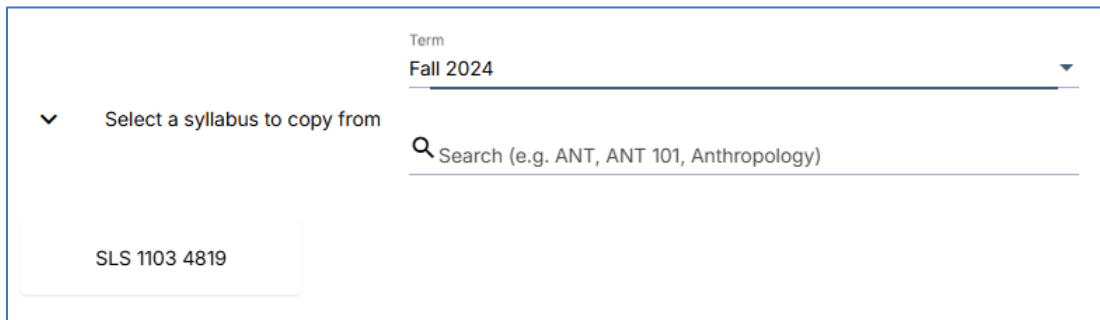

Simple Syllabus

from Fall 2024 – Spring 2025

Please follow these steps to reuse an existing Simple Syllabus for another class.

1. Open the Simple Syllabus for your class.
2. Select the term and section number under the “Select a syllabus to copy from” area.



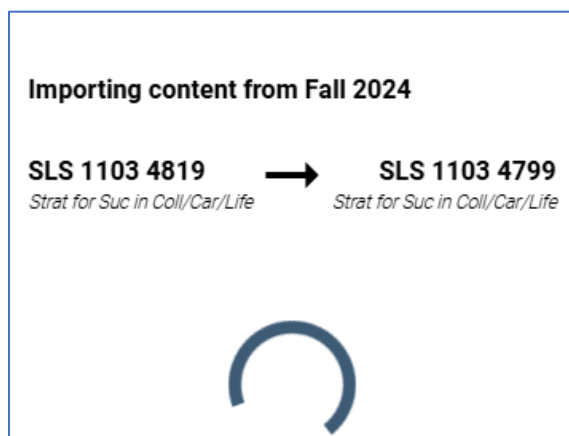
Term
Fall 2024

▼ Select a syllabus to copy from

Search (e.g. ANT, ANT 101, Anthropology)

SLS 1103 4819

3. Your previously selected Simple Syllabus will transfer to the Simple Syllabus associated with the new class.



4. Select the “Reset” option on the left-side panel in Simple Syllabus and choose the following components to reset:

- Required Text/Materials
- Course Learning Outcomes
- Course Calendar
- Course Outline

+
Add

≡
Reorder

🕒
Reset

Summary

Resetting a component's content will remove all content that has been added. The component will be reset to its original state. Once confirmed in step two, this action cannot be undone.

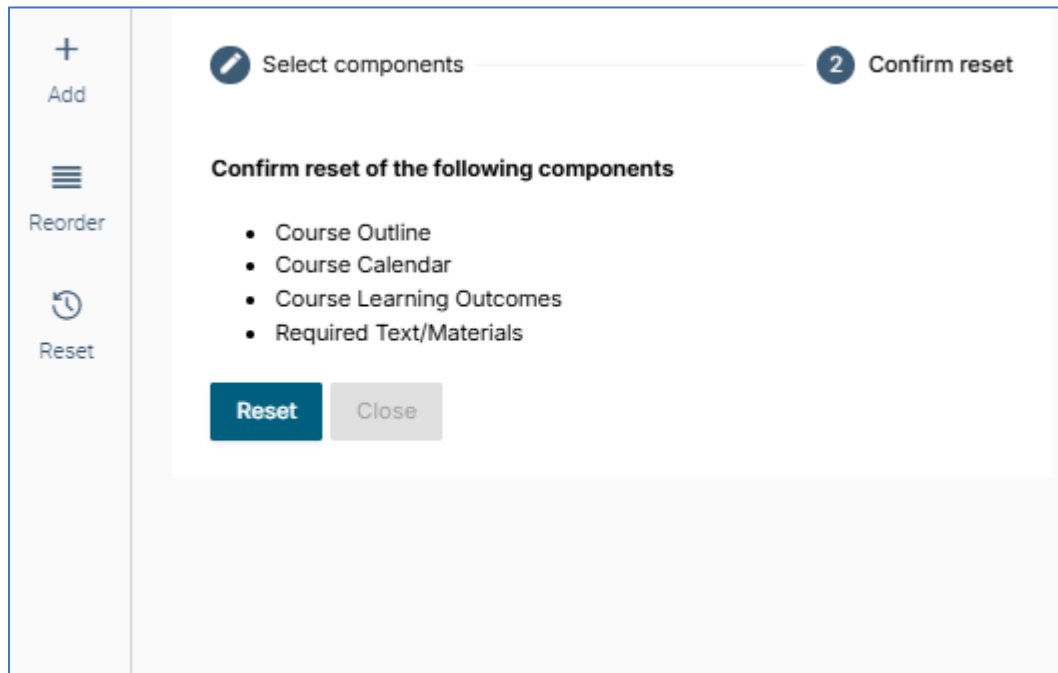
Select components to reset:

Select all

- A Note to Faculty
- Header
- Instructor Information
- Course Information
- Course Location Details
- Other Course Location Details
- Welcome Message
- Communication and Instructor Response
- Required Text/Materials
- Supplemental Software/Online Services
- Important Collegewide Dates
- Course Learning Outcomes
- Course Calendar
- Course Participation
- Course Outline
- Grade Breakdown
- Rubrics
- Assessment Centers Information
- Attendance Policy
- Late/Missed Work Policy
- Expectations of Student Conduct
- Accessibility and Accommodations
- Academic Dishonesty Policy
- A.I. Statement
- Library and Learning Commons
- Technology Requirements
- Get Help
- College Resources

Next

5. Select “Reset” and then “Close”.



6. Add information to the following fields in the “Instructor Information” component and select “Save” in that component once completed:

- **Office Location:** Canvas
- **Student Hours:** By appointment/BigBlueButton

7. Preview the “Required Text/Materials” component to ensure what is listed matches the materials for your class. This information is updated nightly to match adoptions reported by Follett. Do not delete or edit what is listed. If it appears incorrectly, please email Syllabus@fscj.edu.

8. Preview the “Course Learning Outcomes” to ensure the information auto-populates for CeL-developed courses.

9. Copy the “Learning Plan” information and table from your course’s Learning and Grading Plan document and paste it into the “Course Outline” component.

10. Select the “Invisible” toggle option in the “Course Calendar” component.
11. Delete the pre-populated information in the “Grade Breakdown” component. Copy the “Grade Breakdown” information and table from your course’s Learning and Grading Plan document and paste it into the “Grade Breakdown” component.
12. Add the class activity due dates when finalizing the syllabus. This may be done in the “Course Outline” component or by setting the due dates for all activities in the Canvas course, as well as setting their availability dates and publishing them, and then making the “Course Calendar” visible in Simple Syllabus by deselecting the “Invisible” toggle option in that component.

Please refer to the “Simple Syllabus Distance Learning (DL) Components” document for important component-specific information.