Simple Syllabus – Faculty Available Features

"Instructor Dashboard Overview" video

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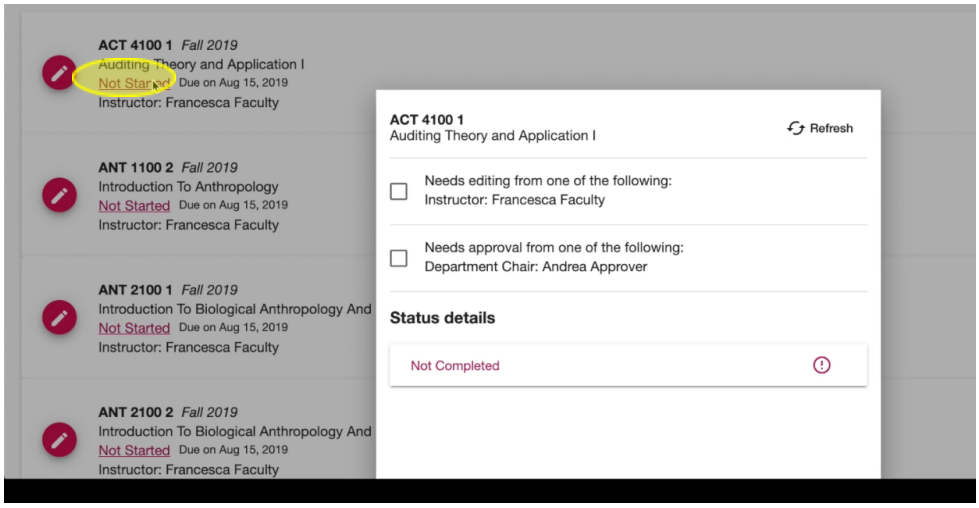
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10. Profile – View/edit user account

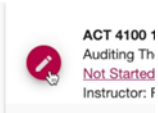
Simple Syllabus – Available Features

1. **Not Started:** Provides an overview of the workflow the syllabus goes through before it gets published.

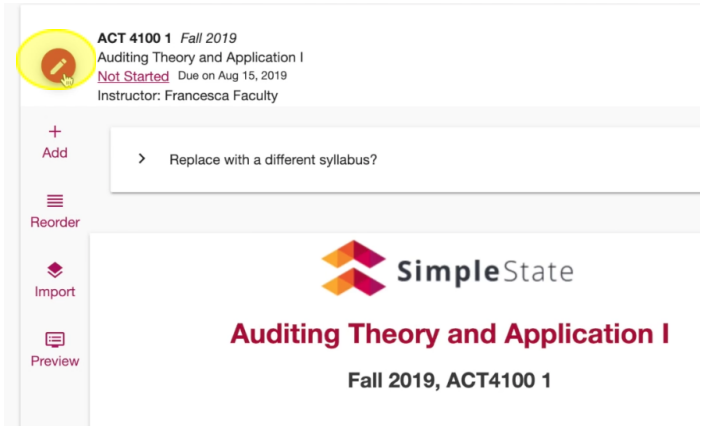
"Instructor Dashboard Overview" video – Time - 0:55



