

# Importing a Syllabus from Another Course

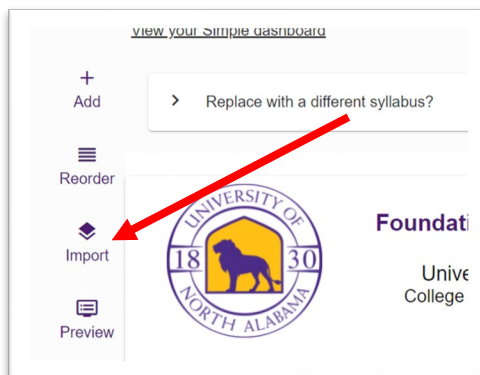
If a course is being taught in multiple sections, you may wish to import the syllabus or parts of the syllabus from one course/section to another (rather than re-typing everything). Follow the instructions below to do a syllabus import from one course to another. \*This includes importing from another instructor's course section.

## Step 1: Access the Syllabus

1. Log in to your course.
2. It is recommended that you [edit your navigation menu](#) for each course to move the Simple Syllabus link to the top of the navigation menu – this will make it easier for students to find.
3. Click the Simple Syllabus hyperlink from your course navigation menu.

## Step 2: Import a Syllabus

4. Click Import from the Simple Syllabus navigation menu.



5. Use the filters to find the course you want to import a syllabus from and then click the course name when it appears.

**Import content**

1 Select source      2 Map content      3 Confirm import

Term  
Spring 2022

Subject/Prefix  
MBA

Course number  
600

Instructor  
Simpson

Search

Spring 2022 **MBA 600 I03**  
Instructor: Jill Simpson

Spring 2022 **MBA 600 I13**  
Instructor: Jill Simpson

6. You can import the whole syllabus by clicking the **Finalize** button.  
**OR** you can choose which content you wish to import by toggling on the Advanced option and then specifying which content you want to import using the drop-down boxes and then clicking **Finalize** once you have customized what you want to import.

**Import content**

1 Select source      2 Map content      3 Confirm import

**MBA 600 I03**  
*Foundations of Business Part 1*

Advanced (select content to import)

Source content

Header  
Type: Content

Instructor  
Type: Instructor

Course Assistant  
Type: Content

Target content

Do not import

Instructor

Course Assistant

**MBA 600 I13**  
*Foundations of Business Part 1*

**Finalize**

7. Once you have clicked the Finalize button, you will see a preview of what is going to be imported. Click the **Start import of the following content** button to continue.

**Import content**

1 Select source → 2 Map content → 3 Confirm import

Start import of the following content Close

<u>Instructor</u>	→	Instructor
<u>Course Assistant</u>	→	Course Assistant
<u>Course Information (editable)</u>	→	Course Information (editable)
<u>Required Text and Materials</u>	→	Required Text and Materials
<u>Recommended Supplementary Resources</u>	→	Recommended Supplementary Resources

8. Then click **Close**.

**Import content**

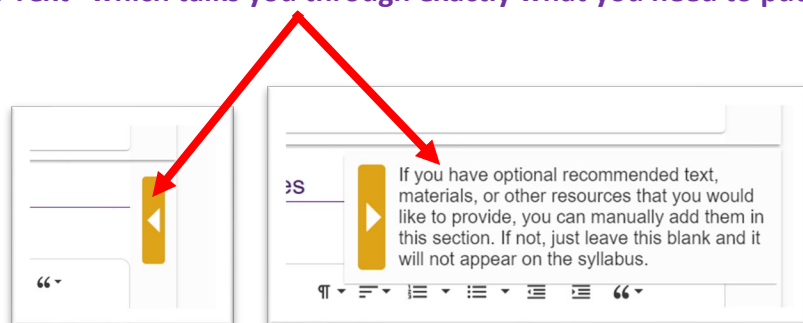
1 Select source → 2 Map content → 3 Confirm import

Start import of the following content Close

Instructor	✓	Instructor
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Step 3: Edit the Syllabus as Needed

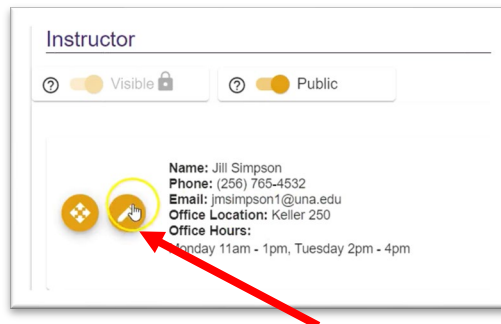
**NOTE:** On the right side of each syllabus component, you will see an arrow that can expand to show “Help Text” which talks you through exactly what you need to put in that field.



