



Instructor Syllabi Access

How do I access and edit my syllabi?

You can access your syllabi either directly from within [Insert LMS] or from the Simple Syllabus platform.

- From within Canvas: Once you have clicked on a specific course, you will be able to click the Simple Syllabus tab and begin editing your syllabus.
- The Simple Syllabus site: <https://famu.simplesyllabus.com/>
Click the edit icon on your syllabus to begin editing.

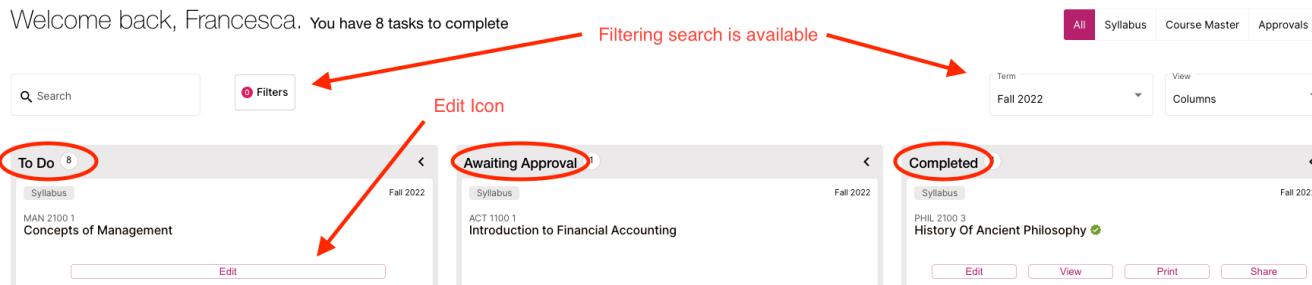
Instructor View from within Simple Syllabus

The Home page

Academic Units with an approval process:

Contains syllabi characterized as **To Do**, **Awaiting Approval**, and **Completed** items.

Welcome back, Francesca. You have 8 tasks to complete



To Do	Awaiting Approval	Completed
8	1	1
MAN 2100 1 Concepts of Management	ACT 1100 1 Introduction to Financial Accounting	PHIL 2100 3 History Of Ancient Philosophy
Edit	Edit	Edit

Units without an approval process:

The screenshot shows a user interface for managing syllabi. At the top, a message says "Welcome back, Isabelle. You have 0 tasks to complete". Below this are search and filter fields. A red arrow points to the "Filters" button. Another red arrow points to the "Completed" tab, which is circled. At the bottom, there are tabs for "To Do" (0) and "Completed" (0).

The Syllabus Library Tab

This is where you can filter by term to view previously published syllabi. The View, Print, and Share icons are displayed upon hovering over the syllabus.

The screenshot shows the Syllabus Library interface. A red arrow points to the "Syllabus Library Icon" (a magnifying glass icon). Below it is a search bar with "Term: Fall 2022" and a "Looking for something..." placeholder. There are also "Filters" and "Subject", "Course Number", "Organization", and "Instructor" dropdowns. At the bottom, there is a "Select school" dropdown and a series of colored buttons.

General editing tips and information

- The most recent content will automatically import when editing a syllabus if you have previously submitted a syllabus of the same course.
- The "*Would you like to import a different syllabus*" feature allows you to access all syllabi that you have published in the past.
- While editing, required components will be outlined in orange and "*required*" will be visible at the bottom of the component. The component must have content in order for the syllabus to be submitted.
- When you are editing your syllabus, all changes will be automatically saved. The syllabus will not be live until the publishing process is initiated.
- We've included help text on the right side of the syllabus to assist you during the editing process or completing a specific component.

Important Links

Below we've provided links to assist you with general Information about the different types of Components and other features:

- [Content Components](#)
- [Material Components](#)
- [Visible/Hidden and Public/Private](#)
- [Schedule Components](#)
- [Tracking Student Engagement](#)
- [Objective Components](#)
- [Instructor Components](#)
- [Instructor FAQ's](#)

Frequently Asked Questions

When I try to login to view my syllabi, it says "we cannot find a matching account to complete this request or Account not found

Solution: Your account information (email, ID number, etc.) may not be correct in Simple or your enrollment may have had an issue during the file import, so please contact our support team at support@simplsyllabus.com. Your School's admin or the support staff at Simple can double check the email address on file and possibly reset your password if needed. For admin assistance please contact oit@famu.edu.

I can't submit my syllabus because the submit button is grayed out.

Solution: If the submit button is grayed out, review your syllabus and ensure all required fields have been completed, otherwise you will be unable to submit. Required components will be outlined in orange and "*required*" will be visible at the bottom of the component.

My school has an approval workflow, so once I have submitted my syllabus, why can I not go back to edit and submit it again.

Solution: This message displays after you have submitted your syllabus and it could be awaiting approval. So an approver has time to review, the syllabus will need to be rejected or approved before you can continue editing.

For additional information:

Our knowledge base <https://simplsyllabus.zendesk.com/hc/en-us> is a great resource for additional information. To access the knowledge base for helpful articles and videos you will need to create credentials separate from your institution login.

If you require additional assistance, click on the  icon to send a message directly to the Simple Syllabus support team, or email support@simplsyllabus.com.