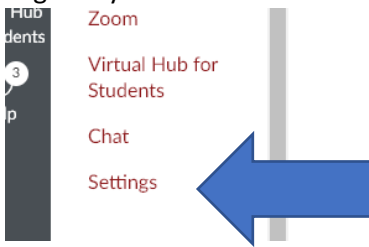


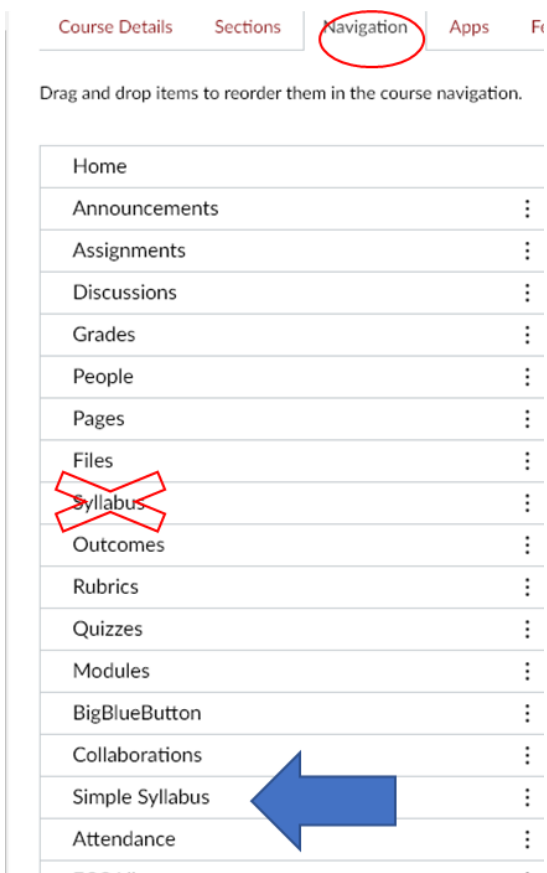
STEP-BY-STEP GUIDE ON HOW TO USE SIMPLE SYLLABUS

Step I: Access Simple Syllabus

1. Log into your course Canvas



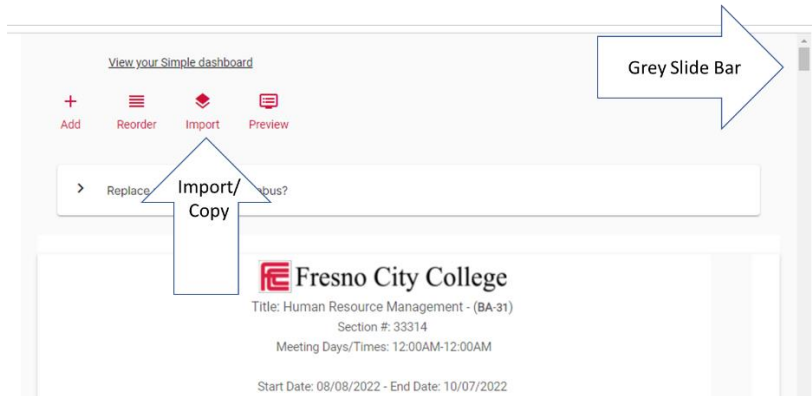
2. Edit your navigation menu to move the Simple Syllabus link to the top of your navigation menu. At bottom of the navigation course items, click on SETTINGS.
3. The top of page will show NAVIGATION. Open NAVIGATION, drag SIMPLE SYLLABUS to the top. SAVE your settings. Note: move the "Simple Syllabus" item, not "syllabus".



4. Click on Simple Syllabus and allow it to load

Step 2: Create or Copy Existing?