2. **Editing your syllabus**: Click on the pencil to edit

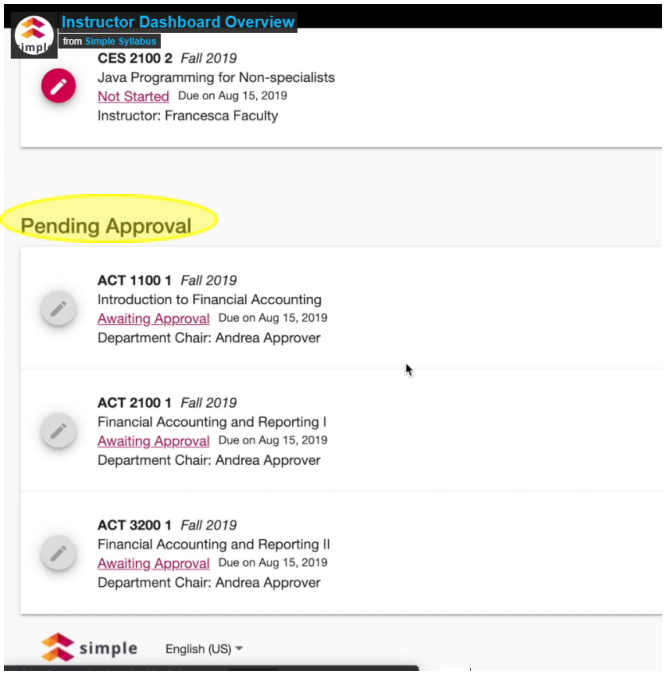


"Instructor Dashboard Overview" video – Time – 1:10



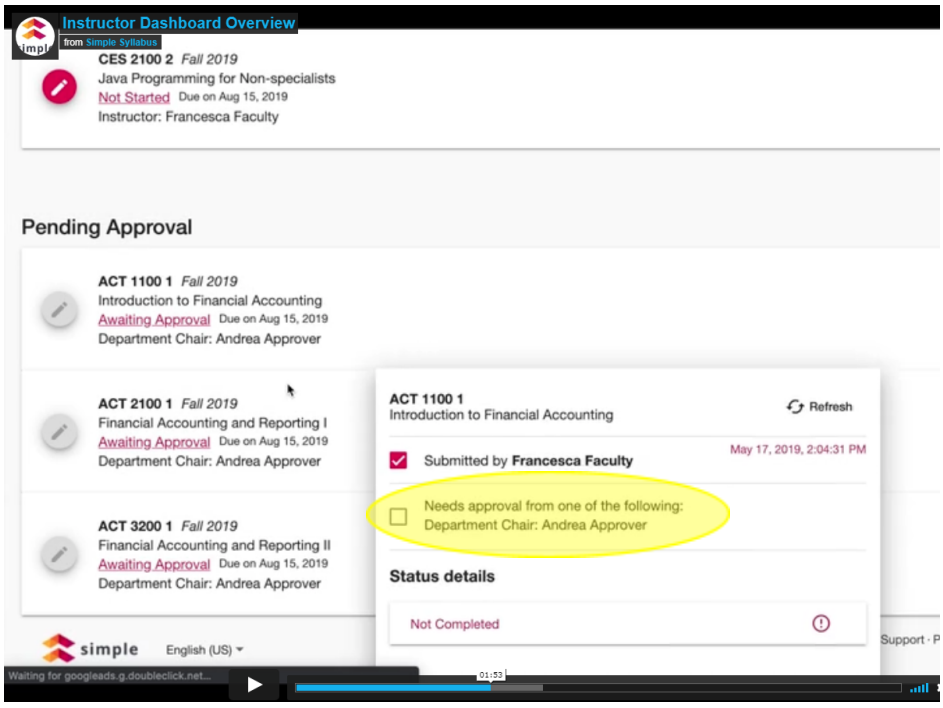
3. **<u>Pending Approval</u>**: Submitted syllabi awaiting approval

"Instructor Dashboard Overview" video – Time – 1:30



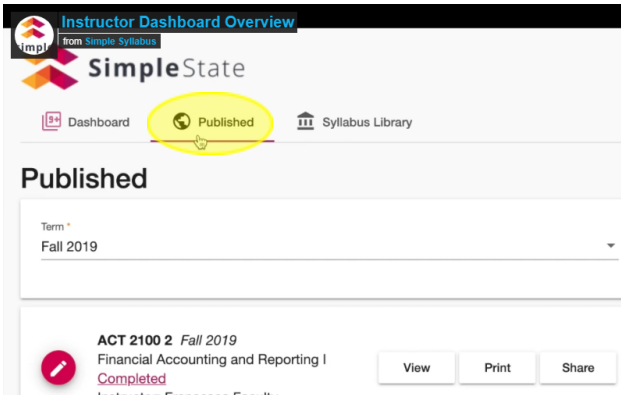
4. **<u>Awaiting Approval</u>**: **Check status of approval**

