

Using Simple Syllabus via Canvas

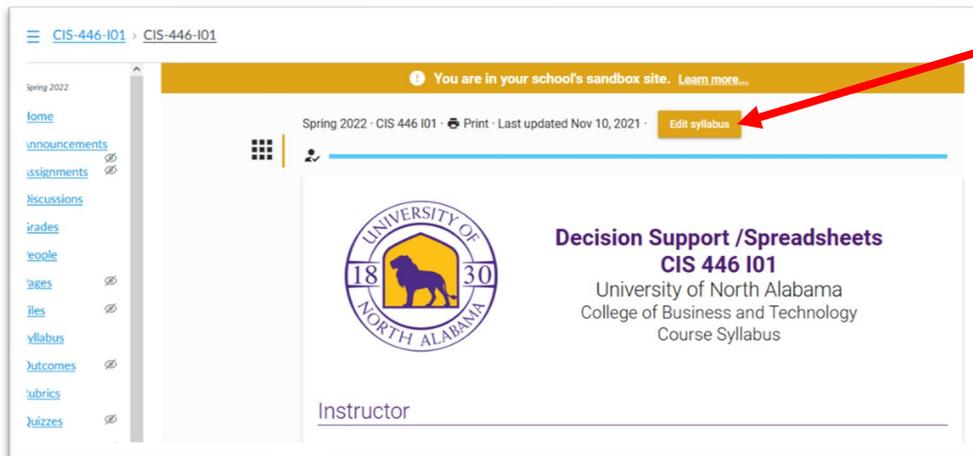
Step 1: Access the Syllabus

1. Log in to your course.
2. Click the Simple Syllabus hyperlink from your course navigation menu. If it's not visible, you can enable it by [editing your navigation menu](#). Move the Simple Syllabus link to the top of the navigation menu – this will make it easier for students to find.
3. If you have multiple sections of the same course or graduate/undergraduate sections and plan to merge them, please upload your syllabus for each course before beginning the merging process.

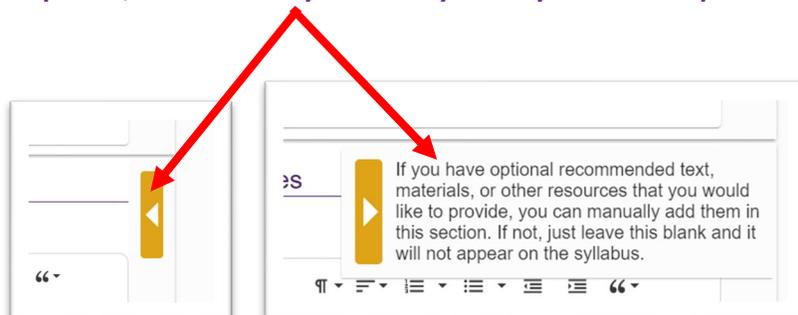
Note: Simple Syllabus is not public. Students can only view your syllabus in Canvas. Administrative and reporting users have access to your syllabus.

Step 2: Edit the Syllabus

4. Click **Edit syllabus** at the top of the syllabus image. You can edit the syllabus until the end of the term.

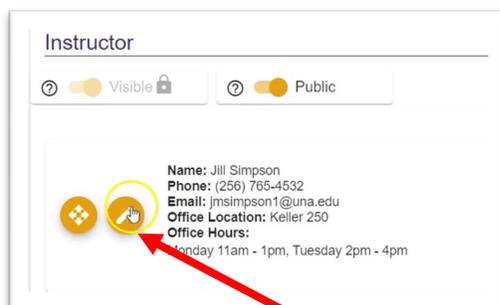


NOTE: On the right side of each syllabus component, you will see an arrow that can expand to show “Help Text,” which tells you exactly what you need to put in that field.

