

Simple Syllabus – Faculty Available Features

“Instructor Dashboard Overview” video

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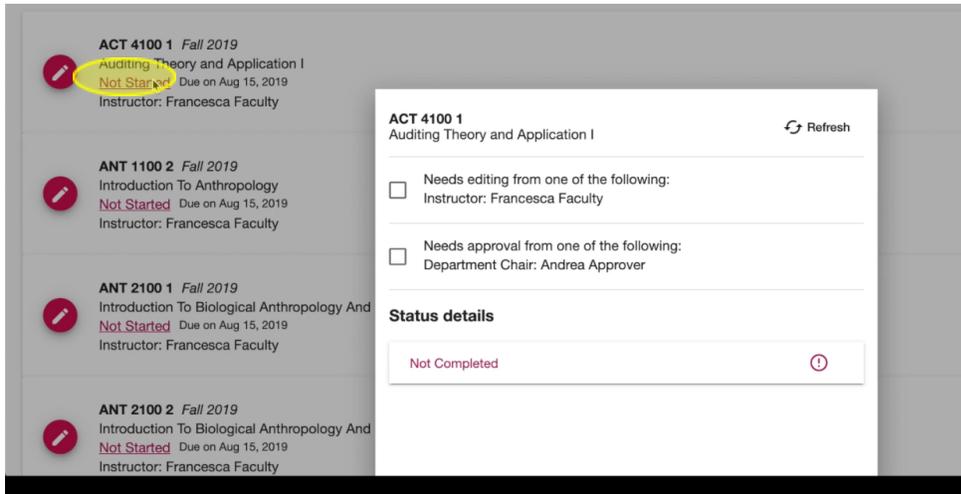
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10. [Profile](#) – View/edit user account

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



The screenshot shows the instructor dashboard with a list of syllabi on the left and a detailed view for 'ACT 4100 1' on the right. The 'Not Started' status is highlighted in yellow in the list. The detailed view shows a 'Refresh' button, two checkboxes for editing and approval, and a 'Status details' section indicating 'Not Completed' with a warning icon.

ACT 4100 1 Fall 2019
Auditing Theory and Application I
Not Started Due on Aug 15, 2019
Instructor: Francesca Faculty

ACT 4100 1
Auditing Theory and Application I Refresh

Needs editing from one of the following:
Instructor: Francesca Faculty

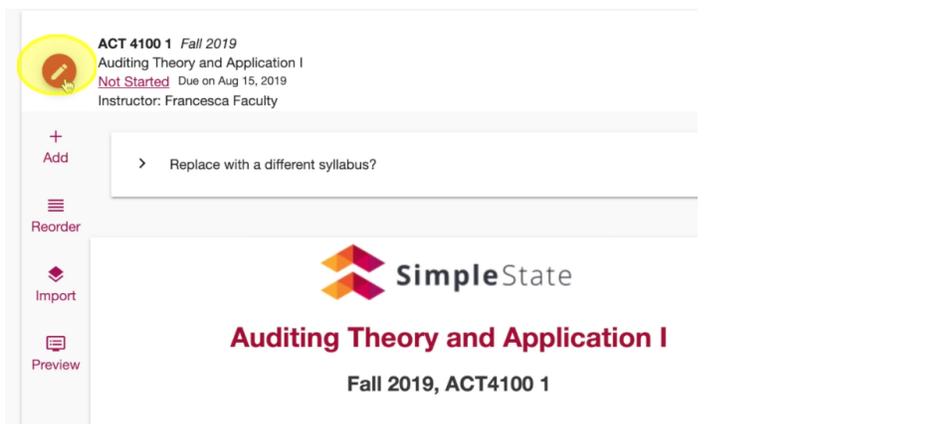
Needs approval from one of the following:
Department Chair: Andrea Approver

Status details

Not Completed ⚠

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

“Instructor Dashboard Overview” video – Time – 1:10



The screenshot shows the editing interface for 'ACT 4100 1'. A pencil icon is highlighted in yellow. Below the syllabus list, there are options to 'Add', 'Reorder', 'Import', and 'Preview'. A modal dialog asks 'Replace with a different syllabus?'. The main content area displays the SimpleState logo and the syllabus title 'Auditing Theory and Application I' for 'Fall 2019, ACT4100 1'.

