

## **Simple Syllabus – Faculty Available Features**

**“Using the Publisher to Create syllabi” video**

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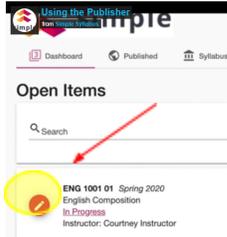
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## Simple Syllabus – Available Features

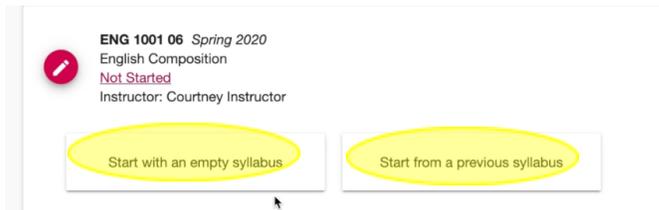
### 1. Editing syllabi:

- From the dashboard click on the pencil icon  
“Using the Publisher to Create syllabi” video – Time - 0:17

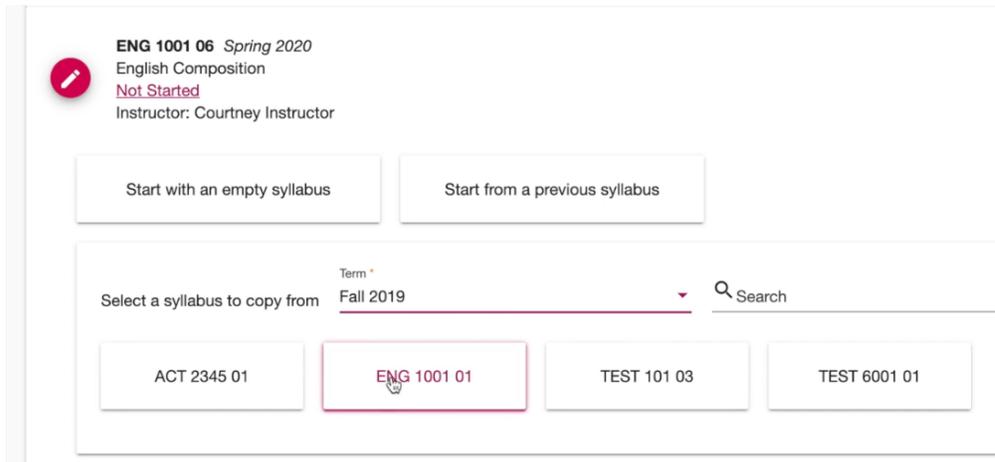
### Step 1:



### Step 2:

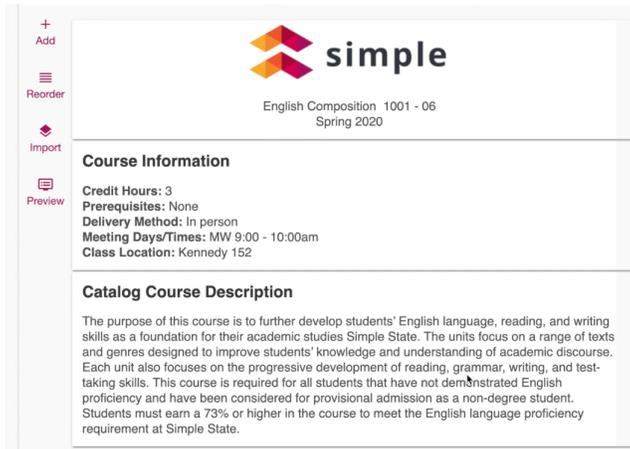


- **Start with an empty syllabus** – First time working with a syllabus  
“Using the Publisher to Create syllabi” video – Time - 0:28
- **Start from a previous syllabus** – Editing an existing syllabus  
“Using the Publisher to Create syllabi” video – Time - 0:39



## **2. Components that cannot be edited:**

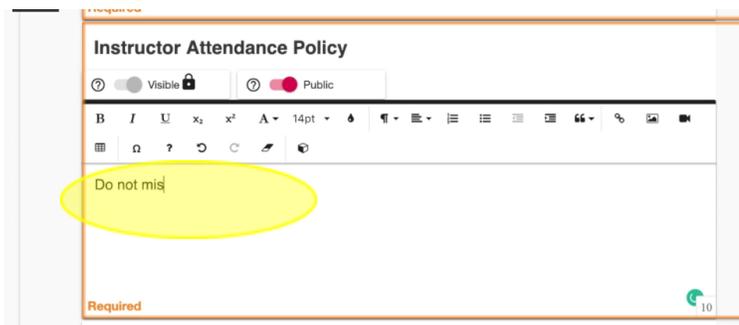
“Using the Publisher to Create syllabi” video – Time - 1:15