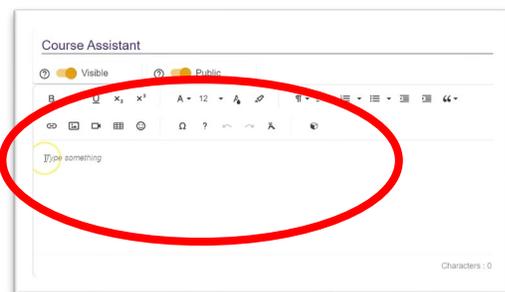


5. Throughout the syllabus, you will see various types of syllabus components for you to enter/edit data:

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

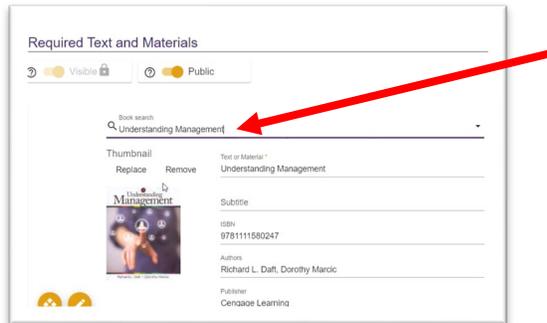


- b. If the syllabus component looks like this, just type your information into the text box and use the formatting toolbar across the top to edit the text.
Note: If this is an “optional” component and you leave the text box blank, this component will not show up on your syllabus.

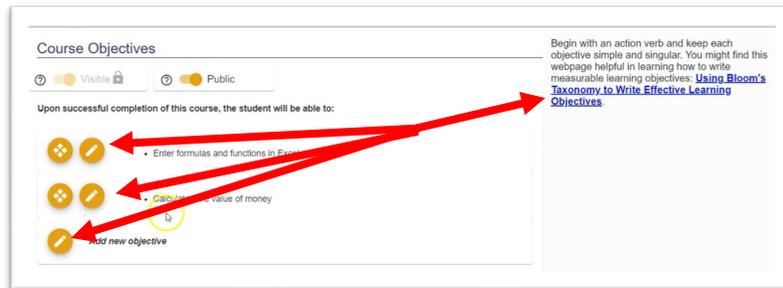


- c. For the Required Text and Materials Field, use the “book search” field to search for a book, and it will auto-populate the citation details and a photo of the book cover. You can still edit these details if necessary (for example, if our bookstore uses a different ISBN, you can still edit/change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

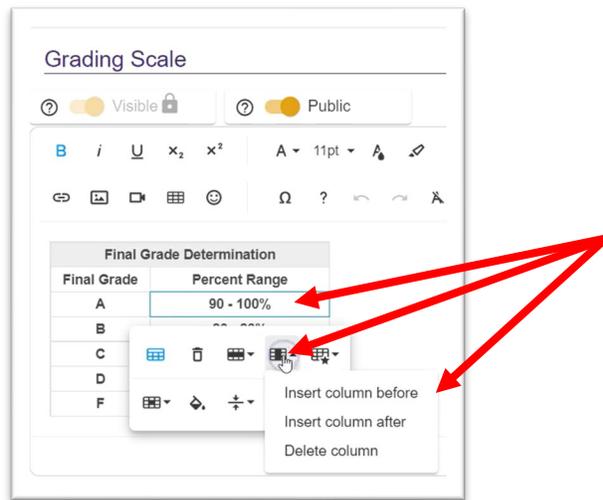
Note: This is not connected to the UNA Bookstore. Enabling the “Textbooks link” in your Course Navigation in Canvas allows students to reach the UNA Bookstore.



- 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.



- 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.



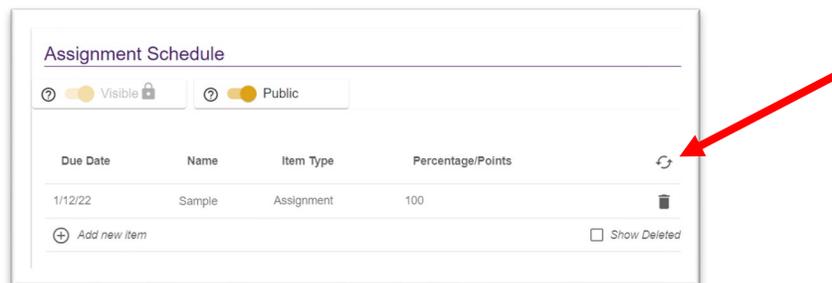
- f. The Assignment Schedule will auto-populate from the assignments, exams, etc., that you add to Canvas. Simple Syllabus updates nightly to include new due dates. OR, you can click the synchronize button to manually sync the content at any time.