ACT 4100 1 Fall 2019
Auditing Theory and Application I
Not Started Due on Aug 15, 2019
Instructor: Francesca Faculty

+ Add
> Replace with a different syllabus?

≡ Reorder
◆ Import
☰ Preview

SimpleState

Auditing Theory and Application I

Fall 2019, ACT4100 1

3. Pending Approval: Submitted syllabi awaiting approval

“Instructor Dashboard Overview” video – Time – 1:30

The screenshot shows the 'Instructor Dashboard Overview' page. At the top, there is a header with the 'impl' logo and the text 'from Simple Syllabus'. Below this, a card for 'CES 2100 2 Fall 2019' is visible, with a red 'Not Started' status and 'Due on Aug 15, 2019'. The instructor is listed as 'Francesca Faculty'. Below this card is a section titled 'Pending Approval' which is circled in yellow. This section contains three items, each with a pencil icon and a status of 'Awaiting Approval':

- ACT 1100 1 Fall 2019**: Introduction to Financial Accounting, Due on Aug 15, 2019, Department Chair: Andrea Approver
- ACT 2100 1 Fall 2019**: Financial Accounting and Reporting I, Due on Aug 15, 2019, Department Chair: Andrea Approver
- ACT 3200 1 Fall 2019**: Financial Accounting and Reporting II, Due on Aug 15, 2019, Department Chair: Andrea Approver

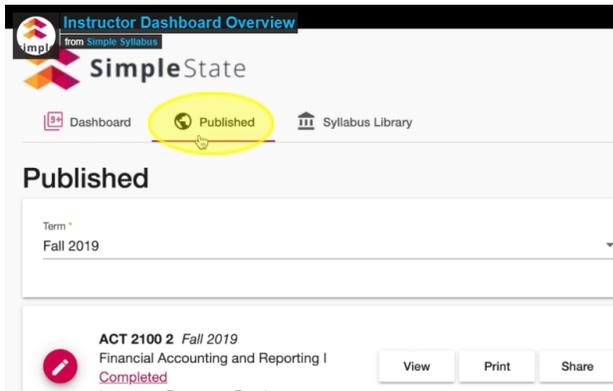
At the bottom of the page, the 'simple' logo and 'English (US)' are visible.

4. Awaiting Approval: Check status of approval

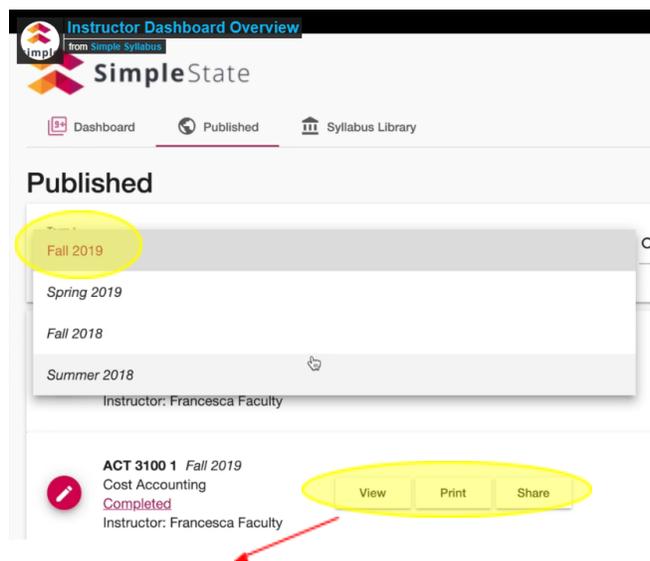
“Instructor Dashboard Overview” video – Time – 1:47

