

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 wish to search in and type in the course number that you wish to copy.
4. Click on the course you wish 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)
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- Dashboard
- Activity
- Tasks
- Announcements
- Resources
- Forms
- Events & Calendars
- Directory

Tools ...

- Banner 9 ▶
- Academics ▼
 - A-State Bookstore
 - Canvas
 - Curriculum Management
 - DegreeWorks
 - Faculty180
 - InfoReady
 - Simple Syllabus
 - ▼ Show more...
- Campus Tools ▶



- Account
- Home
- Simple Syllabus
- Announcements
- Grades
- Courses

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**.

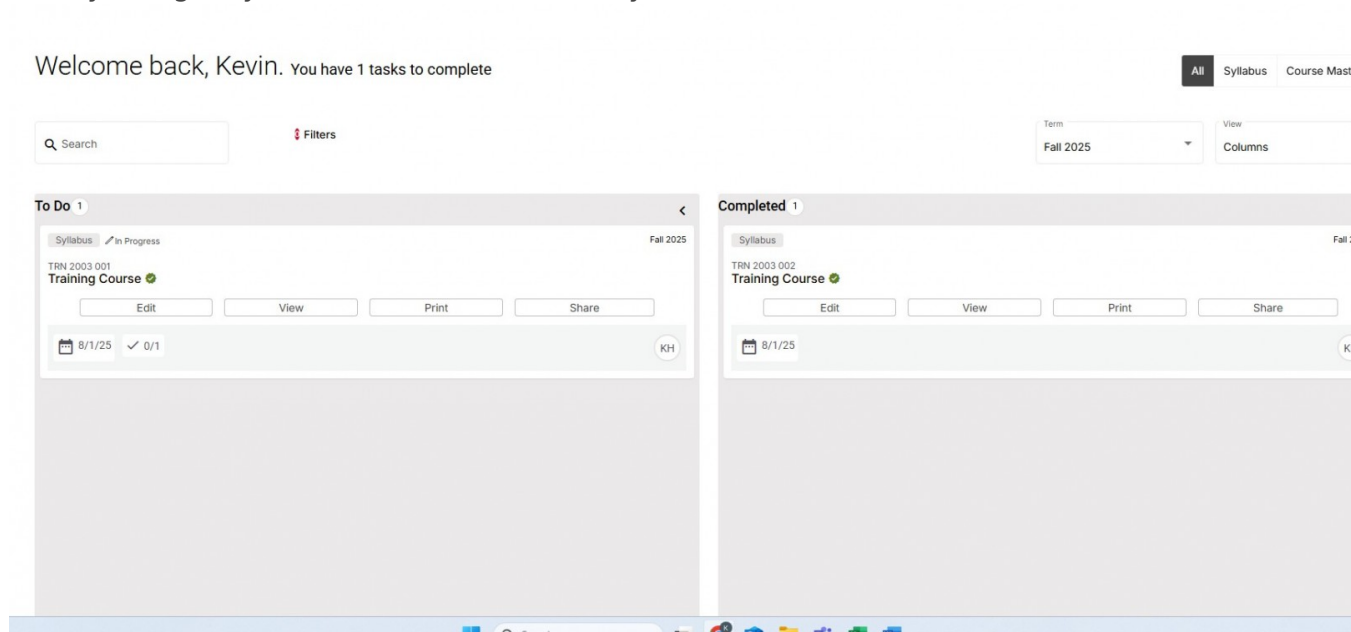
To Fix: Navigate to your Course **Settings** → **Navigation**. Click the three-dot menu next to **Syllabus** to select **Disable**. Then find **Simple Syllabus** and **Enable**. You can then drag it up to where you would like it to be found in your course menu. Make sure to scroll to the bottom of the 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.