Note:

Simple will arrange multiple assignments alphabetically if they have the same due date.

You can manually reorder them.

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



- g. Some syllabus components, such as university policies, are required and cannot be edited by the instructor as they are pushed out from the administrative level. Editing features are not visible/available on these components.

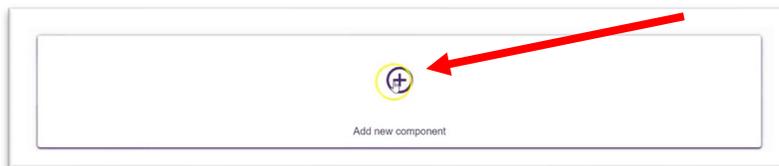
Note: If the required components are updated at the administrative level during the semester, your syllabus will update with those changes.

Academic and Institutional Support Services

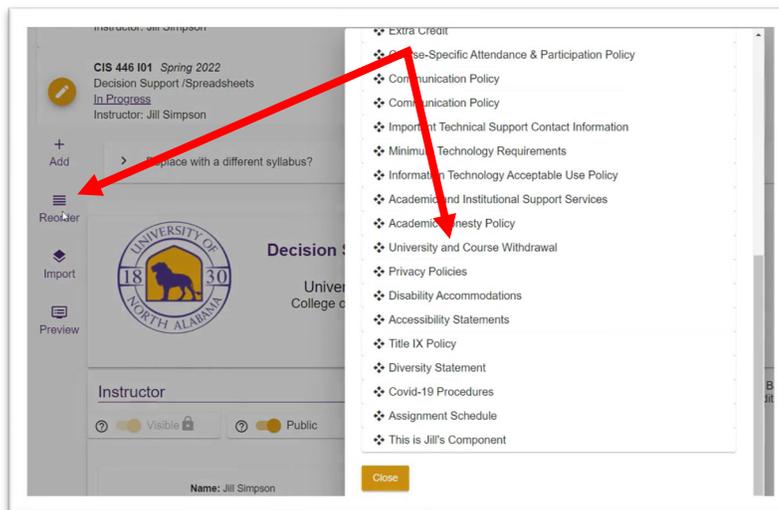
The University of North Alabama is committed to providing students with a supportive and inclusive learning environment that promotes student success. Many offices and centers are available to students on campus and online:

- [University Success Center](#) provides tutoring and houses the Center for Writing Excellence, Math Learning Center, and Advising Services.
- [Student Counseling Services](#) is available to provide students with a safe and confidential space to discuss mental health and well-being needs.
- [The University Case Manager](#) assists students in overcoming barriers to success (including lack of food through [The Pantry](#) and financial concerns through Caring for the Pride).
- [The Division of Diversity, Equity, and Inclusion](#), the Mitchell-West Center for Social Inclusion are committed to promoting diversity, equity, and inclusion for all students on UNA's campus

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



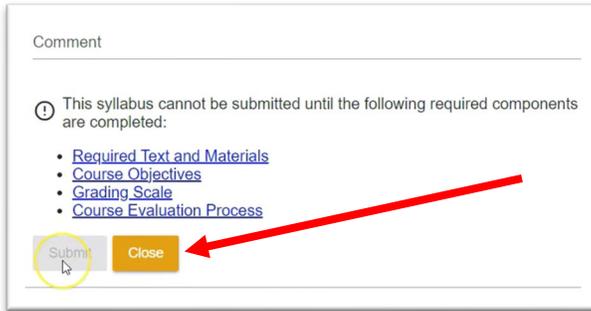
7. You can reorder the components in the syllabus by clicking the Reorder button and then clicking and dragging each component around to put them in the order you want them. Close the reorder box to return to your syllabus.