"Instructor Dashboard Overview" video – Time – 1:47



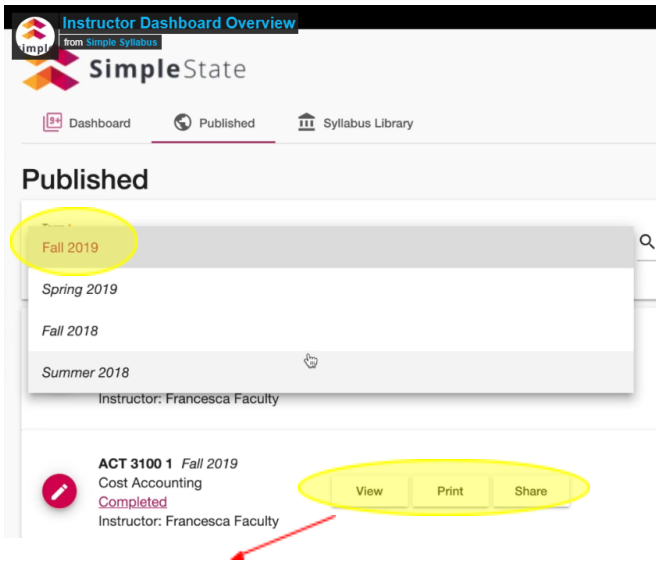
5. **<u>Published tab:</u>** Review any current syllabi that have been published

"Instructor Dashboard Overview" video – Time – 1:58



6. **<u>Published tab:</u>** Filter syllabi by term

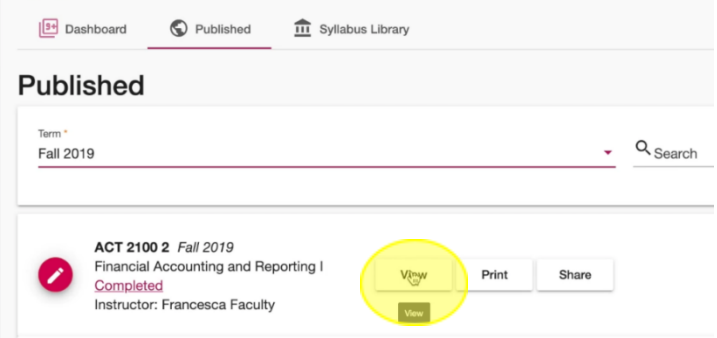
"Instructor Dashboard Overview" video – Time – 2:09



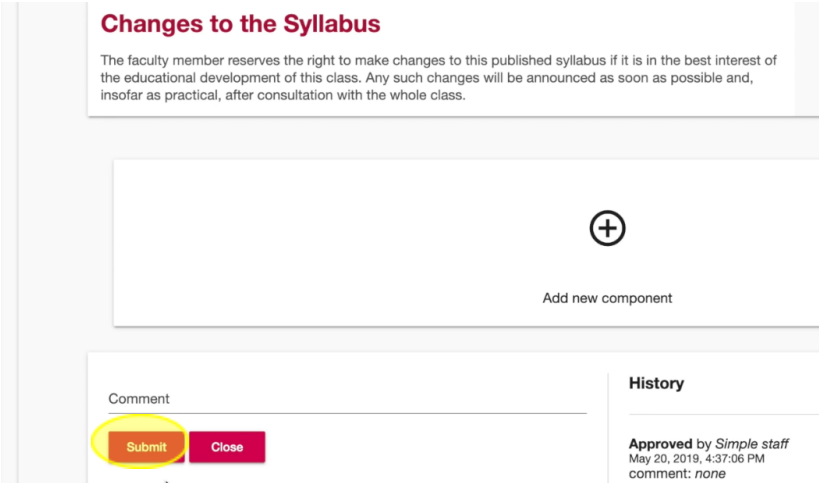
7. **<u>Published tab</u>**:
    - View – Link to web version
    - Print – Link to print or PDF version
    - Share – Three links to share syllabus

"Instructor Dashboard Overview" video – Time – 2:17

8. **<u>Published tab:</u>** Reopen and make changes to an already published syllabus
"Instructor Dashboard Overview" video – Time – 2:50

