Simple Syllabus – Faculty Available Features

"Using the Publisher to Create syllabi" video

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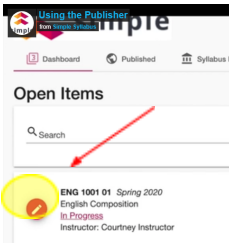
Simple Syllabus – Available Features

1. Editing syllabi:

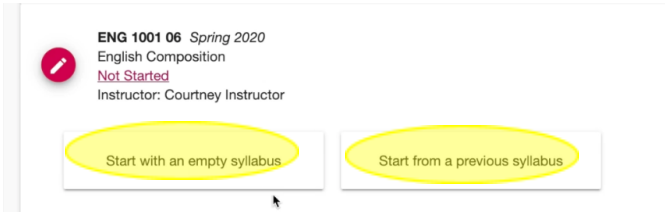
- From the dashboard click on the pencil icon

"Using the Publisher to Create syllabi" video – Time - 0:17

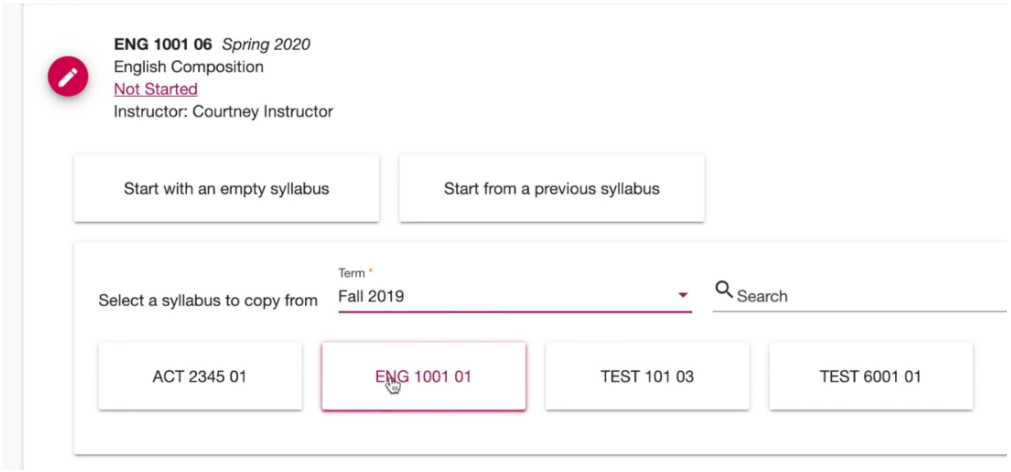
Step 1:



Step 2:

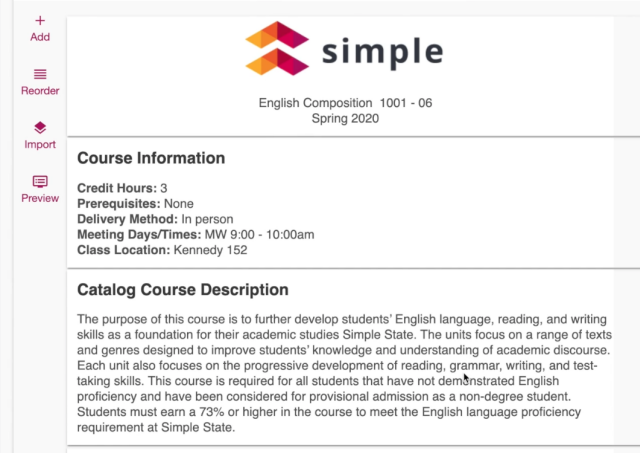


- **Start with an empty syllabus** – First time working with a syllabus
  "Using the Publisher to Create syllabi" video – Time - 0:28
- **Start from a previous syllabus** – Editing an existing syllabus
  "Using the Publisher to Create syllabi" video – Time - 0:39



2. Components that cannot be edited:

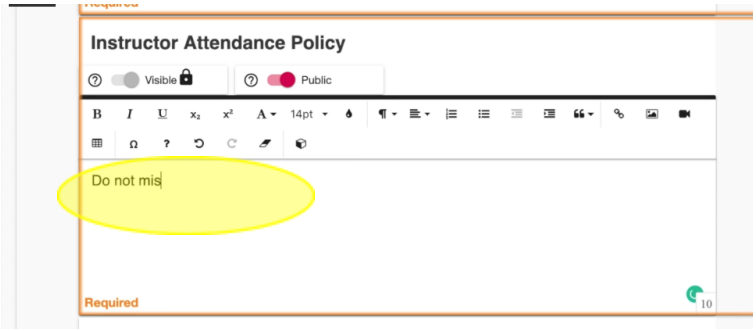
"Using the Publisher to Create syllabi" video – Time - 1:15