1. Once the software has loaded, the course title, section number, start/end date/ room, instructor, and other curriculum-related items related to your specific section will automatically load.
2. Faculty can either create a syllabus from scratch or import (copy) a syllabus that already exists on the FCC Canvas/Simple Syllabus platform. It is the instructor's choice.
3. To Create from scratch – You will use the grey slide bar at the top right to begin creating your syllabus (go to Step 3)
4. To Import/Copy an existing syllabus – Click on Import Content on the left (go to Step 4)



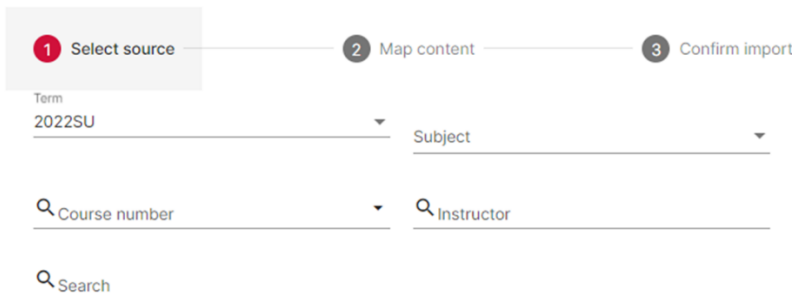
Step 3: Create a Syllabus -

1. Basic information will automatically populate into the syllabus (e.g., course number, meeting times/dates; instructor name; course outcomes/objectives).
2. Scan through the course name, class meeting times/dates, instructor name, and course objectives to ensure accuracy.
3. Go to Step 5: Input, edit, and reorder items

Step 4: Copy an Existing Syllabus –

1. Once the Import link has been clicked, a screen will appear with pull-down menus.
2. The pull-down menus will ask which term, subject, class number, and/or instructor you wish to review. Users can view syllabi from FCC instructors who have utilized simple syllabus for specific courses.

Import content



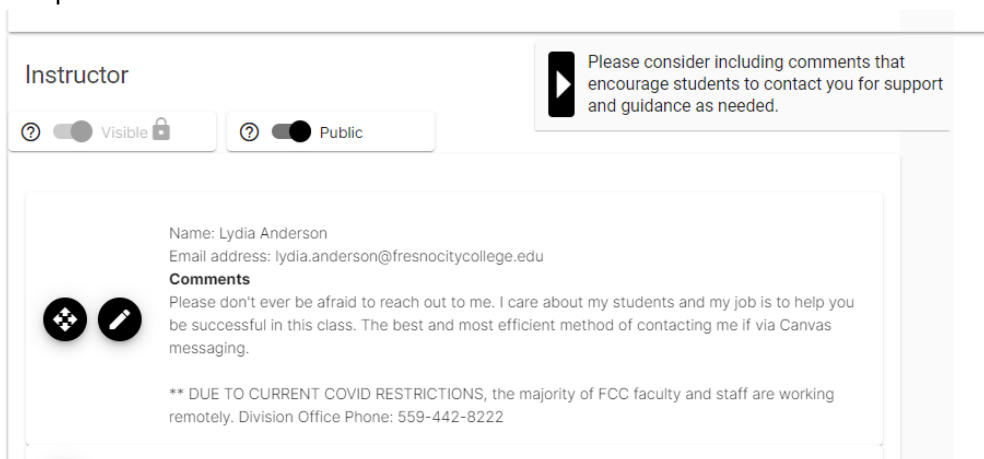
The image shows a three-step workflow for importing content: 1. Select source, 2. Map content, and 3. Confirm import. Below the workflow is a form with the following fields:

- Term: 2022SU
- Subject: [Dropdown menu]
- Course number: [Dropdown menu]
- Instructor: [Search field]
- Search: [Search field]

3. When you find a syllabus that matches your search preferences, simply click import, confirm your choice, then click “Finalize” and the syllabus will copy into your Canvas. Your section’s unique information will be unchanged. Only content non-specific to your section will import.
4. Avoid plagiarism and do not simply copy a colleagues' work. You will then need to personalize the syllabus to your specific course needs, policies, calendar, grading scale, etc. Again, do not simply utilize an existing document.
5. When reviewing your syllabus, scroll through various syllabi to gain ideas regarding formatting, policies, and other factors FCC instructors use to create a welcoming, structured learning environment. Do not limit your viewing of existing syllabi to specific courses or divisions.

Step 5: Input, Edit, and Reorder Items

1. On the right side of each syllabus section/component, there is an arrow that expands and, when expanded, has comments. Some comments will indicate content in that section is required. Other areas provide recommendations on what should be included/addressed, while other comments may provide sample statements.



