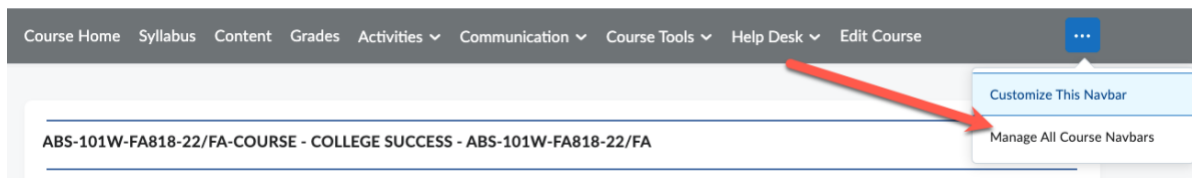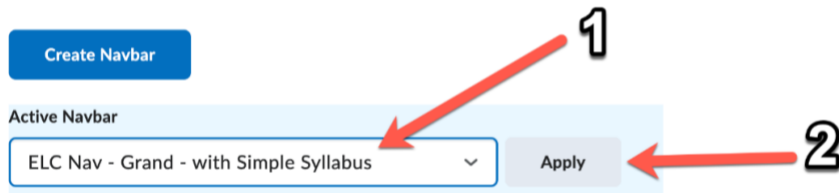# How to Use Simple Syllabus

Step 1:

Hover over your navigation bar and click the three dots then choose, "Manage All Course Navbars"
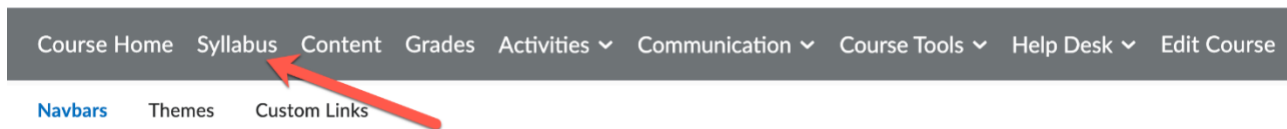

Step 2:

Using the dropdown, choose the nav bar titled, "ELC Nav – Grand – with Simple Syllabus" then "Apply."

This will add the Syllabus link to your nav bar. (Note, this choice will remain when you import this course into your future semester classes.)

Step 3: Optional

You can import a syllabus from a different section of this or another course by doing the following. First, choose the drop-down arrow:

Then search for your completed syllabus and import it into the empty syllabus for this section.

Step 4:

If you are starting from scratch, use the syllabus link to open the syllabus that is assigned to this class and begin editing by choosing the pencil icon. The boxes that allow editing also provide some best practices tips on the right side. (The sections along the right side are not visible to students).

Some fields are required such as office location, phone, and office hours. You will not be able to submit your syllabus unless these required sections are completed.

Step 5:

There are certain blocks that have a "Public/Private" slider button. Simple Syllabus is maintained on a public-facing website. If you want to have the information in these blocks only available to your students, you can change the setting in these blocks to "Private."

Automatically filled sections need no action

Some information such as Course Information and Outcomes and Objectives are filled in automatically because they are predetermined for each course. There is no need to do anything with these blocks even if you import a different syllabus. However, there are several areas that you can customize to meet your needs; these will import if you choose "Replace with a different syllabus" but remain editable.

Course Information

Credit Hours: 2.00
Course Modality: INET

Meeting Location: ONLN ONLN
Course Description: Explores academic skills and strategies needed for college-level learning and success. Examines effective personal attribuites/behaviors, available college resources, and general expectations of college professors and courses. Practices engagement in the greater campus culture and recognition of the value of learning beyond the classroom. Assists in the identification of individual strengths and the creation of a personal plan for reaching college goals using information from the course. Encourages writing, as a reflective practice, to enhance learning. (30-0)

Step 6:

Directly below the "Course Information" block you will see an empty block. There are a few of these throughout the syllabus and they are available for you to make use of if you choose. This one could be used to inform your students about any course information that is specific to your class and is not included in the block directly above.

