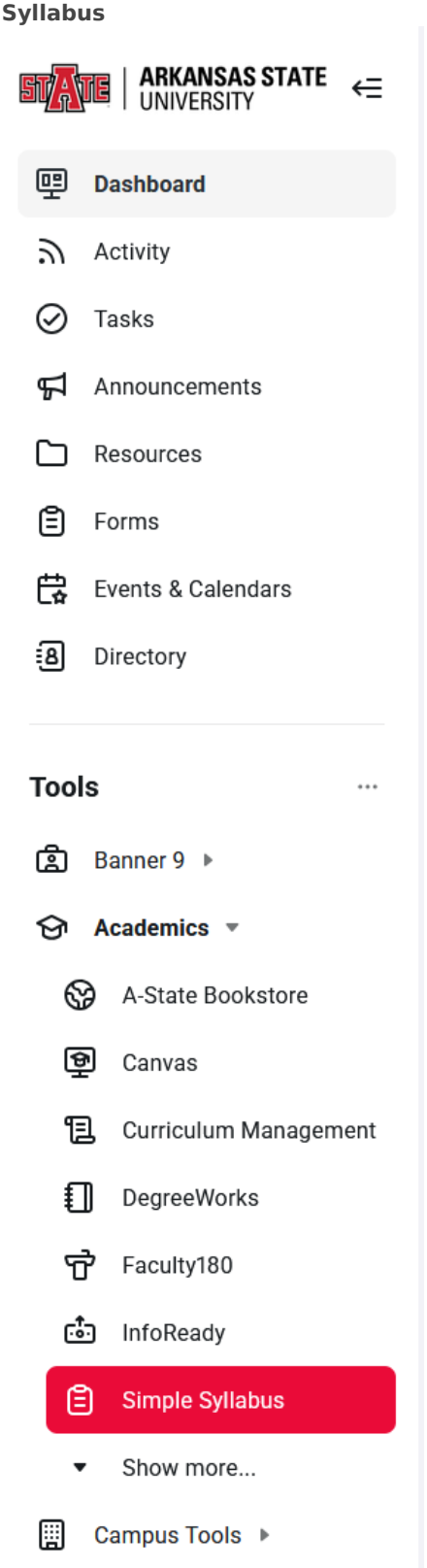
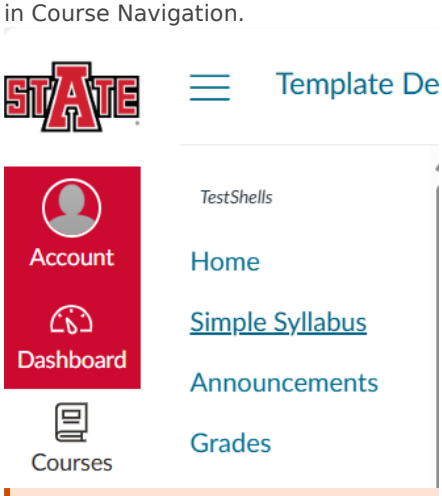
> **Copying Courses for Common Course Numbering**
>
> Please use the following steps to copy your syllabi from the last terms the courses were offered. After this has been completed, syllabi will begin carrying forward from term to term as usual.
>
> 1. Select the course you need to complete and click edit.
> 2. Select "Replace with a different syllabus?" on the top of the page.
> 3. Select the term you with to search in and type in the course number that you wish to copy.
> 4. Click on the course you with to copy. Simple Syllabus will import the content.
> 5. Make any necessary changes and submit.

12-Step Guide to Publishing Your Syllabus

1) Access Simple Syllabus

Open Simple Syllabus from one of the following:

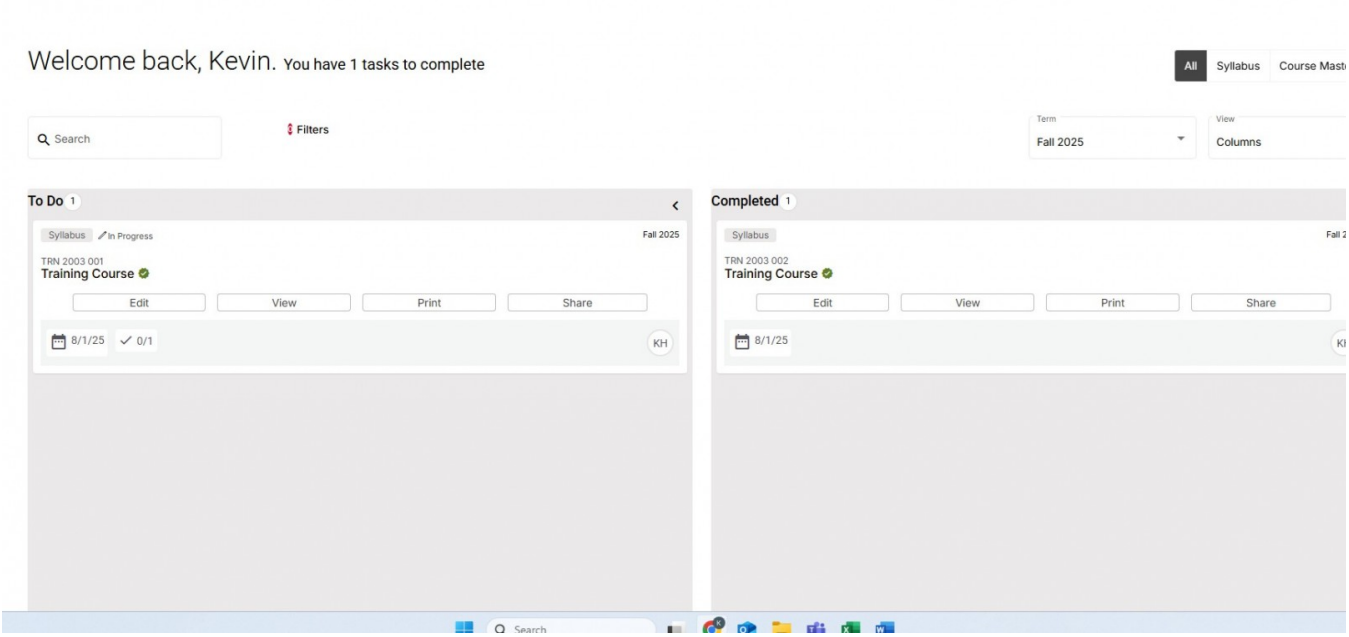
Direct Link	Pack Portal	Canvas (Recommended)

astate.simplesyllabus.com	**Tools → Academics → Simple Syllabus** 	Open your course → **Simple Syllabus** in Course Navigation.  **Missing Simple Syllabus in Course Menu** Canvas has a native tool called **Syllabus** that can't be removed. In the School template, it should be disabled, and the **Simple Syllabus** link should be enabled instead. But **if you copy from an older course**, the Simple Syllabus link may be **disabled**. **To Fix:** Navigate to your Course **Settings → Navigation**. *Click the three-dot menu next to **Syllabus** to select **Disable.*** Then find ***Simple Syllabus*** and **Enable.** You can then drag it up to where you would like it to be found in your course menu. Make sure to scroll to the bottom of the page to **Save** your changes. ➤ See: **Managing Course Navigation Links in Canvas**

Cross-Listed Courses: The Simple Syllabus link in Canvas only works for the main section. To edit a cross-listed section, use Pack Portal or the Direct link.