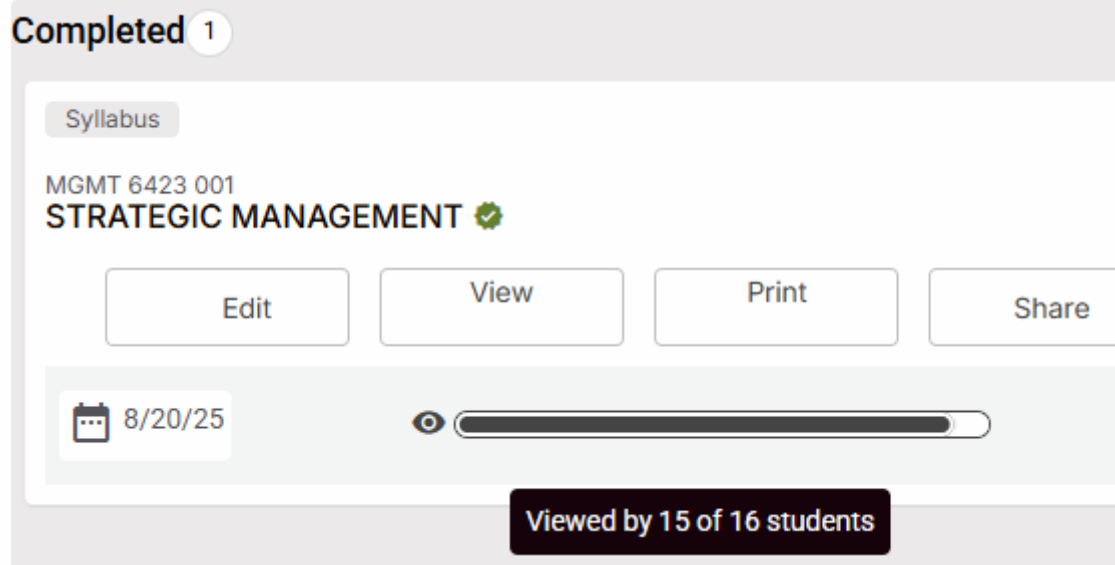


2. Find the course and select **Edit** to open the syllabus editor.



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).

> Replace with a different syllabus?

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.

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

4) Instructor Information

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

Instructor Information



Name: Kevin Hennings
Title: Assistant Director
Email: khennings@astate.edu
Phone: 8403
Office: Library
Office Hours: TBA



Add new instructor

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.

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.

Course Description

A demonstration course to be used in Simple Syllabus trainings.

3. Save

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

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.”**

Book search

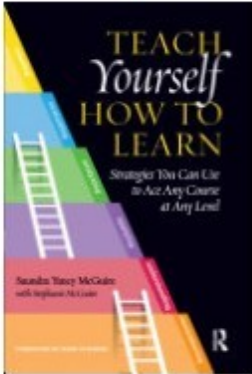
Q

Teach Yourself How to Learn

Thumbnail

Replace

Remove



Title *

Teach Yourself How to Learn

Subtitle

ISBN

9781000981056

Authors

Sandra Yancy McGuire

Publisher

Taylor & Francis

Publication Date

2023-07-03

Edition

Additional Information

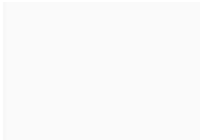
Type something

Link

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



Add new material



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

Optional Textbooks & Materials



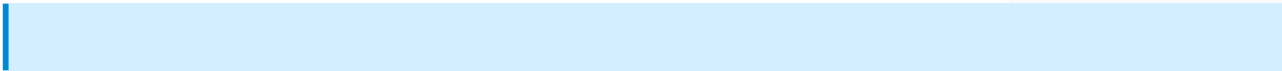
Visible



Add new material

Information

This area is **not** required, if left blank it will appear on the published syllabus.



