

As part of UNF's commitment to enhancing the student learning experience and streamlining administrative processes for faculty, the university is implementing **Simple Syllabus**, a centralized, accessible platform for managing course syllabi. Simple Syllabus integrates with Canvas, letting faculty quickly create and publish syllabi. It features auto-populated institutional policies, catalog details, and instructor info from Banner, while allowing customization of course policies, schedules, and materials. Course schedules can sync assignments and due dates from Canvas, and finalized syllabi are automatically published and linked in Canvas.

Access Your Syllabus



FROM INSIDE CANVAS:

- In your Canvas course, select "Simple Syllabus" from the left-side course menu.
- Don't see it?
 - Go to Settings ~ Navigation.
 - Find "Simple Syllabus", click the three dots, and choose "Enable."
 - Scroll down and click "Save."
 - The tool will now appear in your course menu.

For Cross-Listed Courses: To edit each syllabus separately, you must do so from the Simple Syllabus Dashboard.

FROM THE SIMPLE SYLLABUS WEBSITE:

Visit unf.simplesyllabus.com
Log in with your UNF ID and password.

Edit Your Syllabus



When you first open a syllabus, you'll see some components pre-populated with course information from Banner, which can't be edited. Other components are pre-populated with sample language or institutional policy language that can be edited.

MAKING EDITS TO PRE-POPULATED COMPONENTS:

- Click the blue "Edit" button.
 - If the component has a text box, type directly into it.
 - Click the pencil icon for components without text boxes.

ADDING NEW COMPONENTS:

- Click the add (+) button at the bottom of the syllabus.
- Your new component will appear, with an editable text box, at the bottom of the syllabus.

TIP: There is no need to "save" your edits, as all changes are stored automatically so long as you have internet access.

Publish Your Syllabus



When you are finished making edits to your syllabus, you will need to publish it in order to make it available to students and ensure it is stored in the UNF Syllabus Repository.

PREVIEWING YOUR SYLLABUS:

Before publishing, you can use the "Preview" button at the bottom of your syllabus to see how it will appear to students.

SUBMITTING YOUR SYLLABUS:

To make your syllabus visible to students and store it in the UNF Syllabus Repository.

- Scroll to the bottom of your syllabus.
- When you submit your syllabus, you will also see the Course Materials attestation. You will need to check the box for the attestation in order to submit your syllabus.
- Click "Submit"

Cross-List Your Syllabus



If you teach multiple sections of the same course, you can save time by importing a syllabus from one section into another. This must be done on the Simple Syllabus website.

IMPORT AN EXISTING SYLLABUS INTO NEW SECTION:

- Log in to unf.simplesyllabus.com.
- Choose the section you want to copy into.
- A new window will appear; at the top of this new window, select "Replace with a different syllabus" and then choose the course syllabus from which you wish to copy.
- Edit the new syllabus as needed.
- Click the "Submit" button to publish the syllabus.

IMPORTANT NOTE: Each section has its own syllabus shell, even if courses are cross-listed. To copy across sections, log in at the [Simple Syllabus website](https://unf.simplesyllabus.com), publish the first syllabus, then import and publish it for each additional section.

Need Additional Help?

Adopting a new tool can be intimidating, but we're here to help! If you have any questions or concerns, please reach out to CIRT: email (cirtlab@unf.edu) or phone (904-620-3927).

More guides and trainings at the [Simple Syllabus page](#) on the [CIRT Website](#).