This screenshot shows the same 'Instructor Dashboard Overview' page, but with a detailed view of the 'ACT 1100 1' item. The 'Pending Approval' section is circled in yellow. The detailed view for 'ACT 1100 1 Introduction to Financial Accounting' shows a 'Refresh' button and a 'Submitted by Francesca Faculty' entry dated 'May 17, 2019, 2:04:31 PM'. Below this, there is a checkbox labeled 'Needs approval from one of the following: Department Chair: Andrea Approver', which is also circled in yellow. At the bottom, the 'Status details' section shows 'Not Completed' with a red information icon. The 'simple' logo and 'English (US)' are visible at the bottom of the page.

5. Published tab: Review any current syllabi that have been published
“Instructor Dashboard Overview” video – Time – 1:58



6. Published tab: Filter syllabi by term
“Instructor Dashboard Overview” video – Time – 2:09

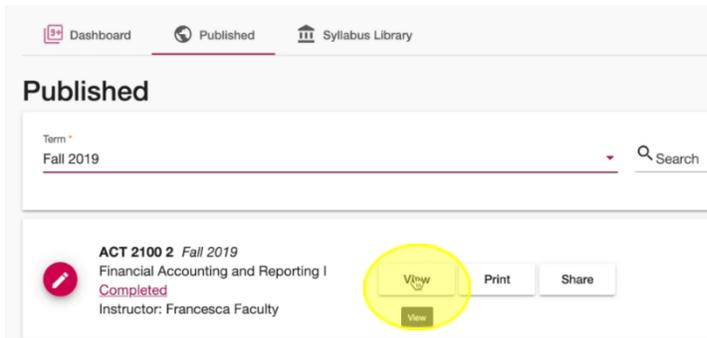


7. Published tab:

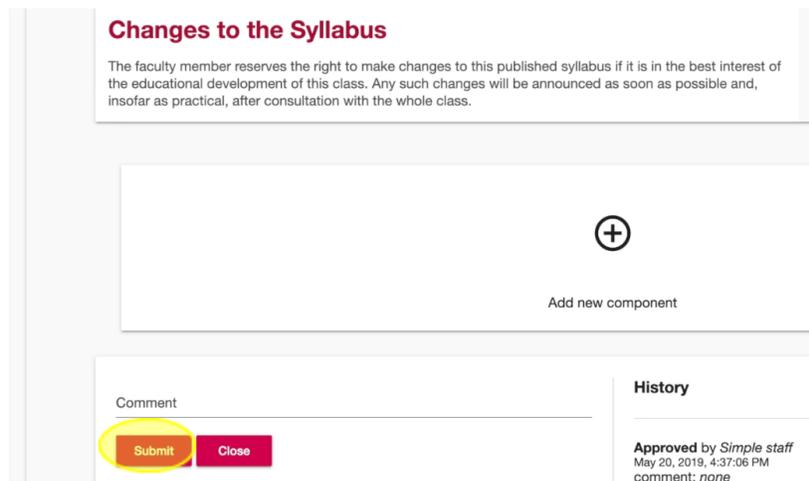
- View – Link to web version
- Print – Link to print or PDF version
- Share – Three links to share syllabus

“Instructor Dashboard Overview” video – Time – 2:17

8. Published tab: Reopen and make changes to an already published syllabus
“Instructor Dashboard Overview” video – Time – 2:50