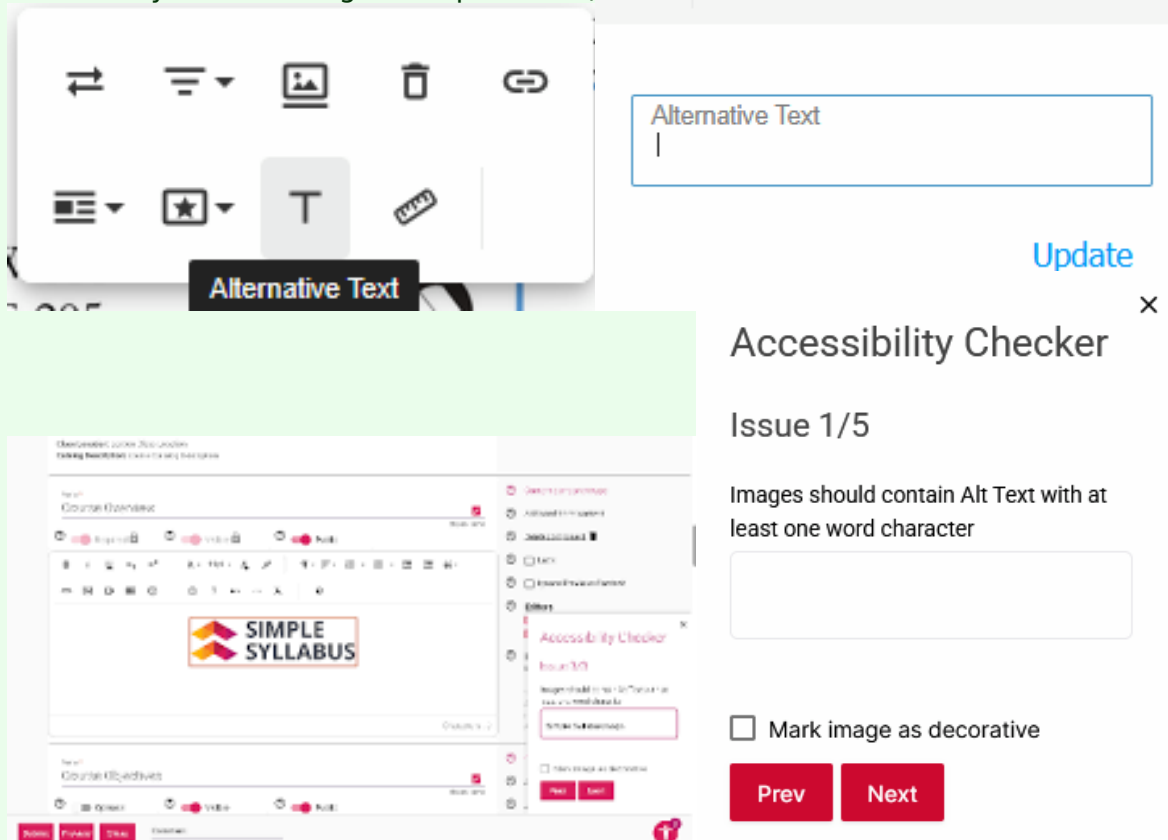
If you leave this section blank, it **won't display** in the published syllabus.

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 image (e.g., "TI-84 Plus CE") to add alternative text (a course syllabus management platform")

Syllabus,



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.

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.

The screenshot shows a web form titled "Course Learning Outcomes". At the top left, there is a "Visible" toggle switch and a lock icon. Below this, the text reads "Upon Completion of this course, you should be able to:". The main area contains a list of outcomes, with the first one starting with a bullet point and the word "Outcome" above it. Below the outcome text is a "Module #" field. A red pencil icon is visible on the left side of the form. At the bottom left, there is a red asterisk followed by the word "Required". At the bottom right, there are "Save" and "Cancel" buttons. On the right side of the form, there is a sidebar with the heading "Instructions" and the text "Faculty, please add Course Learning Outcomes for the Course." Below this, it says "The module # is an optional row."

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).

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**.

Course Assessments and Evaluation Procedures

?

Visible

locked

saved

B*i*U x_2 x^2 11pt ∇ $\textcolor{blue}{A}$  ∇  ∇  ∇  ∇  ∇ 



Grade	Percentage
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

Characters

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.