3. Adding/Editing content:

- **Type directly into the text box**

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



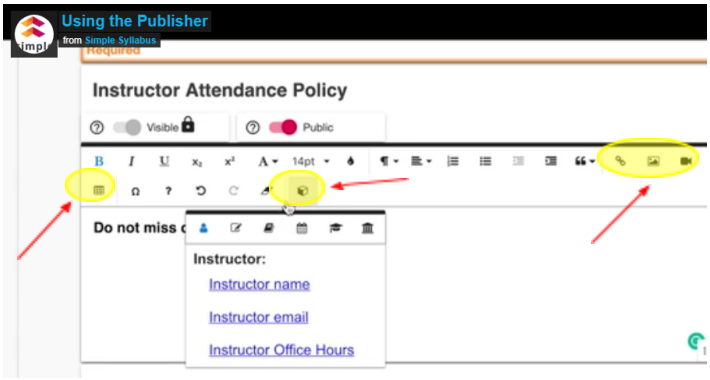
- **Add links, images, video, and table**

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

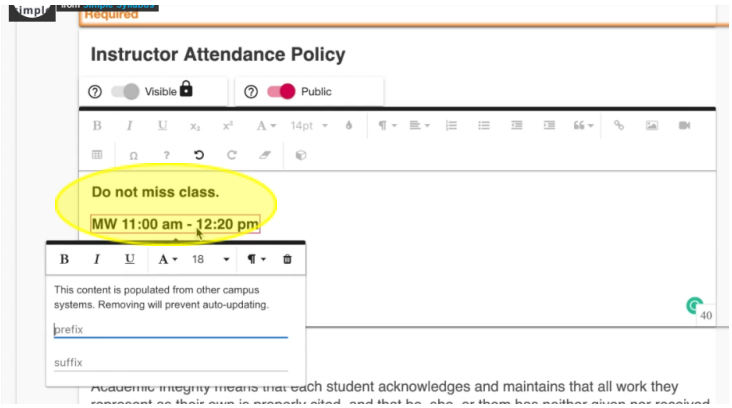
- **Use blocks to inject pre populated data**

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

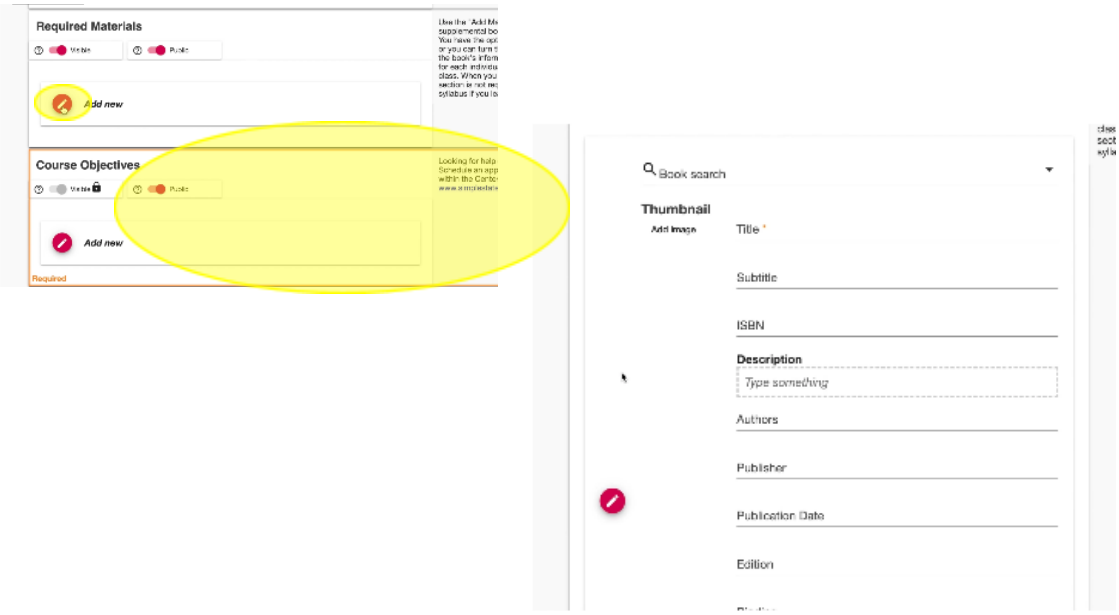
  "Using the Publisher to Create syllabi" video – Time – 2:46