Please note: the sections that don't have a "Save" button will automatically save for you. HOWEVER, at the bottom of the syllabus is a "Release to Students" button that will make your syllabus available to your students.
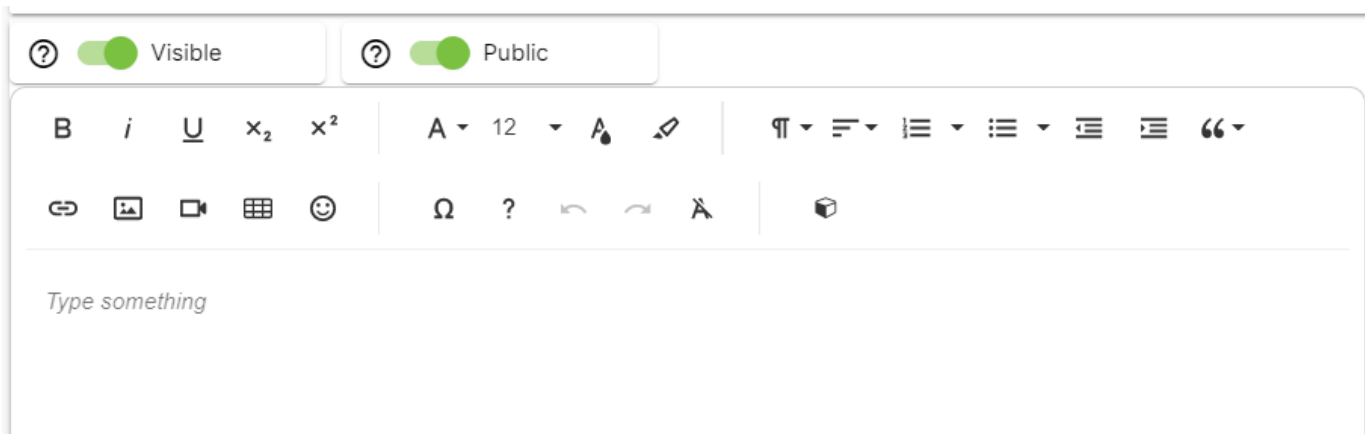
Step 7: Fill in remaining blocks

The block containing the technology requirement is pre-filled with some suggestions, but you can edit this block to fit your expectations. Any blocks that you can edit have the editing tools available for you.

The block containing the "Required Course Materials" allows you to search for your textbook online so that you can attach the information, including a thumbnail, to your syllabus. You can include items beyond textbooks such as medical or lab equipment in this block if it is required.

Directly below this block is an "Optional Materials" block that allows you to add materials that you recommend but are not required for your class.

The "Assignments" block is a place for you to list your assignments for your students. You can do this in any manner that works best for you. For example, you can create a numbered/bulleted list or insert a table.

The section for "Evaluation Methods" allows you a space to delineate for your students exactly how they will be evaluated. This may include the percentages for the various evaluations (tests, assignments, projects), or anything else that will clarify your expectations for your students.

The "Grading Scale" is pre-populated with a generic scale, but you have full editing rights to alter it to fit your needs.

If you enter activities such as quizzes and assignments (with due dates) into your D2L/Brightspace course shell, they will automatically populate the "Course Schedule" section. However, you can add or alter them yourself if you choose. You'll notice a training video in the helps section on the right.

There is an empty block directly under the Course Schedule block. This is a place for you to add any other course schedule topics that are important for this class. If you choose not to use this, simply click the green button to make it invisible for your students.

The block for "Course Specific Policies" is a space where you can add any information that is specific to your class. There are some best practices recommendation in the helps section on the right.

The "Academic Integrity Statement for This Course" is pre-populated with an example for you to use if you choose to do so. Otherwise, you can replace this with your own policy.

Next, there are several blocks that are pre-populated with non-editable information that is consistent across all syllabi such as the statement for Disability Resources, Title IX information, the Equal Opportunity statement, and information on the Library and Learning Services.

Also included in this list is the COVID-19 Statement. One benefit of Simple Syllabus is that if/when this policy changes, we can make the change at the admin level, and it will cascade to all syllabi. This way faculty don't need to update each of their individual syllabi and can be sure that they are offering the most recent update.

COVID-19 Statement

Delta College, in conjunction with the Bay County Health Department, has determined that wearing masks in any setting is optional, regardless of your vaccination status.

General health screening is not required to enter Delta College facilities. Delta College requires that any positive COVID test, COVID diagnosis, presence of COVID symptoms, or a household or personal exposure to COVID must be reported by accessing the HEALTH SCREENING tool located on the Inside Delta webpage.

All students, faculty, staff, and visitors are required to notify Delta College if they have been diagnosed with or have symptoms (without a known underlying health condition) of Covid. Those with a diagnosis of Covid or symptoms of Covid may not enter Delta College facilities. Any person who has had a household or personal contact with an individual who has been diagnosed with or tested positive for Covid may enter Delta College facilities but must wear a well-fitting mask. Anyone reporting a positive Covid test or diagnosis, Covid symptoms, or household or personal exposure to Covid will be contacted by Delta College personnel with more detailed instructions.

We will continue to monitor the region's situation and adapt procedures based upon the region's health status. We will continue to put the safety of our staff, faculty and students as our first priority.

The Syllabus Statement block is another one that is pre-populated with an example for you. However, you can change this to fit the needs of your class. If you choose, you can mark this as invisible which will remove it from your students' view.

