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

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

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Dean B. Ellis Library, Room 610

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