The first screenshot shows a syllabus component with a yellow arrow button on the right side. The second screenshot shows the expanded help text for that component: "If you have optional recommended text, materials, or other resources that you would like to provide, you can manually add them in this section. If not, just leave this blank and it will not appear on the syllabus."

9. Throughout the syllabus, you will see various types of syllabus components for you to enter/edit data:

- a. If the syllabus component looks like this, click the pencil icon to edit the information in that field.



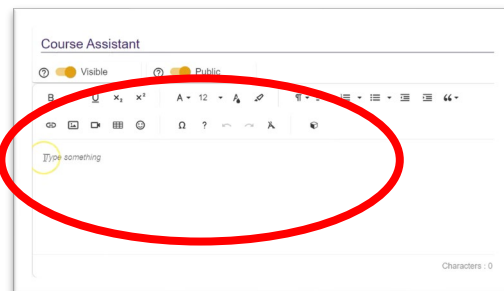
**Instructor**

Visible Public

Name: Jill Simpson  
Phone: (256) 765-4532  
Email: jnsimpson1@una.edu  
Office Location: Keller 250  
Office Hours: Monday 11am - 1pm, Tuesday 2pm - 4pm

- b. If the syllabus component looks like this, just type your information into the text box and use the formatting toolbar across the top to edit the text.

*Note: If this is an “optional” component and you leave the text box blank, this component will not show up on your syllabus.*



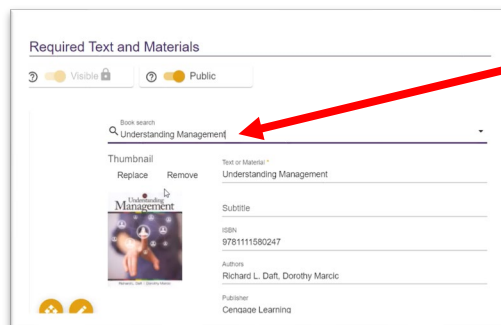
**Course Assistant**

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Type something

Characters: 0

- c. For the Required Text and Materials Field, use the “book search” field to search for a book and it will auto-populate the citation details and a photo of the book cover. You can still edit these details if necessary (for example, if our bookstore uses a different ISBN you can still edit/change the ISBN that is populated).



**Required Text and Materials**

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Book search  
Understanding Management

Thumbnail  
Replace Remove

Title or Material  
Understanding Management

Subtitle

ISBN  
9781111580247

Authors  
Richard L. Daft, Dorothy Marcic

Publisher  
Cengage Learning

- d. For the Course Objectives, click the pencil icon to enter an objective (make sure you read the Help Text as it provides instructions for beginning your objective with an action

verb, using Bloom's taxonomy, etc.). Save the objective. Then click Add New Objective and input your next one and save. Repeat this until all objectives have been entered.

**Course Objectives**

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Upon successful completion of this course, the student will be able to:

- Enter formulas and functions in Excel
- Calculate the value of money

[Add new objective](#)

Begin with an action verb and keep each objective simple and singular. You might find this webpage helpful in learning how to write measurable learning objectives: [Using Bloom's Taxonomy to Write Effective Learning Objectives](#)

- e. If you need to edit a table in the syllabus, just click somewhere in the table and use the pop-up menu to insert or delete a column/row.

**Grading Scale**

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**Final Grade Determination**

Final Grade	Percent Range
A	90 - 100%
B	80 - 89%
C	70 - 79%
D	60 - 69%
F	50 - 59%

Insert column before  
Insert column after  
Delete column

- f. The Assignment Schedule will auto-populate from the assignments, exams, etc. that you add to Canvas. Once you add due dates, the Syllabus will run an update overnight so you should see all of the activities/due dates on the syllabus the following day. OR, you can click the synchronize button to manually sync the content at any time.