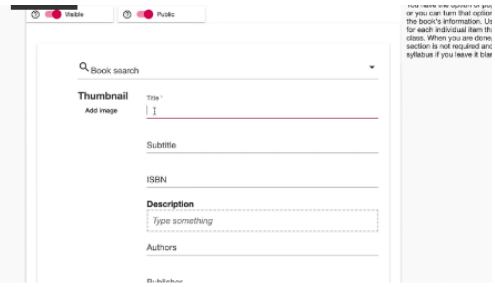
- **Click on the block to format it**
  "Using the Publisher to Create syllabi" video – Time – 3:15



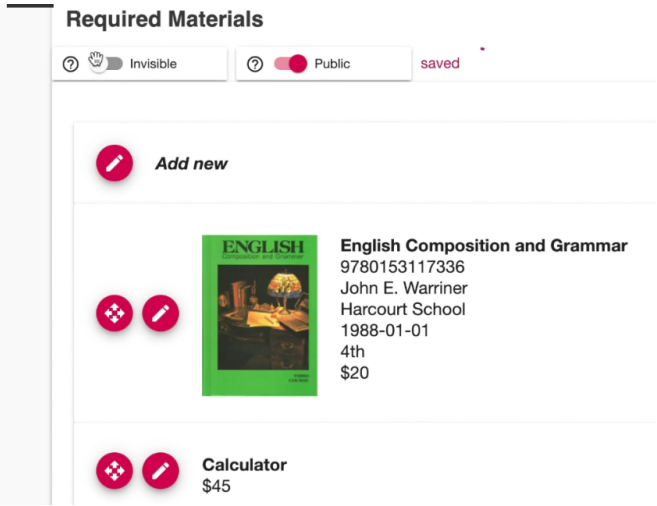
- **Add required materials/textbooks** by clicking on the pencil icon and click "save" to add the material
  "Using the Publisher to Create syllabi" video – Time – 3:51



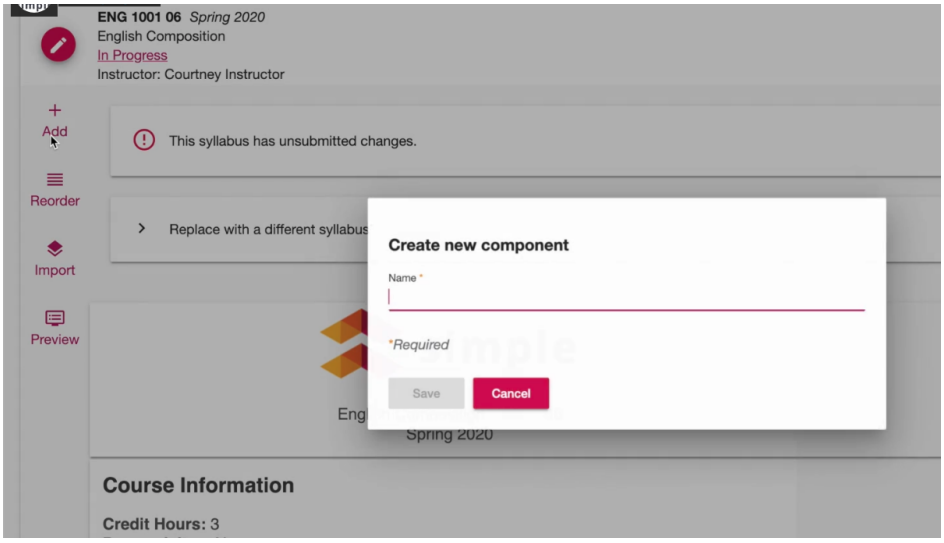
- **Other materials** – Enter them into the title and click “save” to add the material
  “Using the Publisher to Create syllabi” video – Time – 4:34