## **3. Adding/Editing content:**

### **● Type directly into the text box**

“Using the Publisher to Create syllabi” video – Time – 2:27



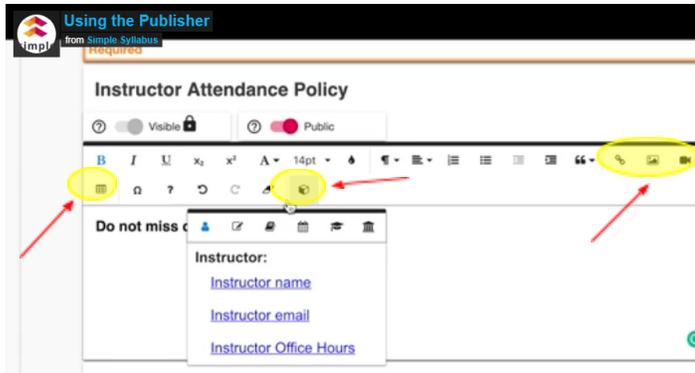
### **● Add links, images, video, and table**

“Using the Publisher to Create syllabi” video – Time – 2:37

### **● Use blocks to inject pre populated data**

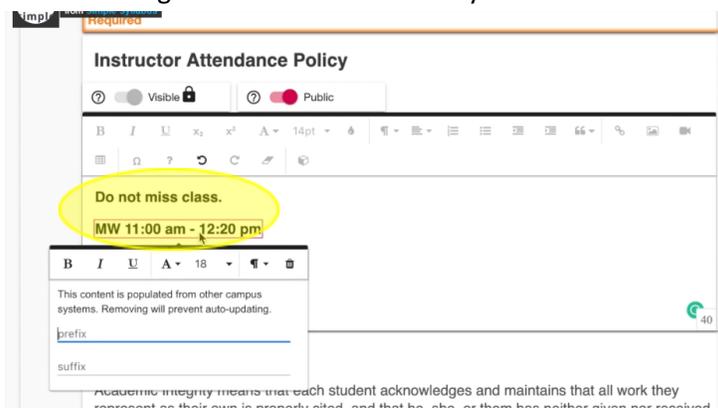
Search by instructor, section, course, term, subject, or organization

“Using the Publisher to Create syllabi” video – Time – 2:46



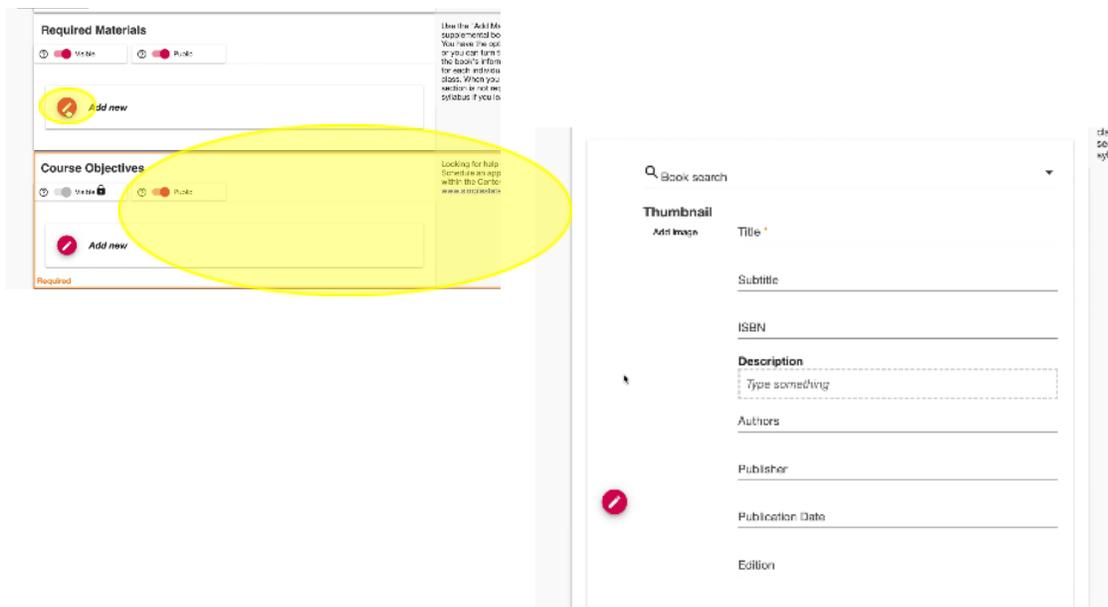
- Click on the block to format it

“Using the Publisher to Create syllabi” video – Time – 3:15



- Add required materials/textbooks by clicking on the pencil icon and click “save” to add the material