*Note: You can also type directly into the Assignment Schedule fields if you need to add things to it not currently in Canvas.*

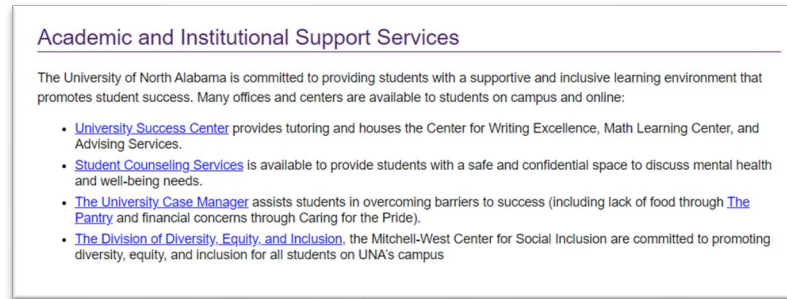
**Assignment Schedule**

Visible Public

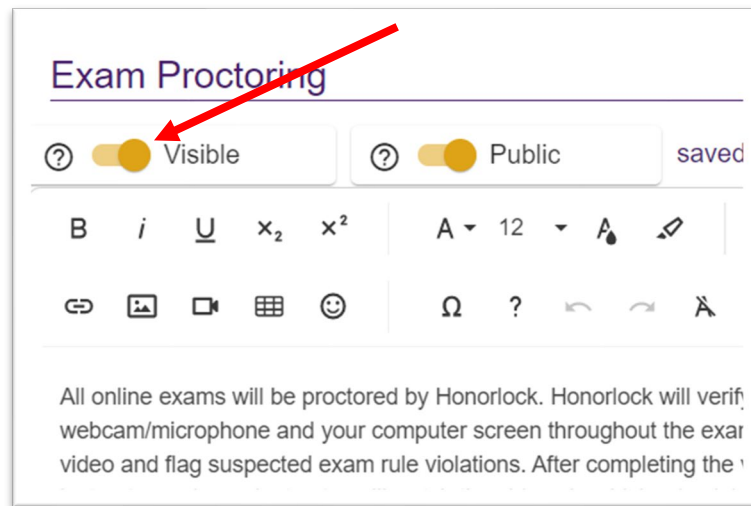
Due Date	Name	Item Type	Percentage/Points
1/12/22	Sample	Assignment	100

[Add new item](#) [Show Deleted](#)

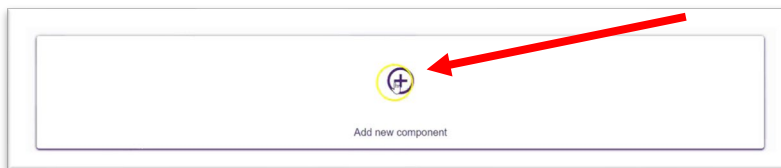
- g. There are some syllabus components that cannot be edited by the instructor as they are pushed out from the administrative level. You will not see any editing features available on these components.



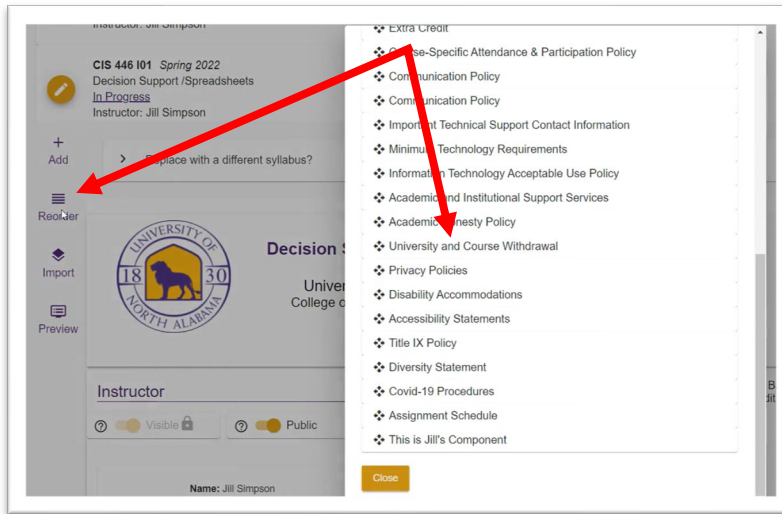
- h. If a syllabus component is optional, you can toggle it to Visible/Invisible for your specific syllabus.