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

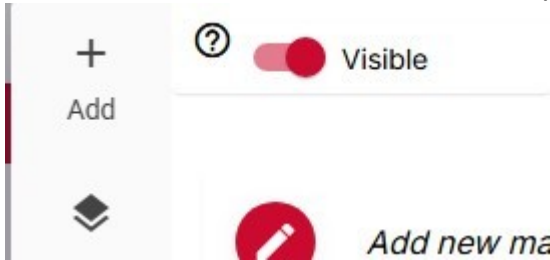
Simple Syllabus will only auto-populate to the **main section**. For cross-listed sections, **copy the syllabus** from the main section. For the Schedule/Outline, add the note: “See Canvas for dates.”

10) Add Custom Syllabus Section(s)

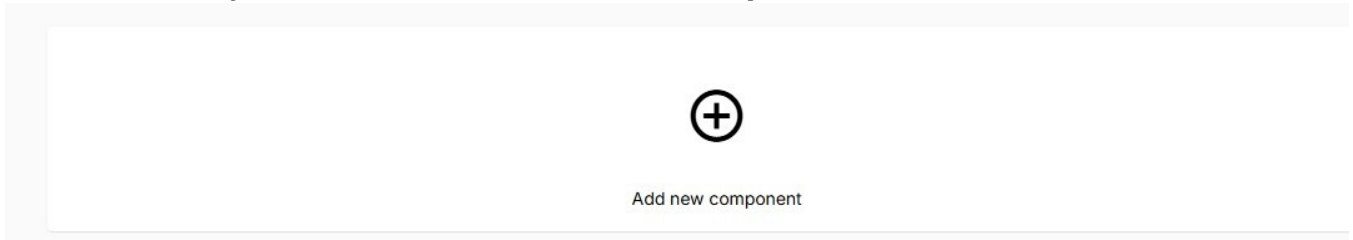
If you want to add content that isn’t already in your template, create a **new component**.

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.**

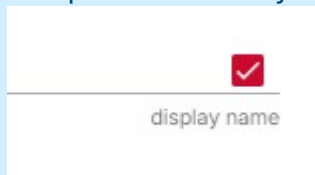


Your new section appears at the **bottom**.

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.

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

Import

Reset

Access

Help

Course Policies

? Visible

B i U x₂ x² 12 A [edit] [bold] [italic] [underline] [list-item] [list-group] [link] [unlink] [image] [video] [table]

[smiley] [omega] [question] [undo] [redo] [text-color] [background-color]

Type something

Instructions

Please enter the Course Policies in this field.

This component is **optional**, if left blank it will not appear on the published syllabus.

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

SIG-ID

?

Visible

B*i*Ux₂x²12A↻¶≡≡≡≡≡≡“”⌂📺🗃️😊Ω?↶↷✖🎲

Type something

Characters : 0

Instructions

This area is **optional**. If left blank it will r appear on the syllabus.

Faculty, if this Bio-SIG ID is relevant to y course please copy/paste the below statement into the area:

BioSig-ID™:
As part of our initiative to improve stude success and academic integrity, all onlr students are required to verify their stud identity. Federal regulations require that institutions must verify that the student registers in an online learning course is same student who participates in and completes the course.
As an online student, you will be asked t create a biometric password using a toc called Biometric Signature ID (BioSig-ID' This password cannot be replicated by someone else.
You will be asked each week of the cour validate your identity. Look for the BioSi image in your weekly learning content o you are prompted automatically. Your le assignments will not be available to you you have completed the verification in e module

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



Please note, this is a syllabus preview and any edits may not yet be published.