Syllabus Statement

⑦ 🟢 Visible   ⑦ 🟢 Public

B *i* U̲ x₂ x²   A ▾ 12 ▾ A ✒   ¶ ▾ ═▾ ≔ ▾ ≔ ▾ ⮒ ⮓ ❝▾

🔗 🖼 ◻ ▦ ☺   Ω ? ↺ ↻ Å   ⬡

I will attempt as far as possible to stick to the syllabus outline here, but please note it is subject to change due to unforeseen circumstances. You should refer to announcements on D2L/Brightspace for any changes to the assignments or syllabus.

There is one final block at the bottom that you can use to add any other information that you would like included in your syllabus. To do this, just click on the plus icon and it will open another section for you.


The student-facing syllabus has a "Student Acknowledgement" for them to check after they have read through the entire syllabus. You can access the list of your students and how much of the syllabus they have covered by clicking the blue bar at the top of the syllabus.
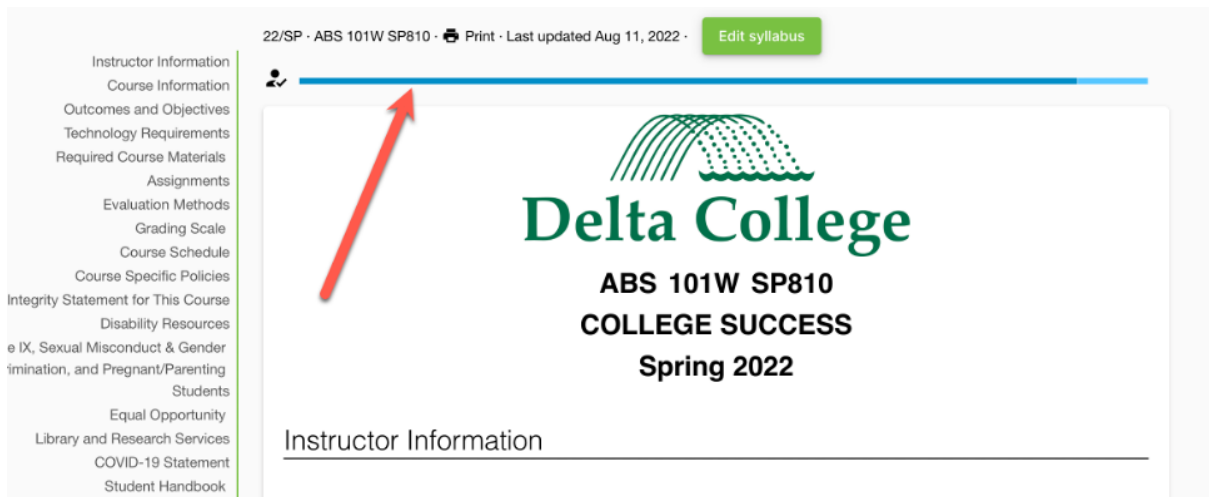
Step 8:

When you are all done you will choose the "Release to Students" button. As you can see from this image, Simple Syllabus highlights the sections that need to be completed before the "Release to Students" button turns green.
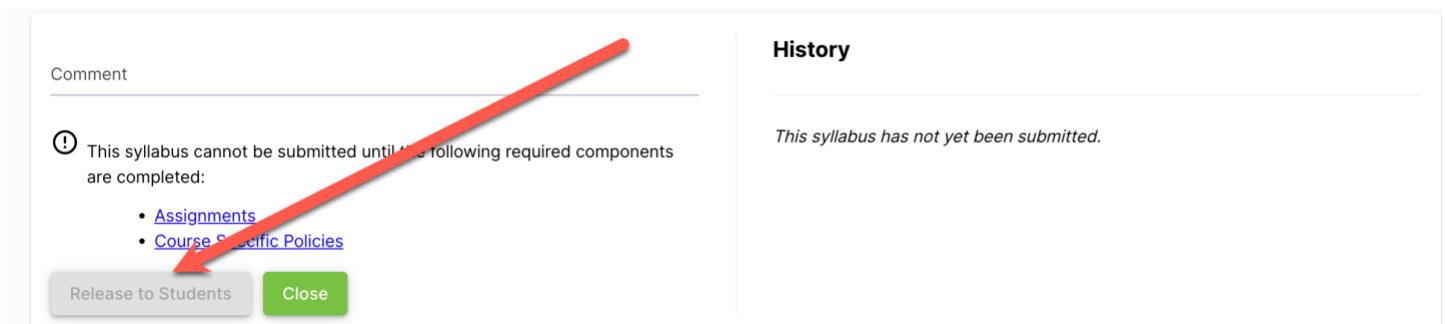
Step 9:

If at any point you wish to edit your syllabus, you can do so. **Just be sure to release the updated version** so that the changes can be seen by your students.