10. You can add additional components (fields) to the syllabus, as needed, by clicking the Add New Component button at the bottom of the syllabus.



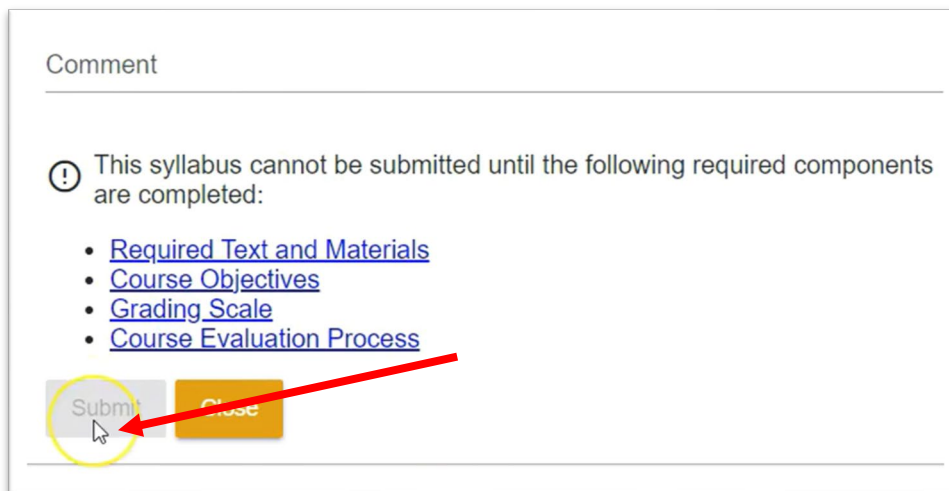
11. You can reorder the components in the syllabus by clicking the Reorder button and then clicking and dragging each component around to put them in the order you want them in. Then just Close the reorder box to return to your syllabus.



### Step 3: Submit (publish) the Syllabus

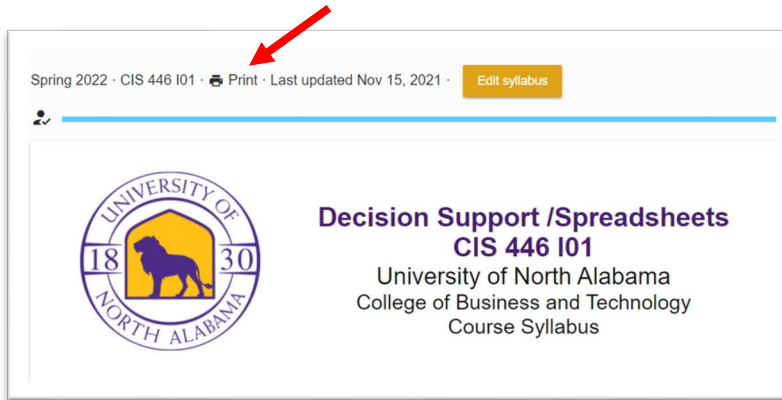
12. At the very bottom, below your syllabus, you must click **Submit** to submit your syllabus for publishing. Students cannot see your syllabus until you do this.

**\*NOTE: If there are any “required” components that have not been filled out, the system will list those for you and make you complete those before clicking Submit.**



## Step 4: View the Syllabus

13. You and your students can view the syllabus at any time by clicking the Simple Syllabus link on your course navigation menu. You can also download a PDF version of the syllabus and/or print a PDF version of the syllabus by clicking the Print link at the top of the syllabus.



14. You and your students can review the syllabus more easily by using the built-in syllabus navigation for quick access to the content.