2) Review Your Dashboard & Start Editing

1. After you log in, you'll see a **Tasks** list with your courses.

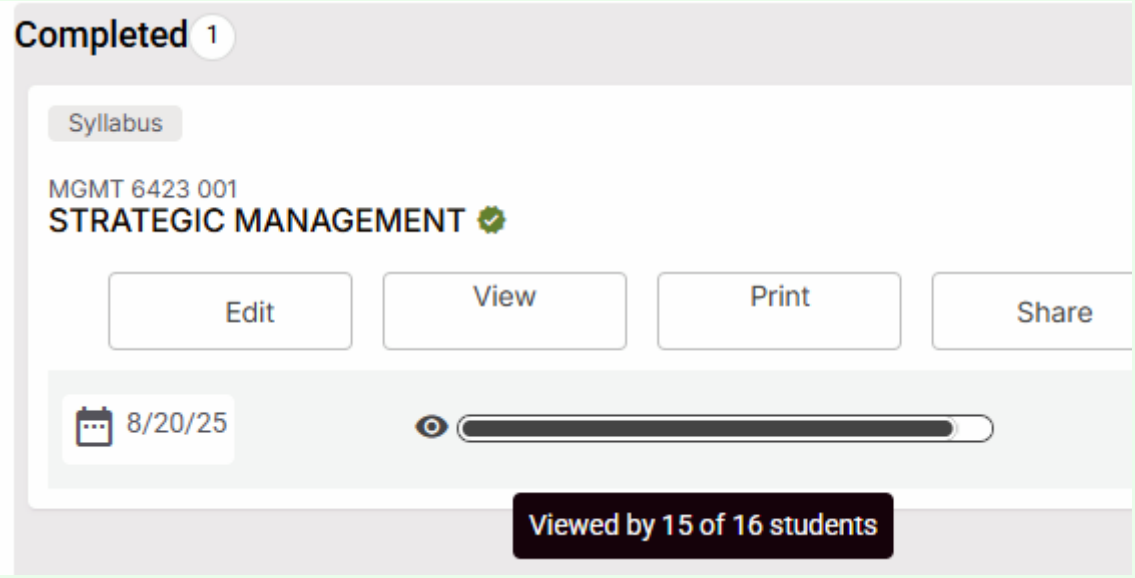


2. Find the course and select **Edit** to open the syllabus editor.



> If you're teaching multiple sections, you'll see a task for each section that requires a syllabus.

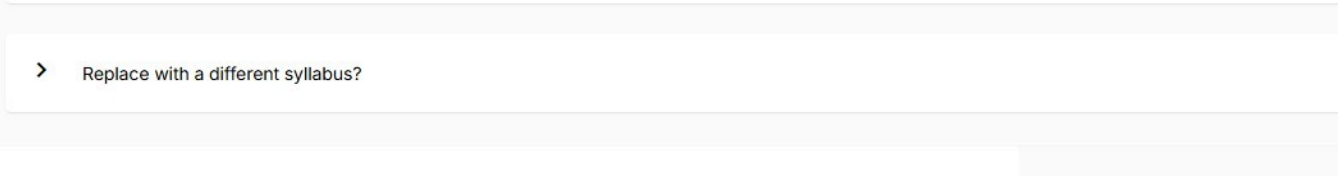
After your syllabus is deployed, it will track how much of it each student has viewed and if they have clicked the Acknowledgement button to verify they have read the syllabus. You can click the **viewed progress bar** to see a report for each student in the class.



2a) Copy from an Existing Syllabus (Optional)

If you taught this course previously, you can **reuse content**:

1. In the editor, choose **Replace with a different Syllabus** (if available in your view).



2. Select the **term** and **course** to copy.
3. Continue to step 3 to **review & update** dates, textbooks, policies, and any time-sensitive items.

> **Schedule Sync Note**
> If the previous syllabus had a **manually edited** schedule, the Canvas sync may be broken. Use **Reset Content → Course Schedule/Outline** later in Step 9 to restore sync.

> **Cross-Listed Sections:** If you're editing a cross-listed section, you can **copy the syllabus from the main section** to get started.

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3) Course Information

This section is typically **pre-populated** from Banner:

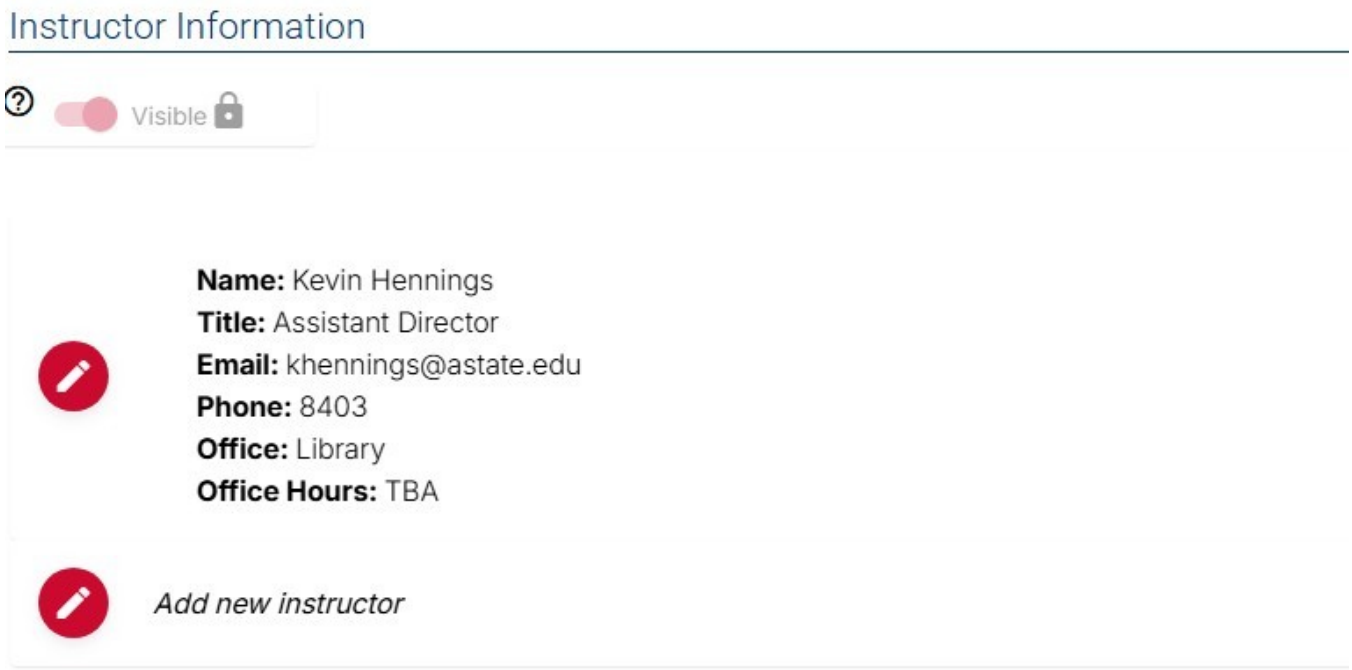
- Course title, subject/number, CRN, section, credit hours