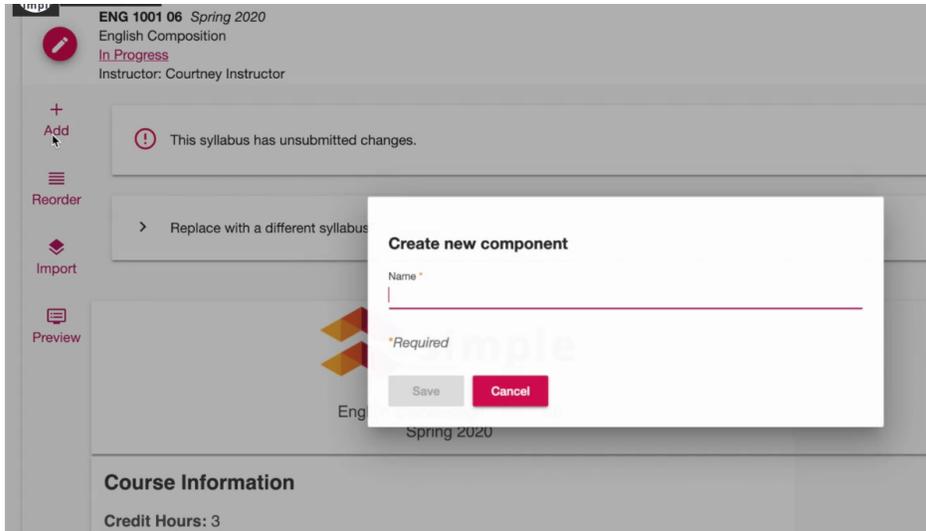
“Using the Publisher to Create syllabi” video – Time – 3:51



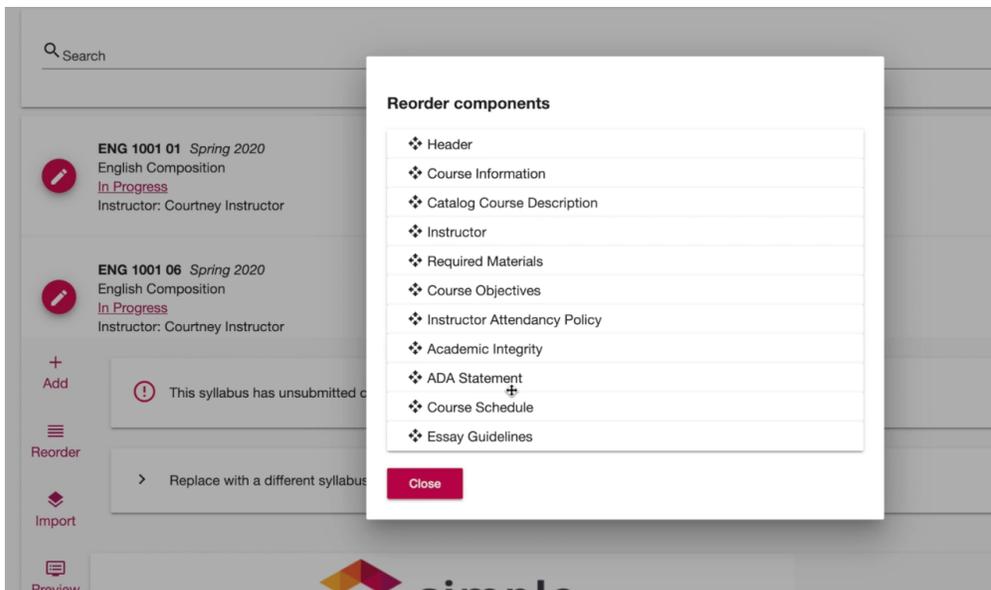
- **Other materials** – Enter them into the title and click “save” to add the material  
 “Using the Publisher to Create syllabi” video – Time – 4:34

- **Option to hide components** on the syllabus by toggling the visible/invisible setting  
 “Using the Publisher to Create syllabi” video – Time – 7:00

