SIMPLE SYLLABUS

This **Quick Start Guide** provides an overview of how to get started with Simple Syllabus at Florida A&M University.

Simple Syllabus is a centralized, template-driven platform designed to streamline the creation and distribution of course syllabi, ultimately saving instructors time. It is integrated with Canvas, allowing instructors to create, duplicate, and share syllabi efficiently.

Florida A&M University mandates that all instructional faculty provide an accessible, compliant course syllabus online at least 45 days before classes start each term. The university uses the Simple Syllabus platform to manage, publish, and archive syllabi for ease of student access and compliance monitoring.

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01 Access Simple Syllabus through Canvas

- Log in to your university Canvas LMS account and navigate to your course.
- Click the "Simple Syllabus" link from the course navigation menu. If "Simple Syllabus" is not listed as a menu option, enable it through Course Settings by moving it to the navigation section and saving your changes.
- The Simple Syllabus template will open.

02 Access Simple Syllabus through the website

- Visit famu.simplesyllabus.com
- Log in using your FamNet ID and password.
- Locate the syllabus you wish to update and click the Edit button.
- Note: Please confirm that you see your name in the top right corner to ensure you are fully logged into the system. Double login and authentication may be necessary.

03 Edit Your Syllabus

- Click the "Edit syllabus" button. To ensure consistency, certain sections will auto-populate. You can edit other components by clicking the pencil icon or the text boxes.

- Required fields are highlighted in orange.
- Optional fields left blank may not appear in the published syllabus.
- For "Required Texts and Materials," you can use the book search feature to auto-populate details.
- The "Assignment Schedule" may auto-populate from Canvas. All updates should be made in Canvas.
- Some sections, like university policies and course descriptions, are set at the administrative level and are auto-populated and are not editable by faculty.
- If you see an error in course descriptions, modality, prerequisites, or co-prerequisites, please follow the University's process for making curriculum changes, as this information is pulled from iRattler.
- Don't forget the accessibility checker is your friend. Please use it to ensure that there are no accessibility issues.

03 Publish and View Your Simple Syllabus

- Click the Submit button at the bottom of the syllabus to publish it. Students cannot see the syllabus until it's submitted. Once approved (if required by your College/School) and published, you and your students can view it via famu.simplesyllabus.com. You can also download a PDF version.

- Note: Prior to submitting, faculty must select the faculty attestation statement indicating that you have reviewed all course materials in accordance with state and Board of Governors regulations. For colleges and schools that have opted into the approval process, your syllabi must be approved at the department or Dean's level before it will be made available to students and the public.

04 Monitor Student Engagement

- At the top of a published syllabus, the number of student views is displayed. By hovering over or clicking the bar, users can view detailed information about which students have accessed the syllabus and when they did so.

Need Help?

GENERAL INQUIRIES:

Simple Syllabus
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CUSTOMER SERVICE:

Simple Higher Ed -
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