> If the **University Bulletin** or Banner info is incorrect, contact **khennings@astate.edu**

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4) Instructor Information

1. Select the **pencil** icon to edit. Required items are highlighted in **orange**.



2. Confirm or update:
   - Name, title, department
   - Office location, office hours
   - Contact info (email, phone)
3. (Optional) **Add a headshot**.
4. Save

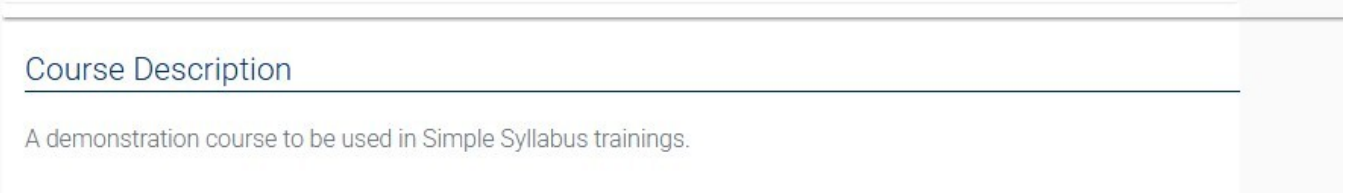
> **Co-Teaching:**
> If a co-instructor isn't listed from Banner, select **Add New Instructor**. If they still don't appear, contact the **Office of Accreditation & Assessment** to associate them with the course.

> ♿ Use plain text for office hours (e.g., "Mon/Wed 2:00–3:30 PM, Library 610")—screen readers parse it more reliably than tables or images.

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5) Course Description

1. Review the **catalog description** (usually pulled from the University Bulletin).
2. If the field is editable and you need to add context, keep it **brief** to preserve the official description.



3. Save

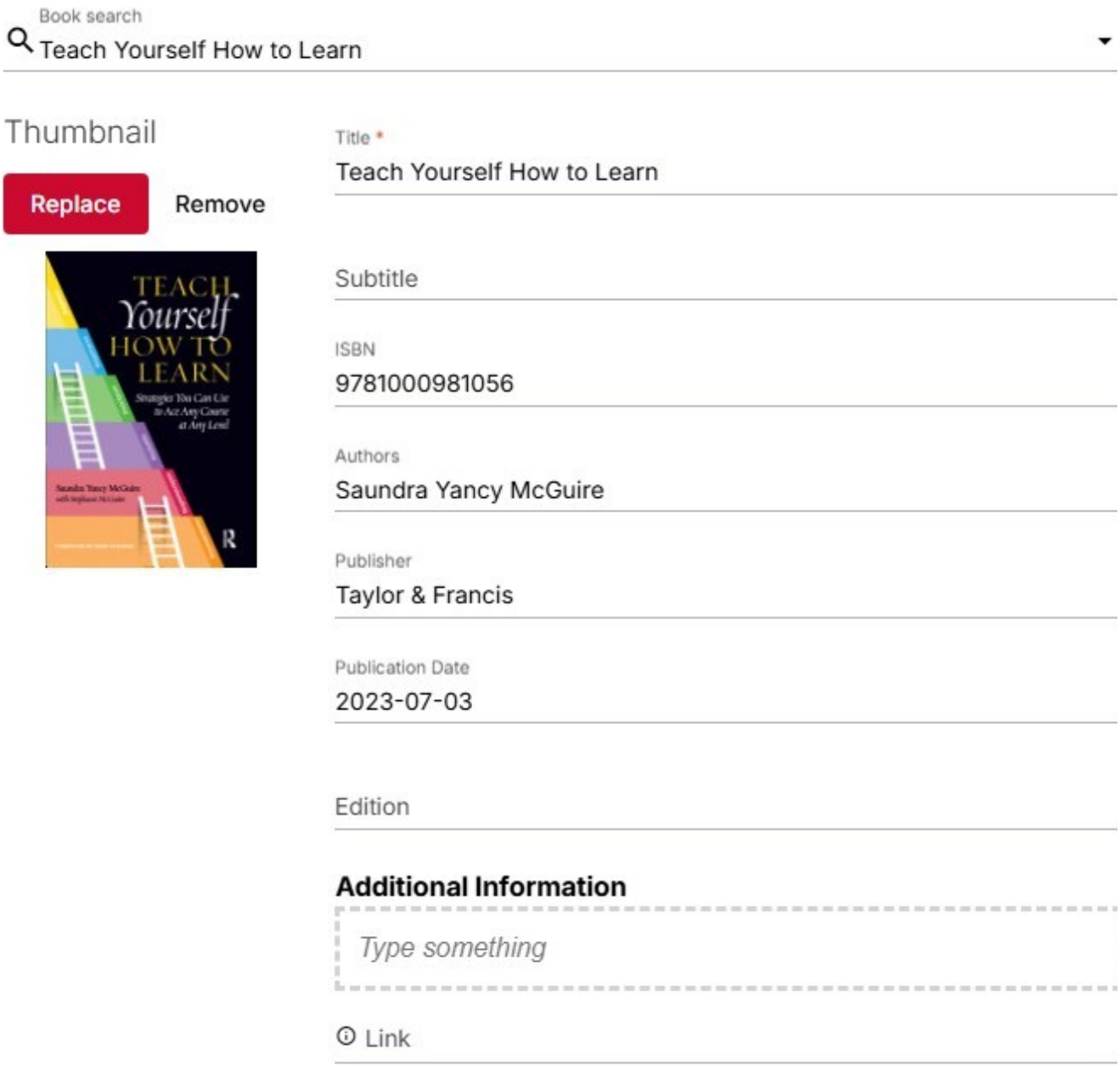
> ♿ Avoid ALL-CAPS and color-only emphasis. Use **bold** for emphasis.