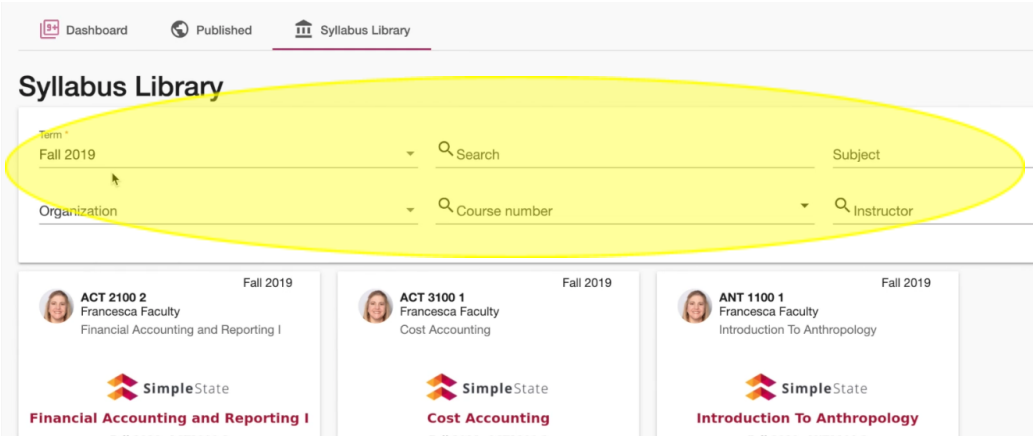


Submit – Click the **"submit"** button at the bottom of the publisher to submit any changes
"Instructor Dashboard Overview" – Time – 3:10



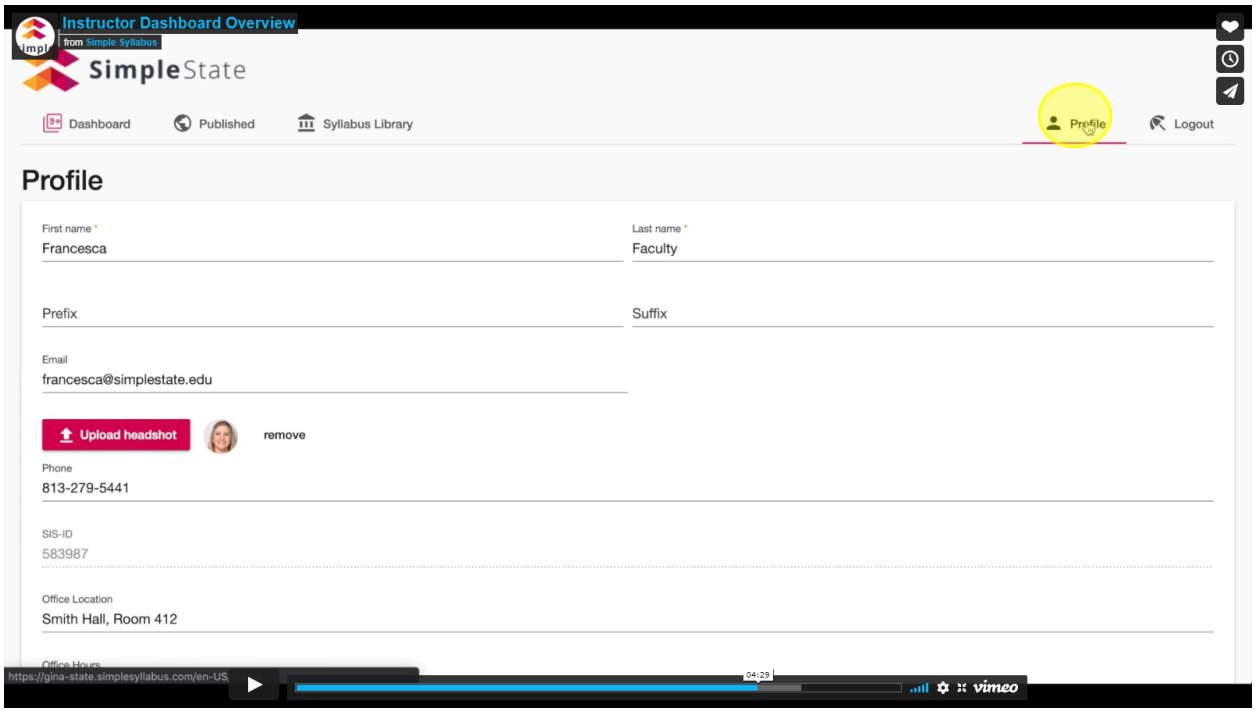
9. **<u>Syllabus Library:</u>**

"Instructor Dashboard Overview" – Time – 3:40
Use drop-down menus to narrow down search for specific syllabi



10. <u>Profile:</u> View and edit information in your user account

"Instructor Dashboard Overview" – Time – 4:24



- Click "save" at the bottom of the page to save any changes