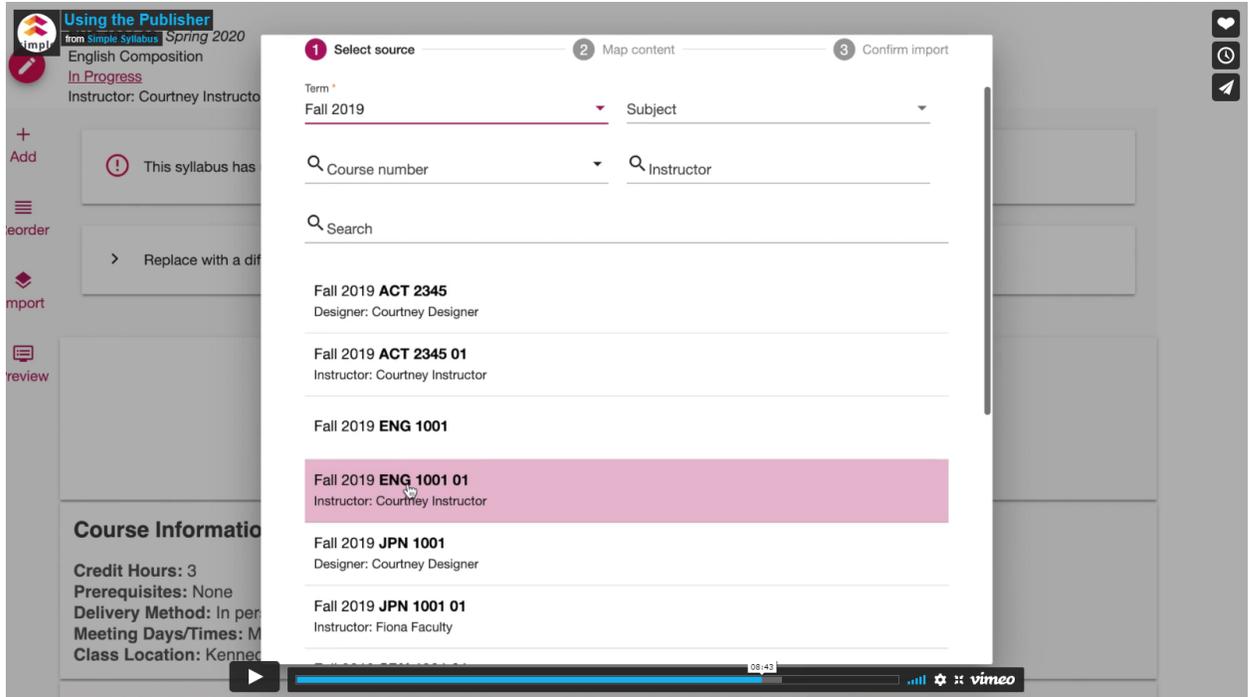
- **Adding new components** to the syllabus  
 “Using the Publisher to Create syllabi” video – Time – 7:45



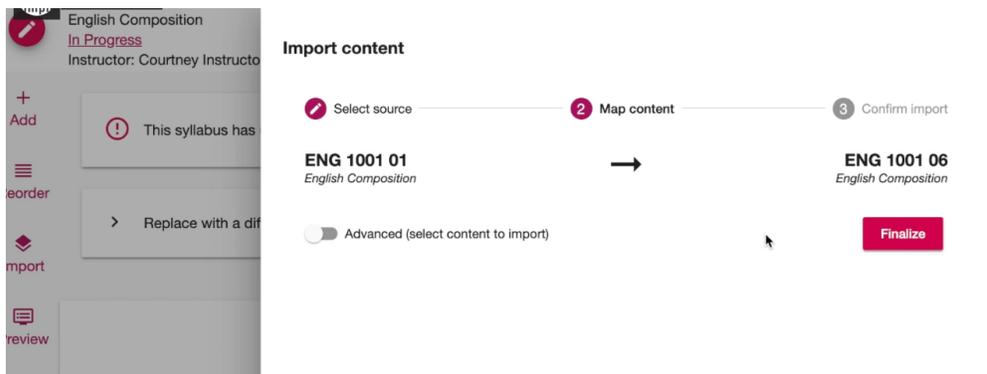
- **Reorder components** on the syllabus (Drag and drop)  
 “Using the Publisher to Create syllabi” video – Time – 8:00



- **Import content** from a previously published syllabus into a new syllabus (Drag and drop)  
 “Using the Publisher to Create syllabi” video – Time – 8:21



- **Import entire syllabus** by clicking “finalize”  
 “Using the Publisher to Create syllabi” video – Time – 8:58



- **Click the “Advanced” toggle** to import specific information  
 “Using the Publisher to Create syllabi” video – Time – 8:21

**Using the Publisher**  
 from Simple Syllabus Spring 2020  
 English Composition  
 In Progress  
 Instructor: Courtney Instructo

+ Add  
 ! This syllabus has  
 > Replace with a dif  
 Import  
 Review

**Course Information**  
 Credit Hours: 3  
 Prerequisites: None  
 Delivery Method: In per  
 Meeting Days/Times: M  
 Class Location: Kenned

Press **Esc** to exit full screen

### Import content

1 Select source → 2 Map content → 3 Confirm import

**ENG 1001 01**  
English Composition

Advanced (select content to import)

Source content

→

**ENG 1001 06**  
English Composition

**Finalize**

Target content

| Source content                                       | Target content               |
|--|------------------------------|
| <b>Header</b><br>Type: Content                       | <i>Do not import</i>         |
| <b>Instructor</b><br>Type: Instructor                | Instructor                   |
| <b>Required Materials</b><br>Type: Material          | Required Materials           |
| <b>Instructor Attendance Policy</b><br>Type: Content | Instructor Attendance Policy |
| <b>Academic Integrity</b><br>Type: Content           | <i>Do not import</i>         |