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6) Required Textbooks & Materials

1. Click the **pencil** to edit the **Required** section.

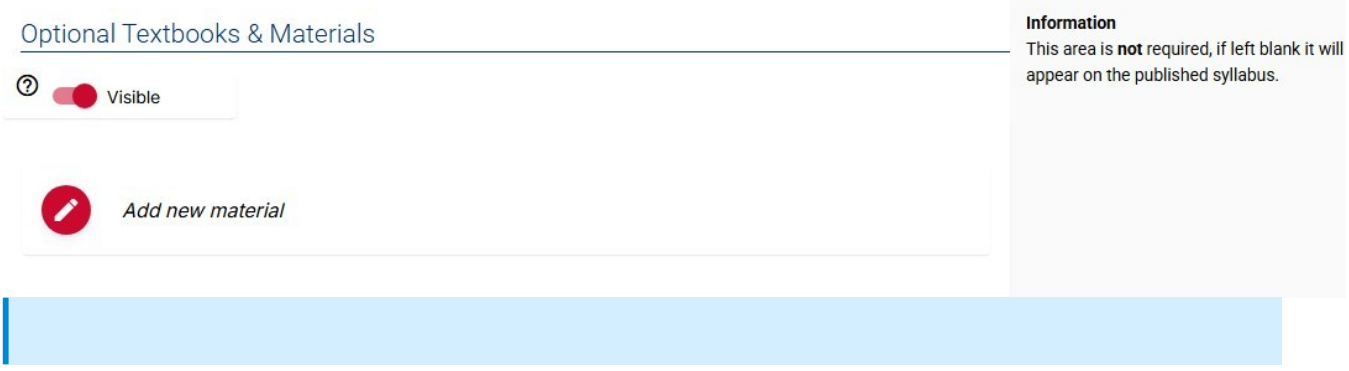
2. Use **Book Search** to auto-insert **title, authors, ISBN, cover image**, or type **“No textbook required.”**



3. Add any required **materials** (e.g., calculator, lab coat). You can include an **image**.



4. **Optional Textbooks & Materials** (if provided by your template) work the same way.

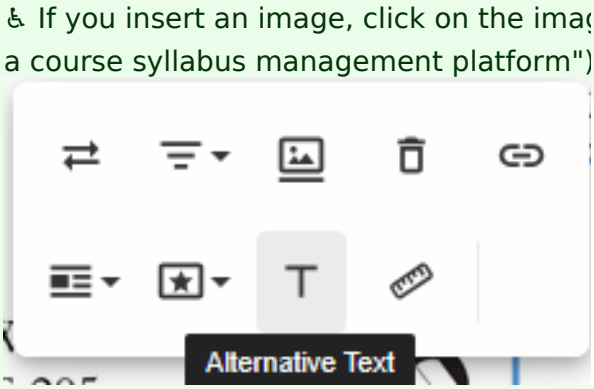


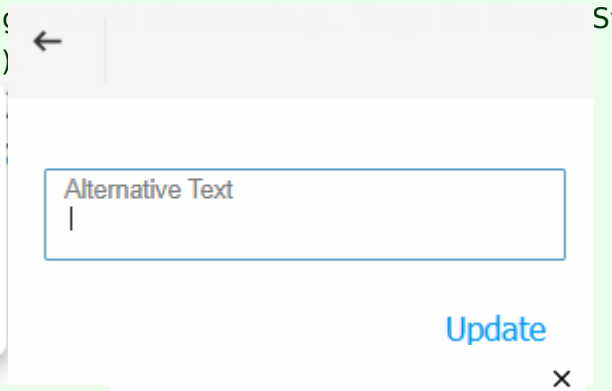
> If you leave this section blank, it**won't display** in the published syllabus.

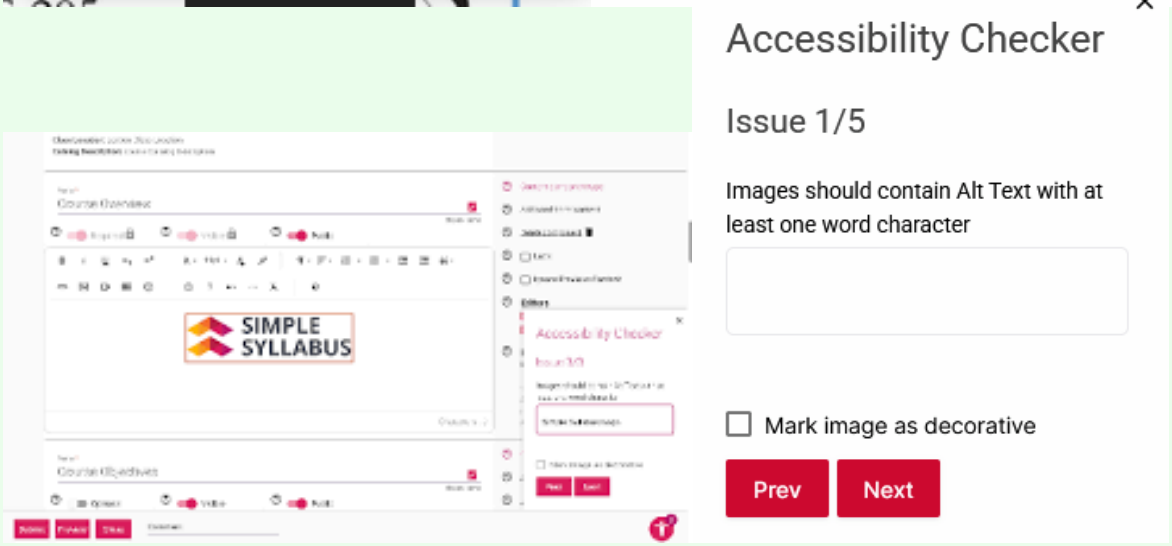
5. Save

> Provide **specific models** or links to help students pick the correct item (e.g., "TI-84 Plus CE").

♿ If you insert an image, click on the imag Syllabus, a course syllabus management platform")







If the image is **only** decorative, enter two double quotation marks [""] in the provided field, or check the **Mark image as decorative** box in the Accessibility Checker.

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7) Program & Course Learning Outcomes

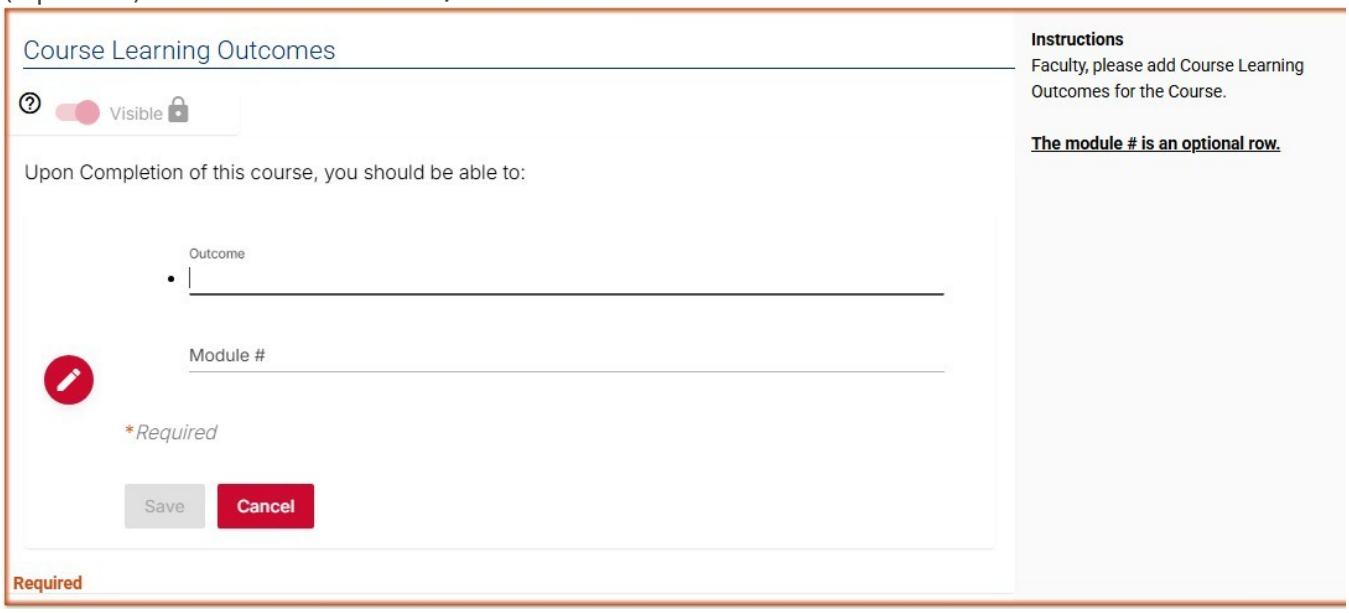
7a) Program Learning Outcomes (PLOs)