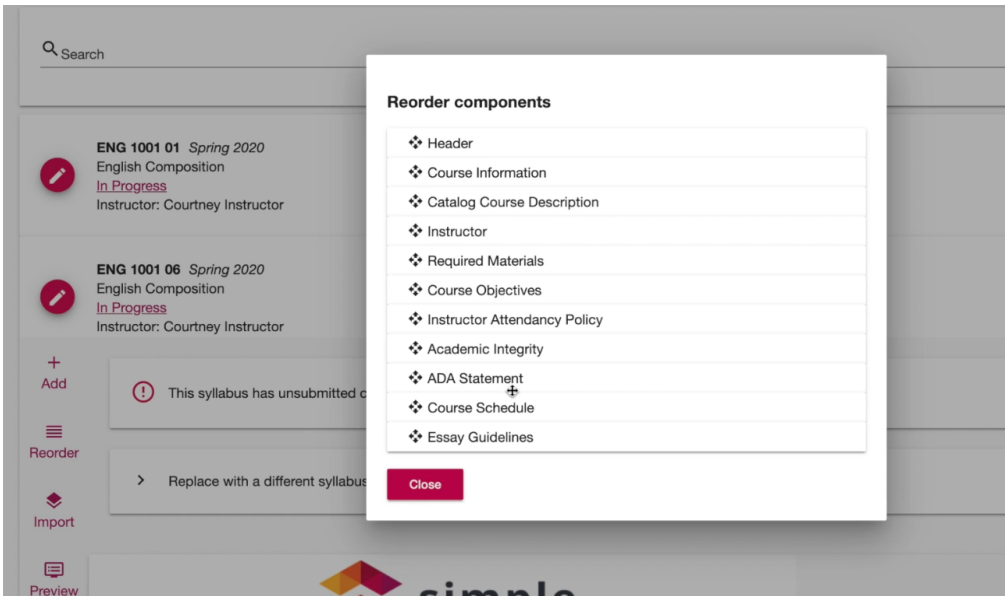
- **Option to hide components** on the syllabus by toggling the visible/invisible setting
  “Using the Publisher to Create syllabi” video – Time – 7:00



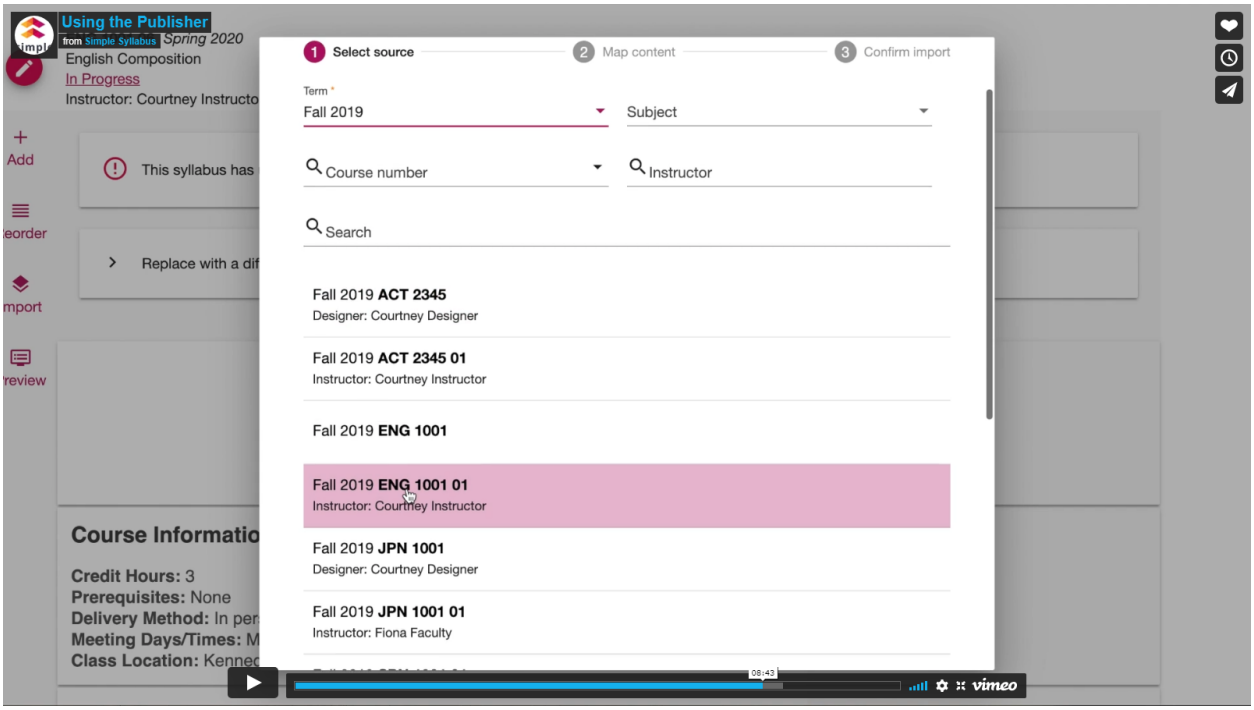
- **Adding new components** to the syllabus
  “Using the Publisher to Create syllabi” video – Time – 7:45