Step 3: Submit (publish) the syllabus

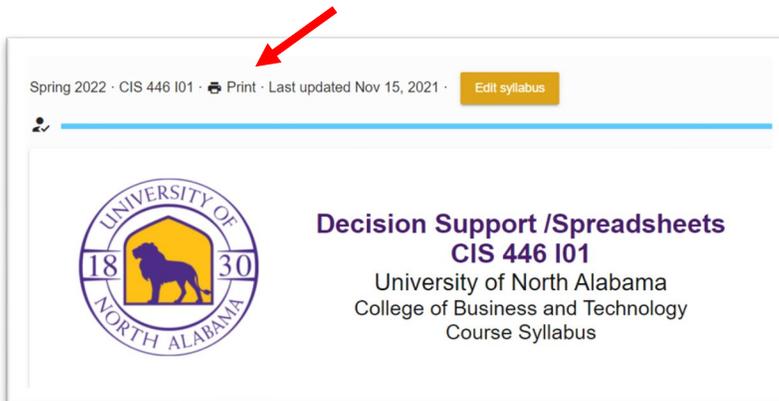
8. At the bottom of the syllabus, there is a Submit button. You must click **Submit** to submit your syllabus for publishing. Students cannot see your syllabus until you do this.

***NOTE: If any "required" components have been left empty, the system will list those. You will need to complete those before clicking Submit.**

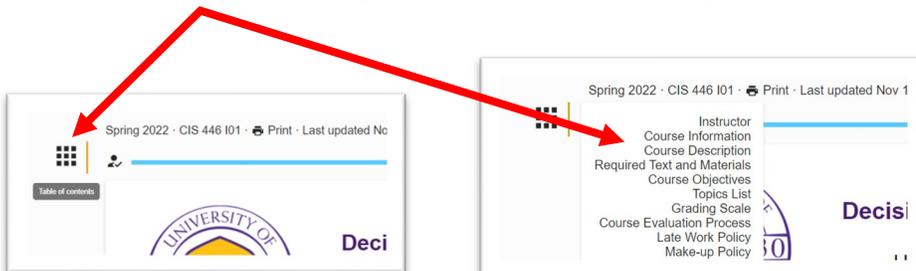


Step 4: View the Syllabus

9. You and your students can view the syllabus 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 by clicking the Print link at the top of the syllabus.

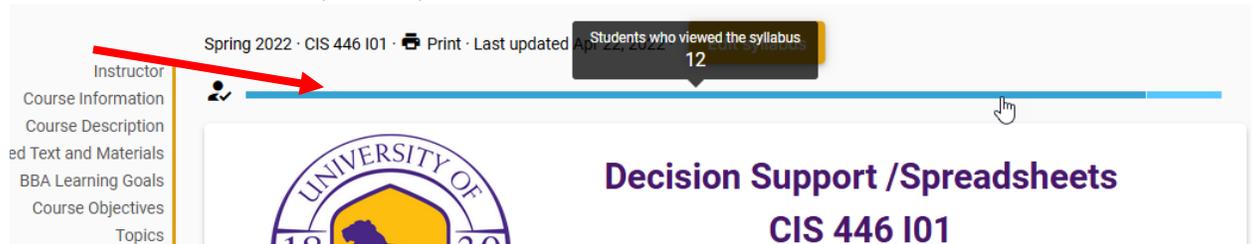


10. You and your students can navigate the syllabus quickly using the quick access navigation.



Step 5: View Student Engagement with the Syllabus

11. At the top of the syllabus is a blue horizontal bar. This indicates that students in the class have viewed the syllabus. Hovering over the blue bar will show the number of students who have viewed it. Clicking on the bar will open a window with a list of students enrolled in the class, the total number of times the student has viewed the syllabus, and the date and time they last viewed. When a student opens a syllabus, it is considered viewed



The screenshot displays a course page for "Spring 2022 · CIS 446 I01". At the top, there is a blue horizontal bar representing student engagement. A red arrow points to this bar. A tooltip above the bar indicates "Students who viewed the syllabus 12". Below the bar, the page content includes the University of North Carolina logo and the title "Decision Support /Spreadsheets CIS 446 I01". A sidebar on the left lists navigation options: Instructor, Course Information, Course Description, Read Text and Materials, BBA Learning Goals, Course Objectives, and Topics.