- Usually maintained by your **department/course master** and prefilled from the Assessment site.
  - ➤ **See**: The Program Level **Student Learning Outcomes (SLOs)** for each College

- If your role permits editing, **paste text** (not tables) or update as instructed by your department.

7b) Course Learning Outcomes (CLOs)

1. Select the **pencil** and add each outcome as a separate item.
2. (Optional) Indicate the **module/week** when each outcome will be addressed.



3. Save

> Use measurable verbs (e.g., *analyze, apply, evaluate*). Keep outcomes **concise** (1–2 lines each).

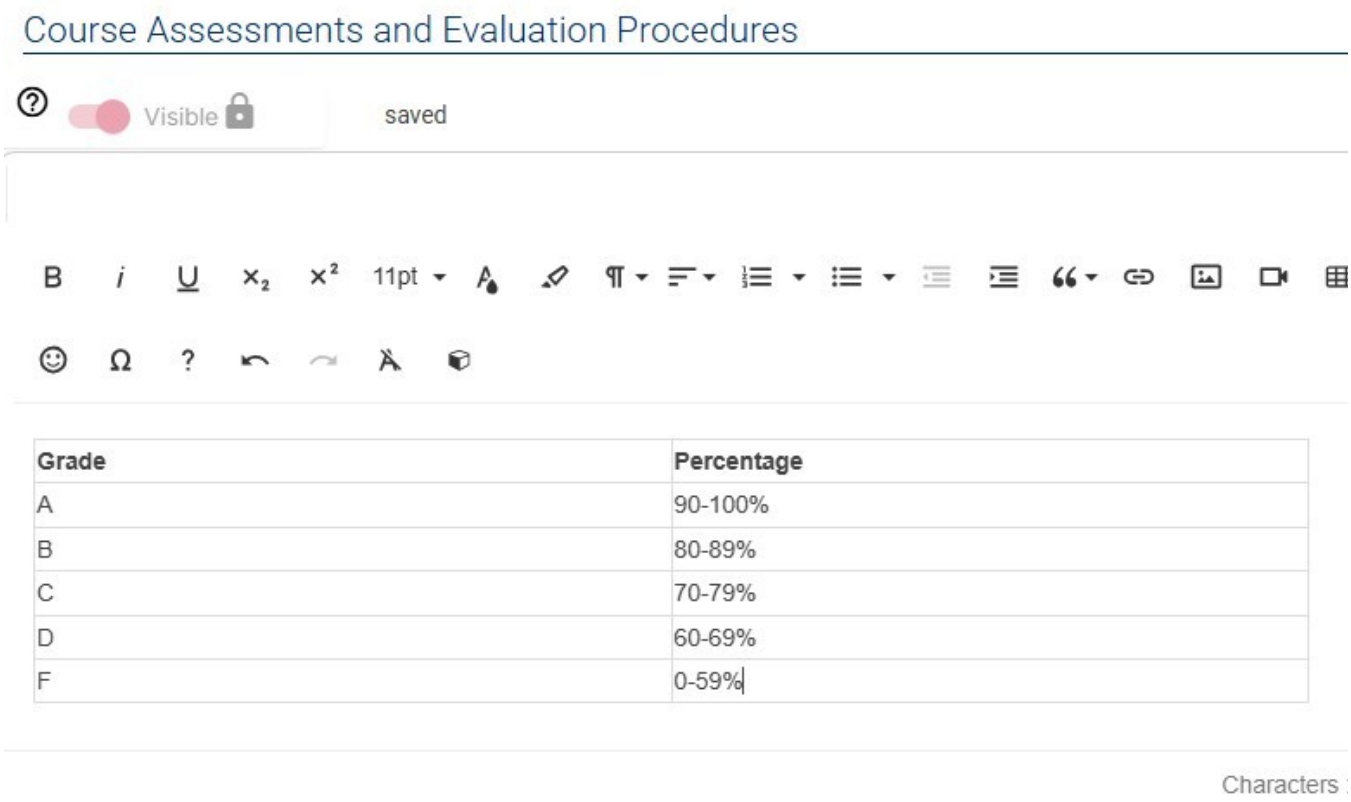
> ♿ If you include a **curriculum map**, use the editor's **Insert Table** tool—**do not paste** tables from Word (pasted tables can break screen-reader reading order).

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8) Assessments & Evaluation Procedures

1. Describe **how students are assessed** (e.g., quizzes, projects, labs, exams).

2. Summarize **weighting** or point totals as text or a **native** table added via **Insert Table**.



3. Save

> ♿ If you use a table, add a **header row** and keep it simple (no merged cells).
>
> ♿ Provide text equivalents for any icons or images that convey meaning.

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9) Course Schedule / Outline (Canvas Sync)

If you use Canvas assignments, **Simple Syllabus can sync**:

1. Open the **Course Schedule / Outline** component.
2. Ensure your Canvas assignments have **names, due dates, and points** set.

3. The schedule will **auto-populate** from Canvas and **update** when you change due dates in Canvas. Students are **notified** when the syllabus updates.

10/12/25	Assignment 3.1 Internship Log - Module 3	Assignment	10
10/12/25	Assignment 3.2 Internship Reflection - Module 3	Assignment	10
10/12/25	Assignment 3.3 Content Knowledge Assessment Part 2 Standards 3, 4, & 5	Assignment	20
10/26/25	Assignment 4.1 Internship Log - Module 4	Assignment	10
10/26/25	Assignment 4.2 Internship Reflection - Module 4	Assignment	10
10/26/25	Assignment 4.3 Content Knowledge Assessment Part 3 Standards 6 & 7	Assignment	20
11/9/25	5.1 Internship Log	Assignment	10
11/9/25	5.2 Internship Reflection	Assignment	10

If you need to add items manually (e.g., non-graded milestones):

- Add them here—but note that **typing in this component breaks the Canvas link**.