 Refresh

Course Information
Instructor Information
Course Description
Required Textbooks & Material
Course Assessments and Eval
Course Schedule/Outline
University Policies
Extra Info
Additional Information
My Syllabi
Syllabus Library
Logout



TRN 2003 CRN: 001

Fall 2025

Course Information

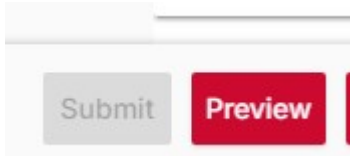
Trainings

Credit Hours: 3

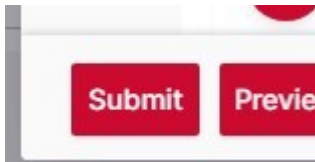
Instructor Information

Name: Kevin Hennings
Title: Assistant Director
Email: khennings@astate.edu
Phone: 8403
Office: Library

- 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.



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

TRN 2003 002 has been submitted

You may copy the links below to provide a link or an embedded version of the syllabus for an external system. [These links are also available on the Published page.](#)

Syllabus URL



<https://astate-sandbox.simplesyllabus.com/doc/gwiz5qtto/Fall-2025-TRN-2003-002-Training-Course?mode=view>

Syllabus PDF URL



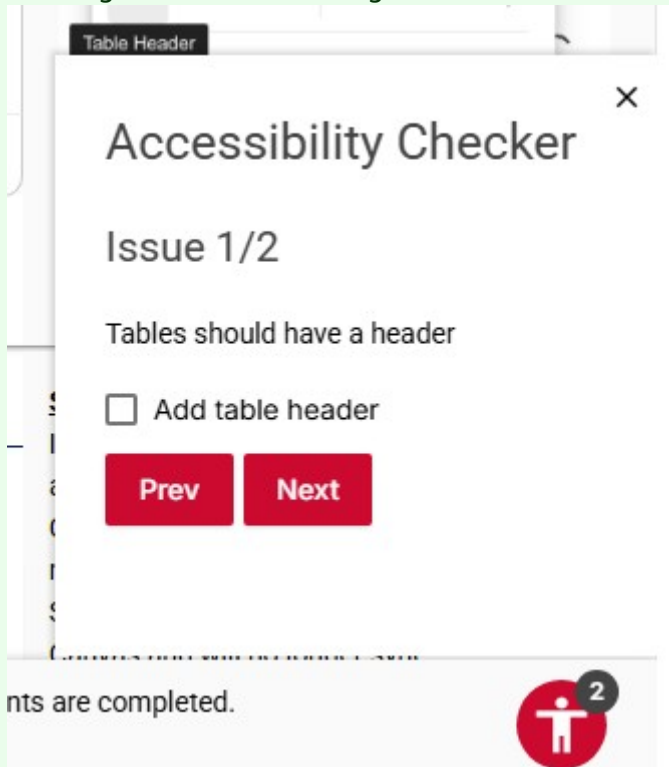
<https://astate-sandbox.simplesyllabus.com/api2/doc-pdf/gwiz5qtto/Fall-2025-TRN-2003-002-Training-Course.pdf?locale=en-US>

Close

Copy Embed Coc

- **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.

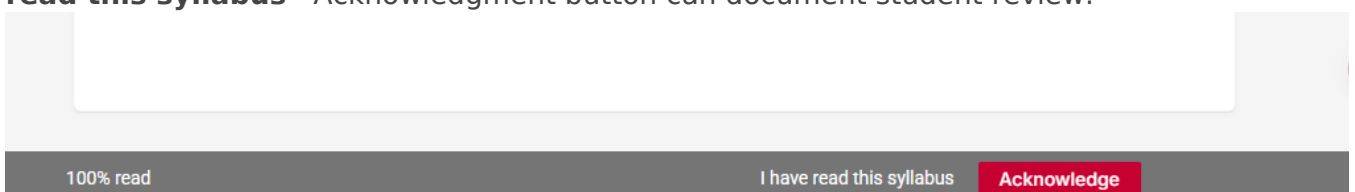


After publishing, **open the Library View** and verify that headings, links, and the schedule display as expected.

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**.
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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)
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Revision #40

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