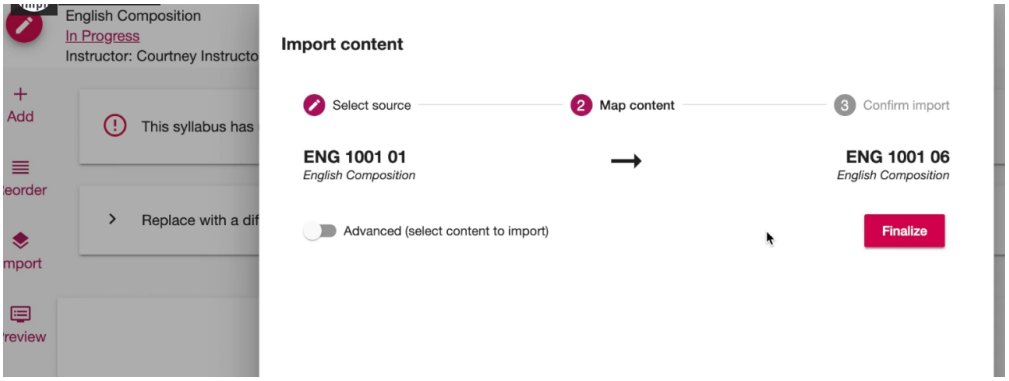
- **Reorder components** on the syllabus (Drag and drop)
  "Using the Publisher to Create syllabi" video – Time – 8:00



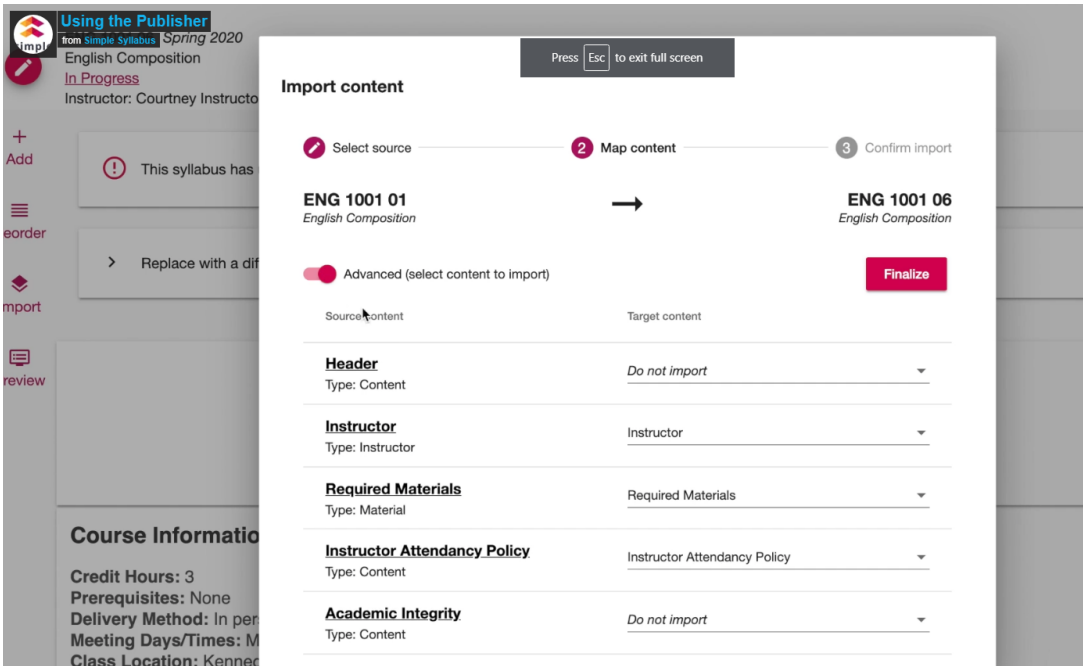
- **Import content** from a previously published syllabus into a new syllabus (Drag and drop)
  "Using the Publisher to Create syllabi" video – Time – 8:21



- **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
eorder
mport
review
This syllabus has
Replace with a dif
Course Informatio
Credit Hours: 3
Prerequisites: None
Delivery Method: In per
Meeting Days/Times: M
Class Location: Kenned
Press Esc to exit full screen
Import content
Select source
2 Map content
3 Confirm import
ENG 1001 01
English Composition
ENG 1001 06
English Composition
Advanced (select content to import)
Finalize
Source content
Target content
Header
Type: Content
Do not import
Instructor
Type: Instructor
Instructor
Required Materials
Type: Material
Required Materials
Instructor Attendancy Policy
Type: Content
Instructor Attendancy Policy
Academic Integrity
Type: Content
Do not import