> **Important – Sync Integrity**
>
> **Manual edits** in this component **break the Canvas connection.**
>
> To restore sync, select **Reset Content → Course Schedule/Outline → Next → Reset.**

> **Cross-Listed Sections**
> Simple Syllabus will only auto-populate to the **main section**. For cross-listed sections, **copy the syllabus** from the main section. For the Schedule/Outline, add the note: “See Canvas for dates.”

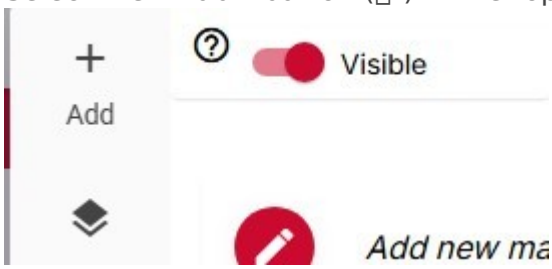
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10) Add Custom Syllabus Section(s)

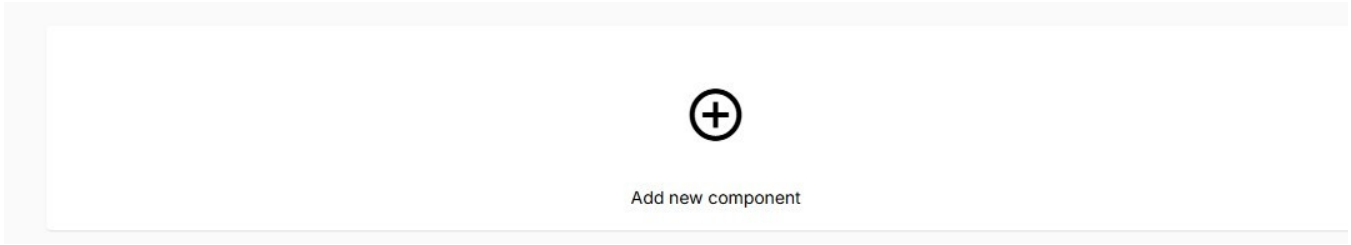
If you want to add content that isn’t already in your template, create a **new component**.

To add a new section (component):

- Select the **“Add”** button ( ) in the top left menu, **or**

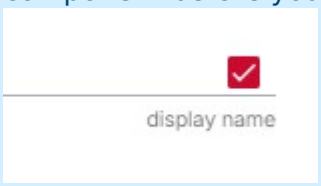


- Scroll to the very bottom and choose **Add new component**.



Your new section appears at the **bottom**.

> The ability to **reorder** components is **disabled**.

> **Seamless Blend**
> To make the new content look like part of an existing section, **hide the heading** of the new component before you add content.
>
> 
>

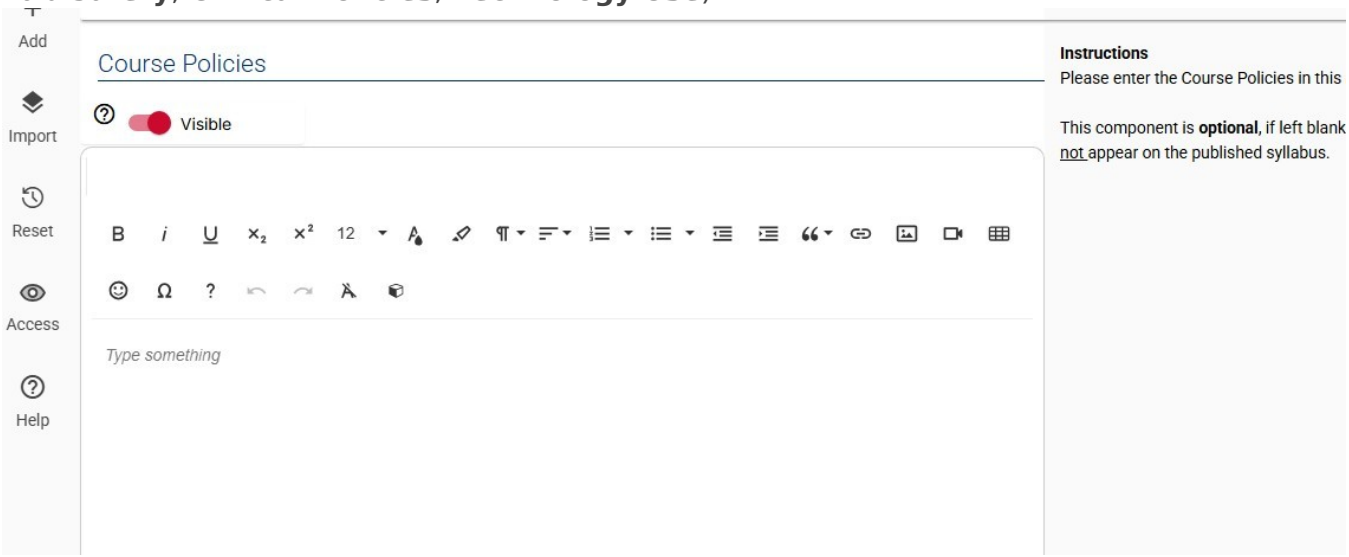
> ♿ Use built-in heading styles (H2/H3) **only if the title is visible;** avoid “fake headings” using bold/size.
>
> ♿ Avoid pasting **formatted tables** or content from Word; paste as plain text, then format with the editor.