The screenshot shows an instructor's profile card for Lydia Anderson. It includes a "Visible" toggle (checked) and a "Public" toggle (unchecked). A play button icon is next to a comment box that says: "Please consider including comments that encourage students to contact you for support and guidance as needed." Below this, the instructor's name and email address are listed. A "Comments" section contains a message: "Please don't ever be afraid to reach out to me. I care about my students and my job is to help you be successful in this class. The best and most efficient method of contacting me if via Canvas messaging." At the bottom, there is a note: "** DUE TO CURRENT COVID RESTRICTIONS, the majority of FCC faculty and staff are working remotely. Division Office Phone: 559-442-8222".

2. Some sections/components have text boxes (with a formatting toolbar) that allow you to simply type content. Other sections contain an edit button (pencil icon). Click the icon and type in your information.

Drop Policy & Deadlines

Visible Public

B i U x₂ x² A 12 A ↻ ↺ ↻ ↺ ↻ ↺

With limited resources, our goal is to serve the greatest number of ser the course, **the instructor may drop a student for non-participation posting deadline or has not been active in class for four consecu** quality/substantive post on a required discussion, performing class as

Also during the first three (3) weeks of the course, the instructor may c discussion posts, consecutive or not provided the required discussion posts were due prior to the instructor drop

This is a required section on the syllabus. Please list all four deadlines for the class:

1. Fee reversal/refund
2. Add or drop in person to avoid W
3. Add or drop using WebAdvisor to avoid W
4. Drop with a 'W' in person or on WebAdvisor (to avoid a letter grade)

This information can be located at <https://www.fresnocitycollege.edu/admissions-aid/admissions-and-records-office/updates.html>.

Please check with the Division Admin Aide for non 18 week classes. You may also check your WebAdvisor Roster for dates specific to your course.

3. If you are copying/pasting from an existing document (e.g., your old, hardcopy syllabus), simply copy from the old document and paste the relevant text directly into Simple Syllabus. Window users utilize "Ctrl V" and MAC users press Command+V (⌘ is MAC Command symbol on keyboard).
4. Content areas containing a formatting toolbar allow faculty to insert images, video, special characters, and external links.
5. Faculty can add additional sections/components to the syllabus in two different areas. At the top of the syllabus is a plus sign to add or scroll down to the very bottom of the syllabus and click "Add New Component."

+

Add new component

Comment

Submit Close

History

This syllabus has not yet been submitted.

6. Once all items are in the syllabus, rearrange the sections/components in an order that makes sense to your students. To reorder the document, at the top, you will find a REORDER link. Click on that link and drag and drop the components into your desired order.

+ ≡ ◆ ☰

Add Reorder Import Preview

Step 6: Saving and Publishing

1. Once you have completed your syllabus, at the top of the page, click “View the Finished Syllabus” or “Preview”
2. Carefully review the content a second time, reading from a first-time student’s perspective.
3. When you are happy with the document, scroll to the bottom of the document. On the left side, click the SUBMIT button.
4. Congratulations.

Step 7: Other Considerations

1. A course syllabus should provide students easily accessible course information, policies, and expectations in an easy-to-understand format. Additionally, your syllabi should be equity-minded, welcoming, easy to navigate, and clearly address items and directions relevant to the structure of your course to help your students succeed. Academic Senate has created a syllabus checklist to assist faculty in ensuring required information and other considerations are included in faculty syllabi.
<https://www.fresnocitycollege.edu/faculty-and-staff/resource-guide/index.html> (scroll to “course syllabus”)
2. After you have submitted the document, changes can still be made to the syllabus. However, note that any changes to the syllabus made after the course has started need to be clearly communicated to your students (ideally, via a class announcement and a duplicate direct message via Canvas messaging).
3. Once you have created a syllabus for a specific course (e.g., BA 10) on the FCC Simple Syllabus Canvas platform, your syllabus will automatically populate into the new section every time you teach that course. However, the new document still needs to be reviewed and drop dates, holidays, etc. updated.
4. Faculty are required to provide a course syllabus and submit the simple syllabus link to their division by the end of the first week of instruction.
5. Simple Syllabus provides student metrics so faculty can identify how many students read the document and what percentage of the document was read. In Simple Syllabus, at the top left, near the “reorder” icon, there is an icon of a head and shoulder with a checkmark. When you hover over the icon, “Student Engagement” will appear. Click on the icon. A list of all enrolled students will appear. Beside their names will be how many times they have viewed the syllabus, what percentage of the document they read, and on what date the document was last viewed.