Comparing Two Syllabi

There may be times when you want to compare two syllabi such as comparing the undergraduate and graduate versions of a course. There are two options for comparing syllabi: 1) download or print individual syllabi and compare them, or 2) use the Content Comparison feature on the Simple Syllabus website. Guides for how to do both options are detailed below:

Using the Content Comparison Feature

Step 1: Access Simple Syllabus

1. Log into Simple Syllabus by going to una.simplesyllabus.com
   a. You may be required to enter your UNA credentials.

Step 2: Locate the Content Comparison feature

1. Scroll down the homepage until you find the Content Comparison feature.
Step 3: Input Information for both syllabi

1. You will notice that there are two blocks side-by-side. Enter the information for the first syllabus in the first (left) block using the drop-down menus.

Field Descriptions

**Term**: Select the semester and year of the syllabus you are looking for.

**Types**: Select the “Syllabus” option.

**Subject/Prefix**: Select the letter prefix that accompanies the course number.

**Course Number**: Manually enter the course ID number here. There is a drop-down menu for this option; however, you may not always find the course number you are looking for in this menu.

**Organization**: Select the department that houses the course. This option is not needed if you know the course prefix and number. OR, this option may be used instead of the “Subject/Prefix” and “Course Number” features.
2. After entering search information, a new option will appear at the bottom of the block.

Click this option and look for the syllabus in the drop-down menu. Click on the syllabus to pull it up.

3. Repeat this process for the second syllabus in the second (right) block.
Step 4: View syllabi side-by-side

1. Both syllabi will be pulled up side-by-side below the search information for viewing.

Downloading/Printing Individual Syllabi

Step 1: Access Simple Syllabus

1. Log into Simple Syllabus by going to una.simplesyllabus.com
   a. You may be required to enter your UNA credentials.

Step 2: Access the Syllabus Library

1. Click on the “Syllabus Library” option.
Step 3: Input Information for syllabus

1. Enter the information for the syllabus you are looking for in the search criteria drop-down menus. Not all fields are needed to search for Syllabi; however, the more information you enter the easier it will be to find the syllabus you are looking for.

Field Descriptions

**Term:** Select the semester and year of the syllabus you are looking for.

**Search:** Enter the full course ID here (prefix and number). If this option is used, the remaining search fields are not needed.

**Subject/Prefix:** Select the letter prefix that accompanies the course number.

**Organization:** Select the department that houses the course. This option is not needed if you know the course prefix and number. OR, this option may be used instead of the “Subject/Prefix” and “Course Number” features.

**Course Number:** Manually enter the course ID number here. There is a drop-down menu for this option; however, you may not always find the course number you are looking for in this menu.

**Instructor:** Manually enter the name of the instructor on the syllabus. Note that this option may not always be the best choice if instructors change frequently or if the instructor is new.
Step 5: Locate the Syllabus

1. Once Search criteria has been entered, syllabi will begin to populate below the search fields. Look for the syllabus you are searching for.

Step 5: Download or Print Syllabus

1. Once you have located the syllabus you are looking for, click on the “Print” option located at the bottom of the syllabus icon.

2. Clicking “Print” will open the syllabus in a new tab.
In the upper right corner, you will see the options to “download” and “print” the syllabus.