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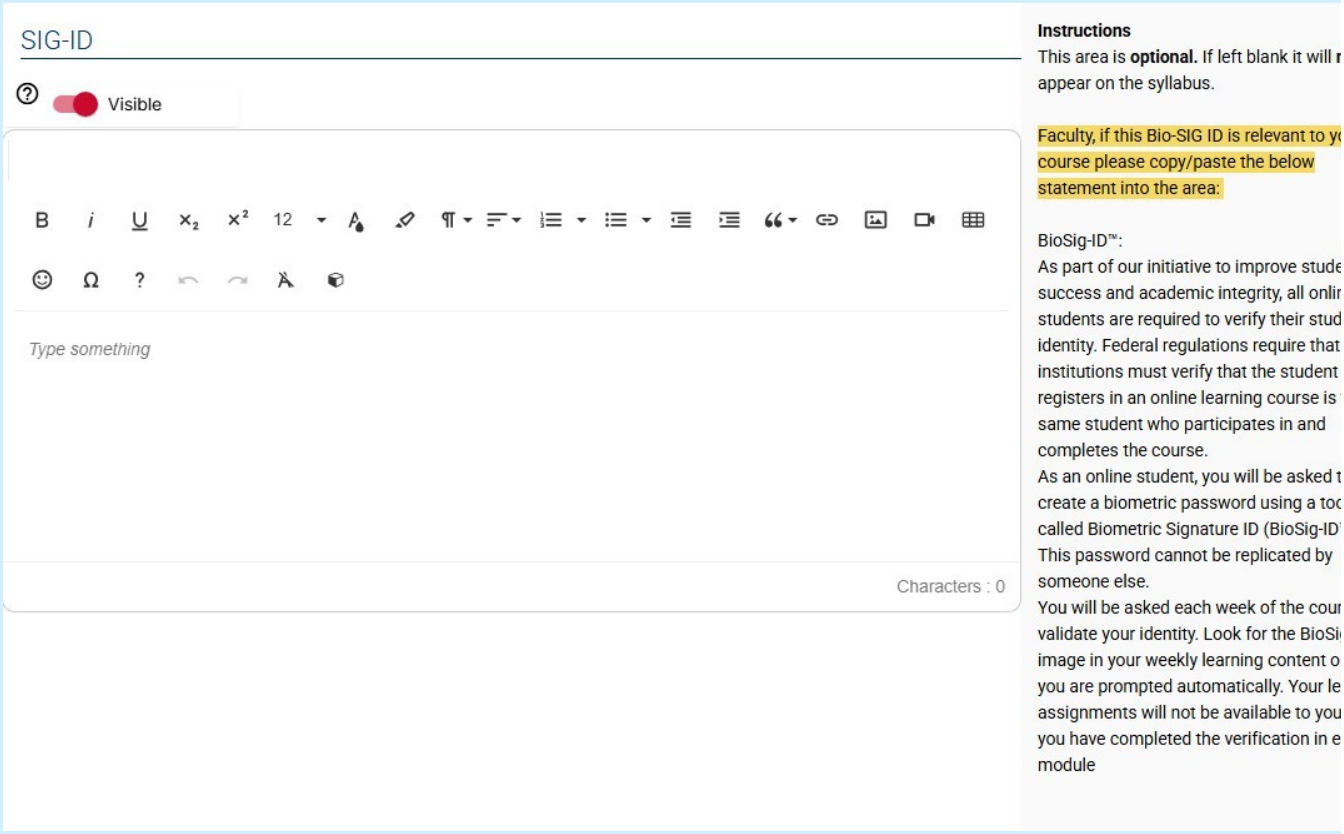
11) Policies (University & Department)

- **University Policies** (e.g., Academic Integrity, Title IX, Accessibility, Inclement Weather) are **auto-inserted** into the template and updated centrally.

- Add **department/program/course-specific** policies in the designated component (e.g., **Lab Safety**, **Clinical Policies**, **Technology Use**).

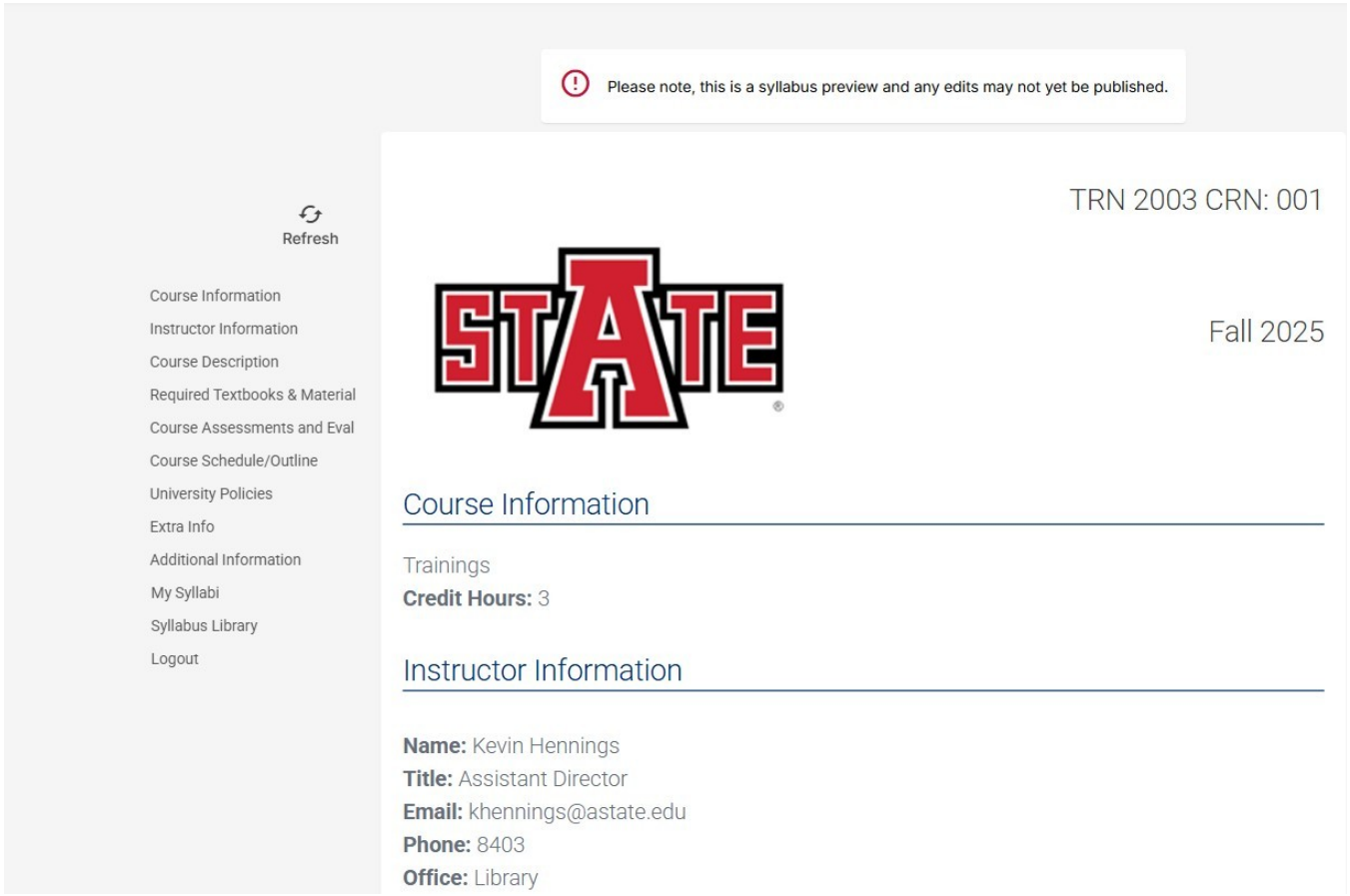


Online Identity Verification (BioSig ID)
If your course uses **BioSig ID**, paste the **standard statement** into the **SIG-ID** component (if present in your template).

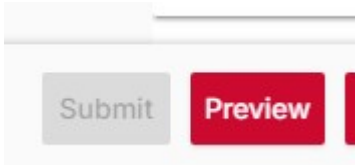


12) Preview, Submit & Publish

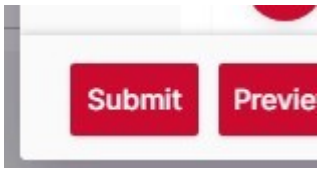
1. Select **Preview** to check layout and links.