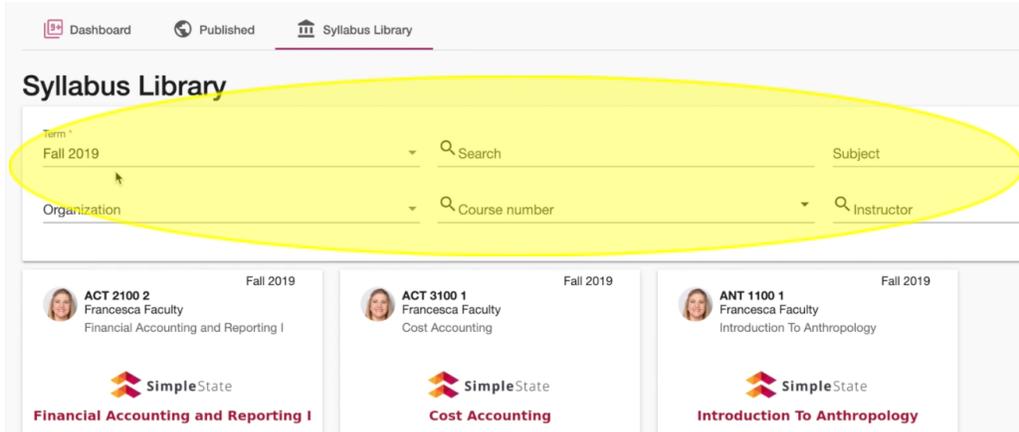


Submit – Click the “**submit**” button at the bottom of the publisher to submit any changes
“Instructor Dashboard Overview” – Time – 3:10

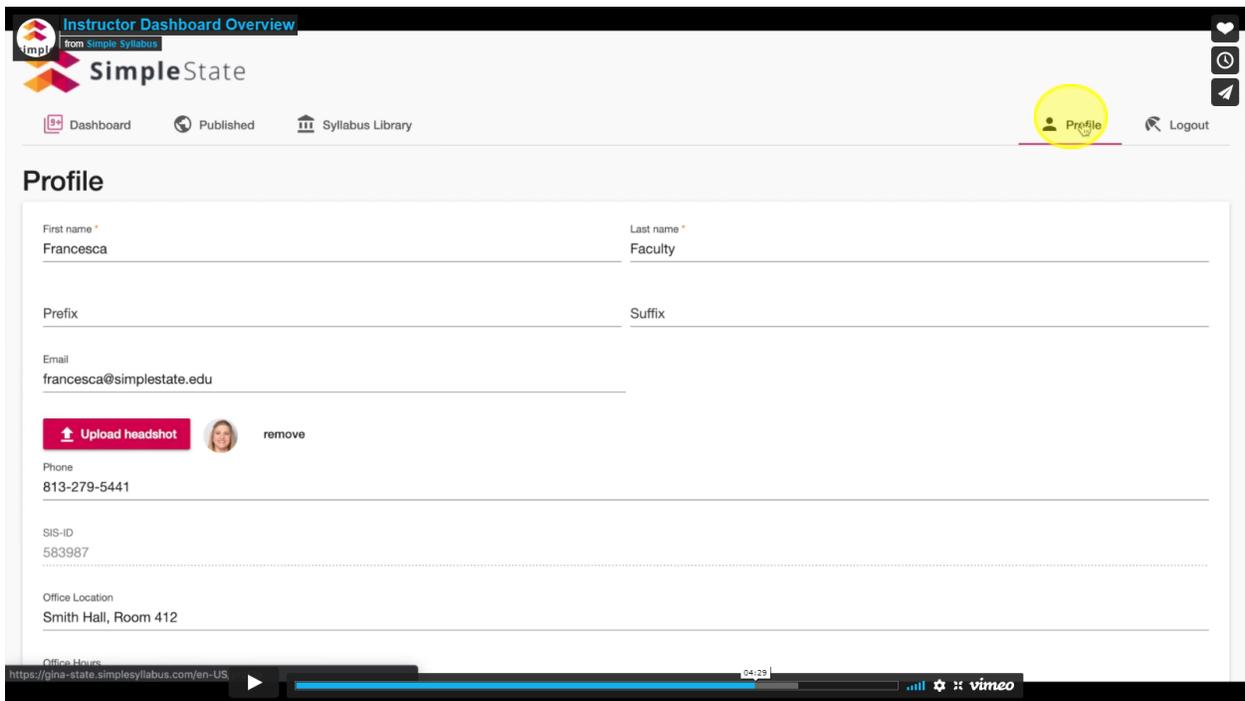


9. Syllabus Library:

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



10. Profile: 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