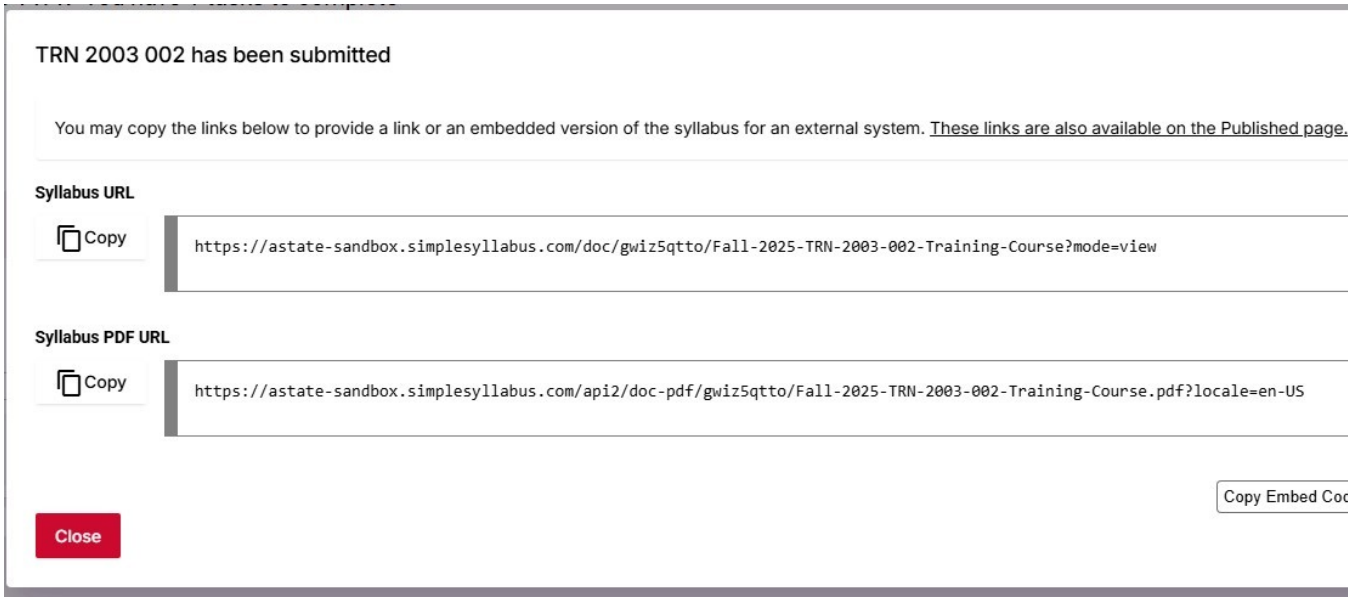
2. Complete any remaining **orange** (required) fields—the **Submit** button stays **grayed out** until all required items are complete.



When **all required items are complete**, the Submit button will be **red** and can be clicked.

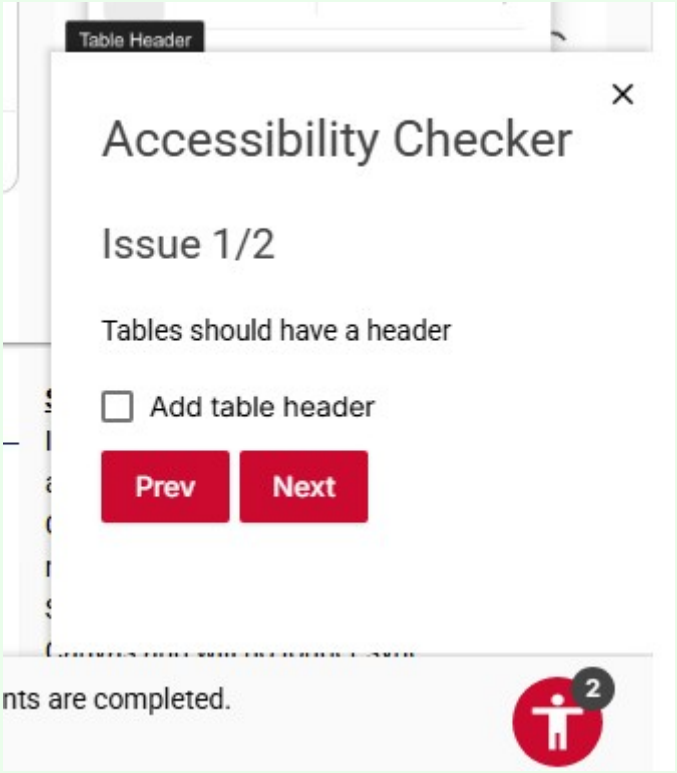


3. Select **Submit**. You'll see ? **confirmation** and receive **two links**:



- **Syllabus (Library View)** – public view in the A-State Syllabus Library
- **PDF Download** – printable version (often 9+ pages even with minimal content)

♿ Before submitting, run the **Accessibility Checker** in Simple Syllabus to fix issues like missing alt text or heading errors.

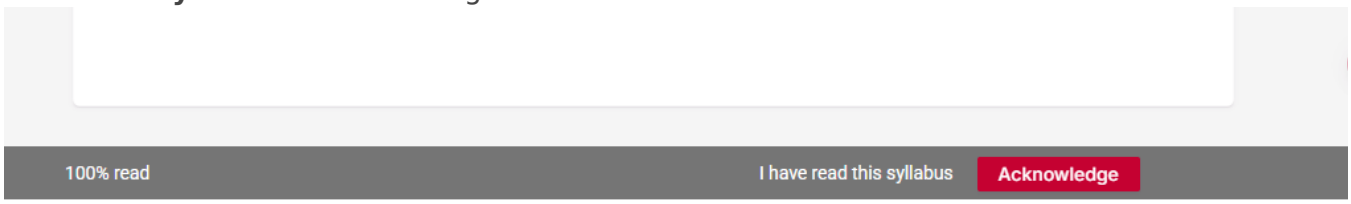


After publishing, **open the Library View** and verify that headings, links, and the schedule display as expected.

The **official** version of the syllabus is the one in the **Simple Syllabus / A-State Syllabus Library**.

Student Features (What Students See)

- **Section Navigation:** Students can jump to any section via the **left navigation menu**.
- **Acknowledgment (if enabled by the department):** A **progress bar** and **"I have read this syllabus"** Acknowledgment button can document student review.



- **Access:** Students view syllabi in **Canvas → Simple Syllabus** or the public **A-State Syllabus Library**.

Related Pages

- **Simple Syllabus Support Overview** — training video, troubleshooting, downloadable guide
- **Managing Course Navigation Links in Canvas** — enable *Simple Syllabus*, disable Canvas *Syllabus* (KB link)
- **Canvas for Educators** — Canvas assignment setup & date management (for clean schedule sync) (KB link)