Using Simple Syllabus

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We are continually updating this article to ensure it reflects the most up-to-date information. Additional details, examples, and guidance will be added soon. Please check back regularly for updates.

If you need assistance with **Simple Syllabus**, you can email <u>support@simplesyllabus.com ()</u> or visit the <u>Simple Syllabus Support Center (https://simplesyllabus.zendesk.com/hc/en-us)</u>. *Please note that you will need to create an account on Simple Higher Ed to access their support articles*.

Simple Syllabus is Lone Star College's official tool for creating, editing, and sharing course syllabi. It is integrated into D2L Brightspace and comes with pre-filled campus policies and course information. You can then add your own course-specific content, including the schedule, grading breakdown, and classroom policies. Once approved by your supervisor, your syllabus is immediately available to students in D2L and archived for future reference. This tool helps ensure a quick and a consistent syllabus process for all courses across all campuses. You can also access your syllabus from the <u>Simple Syllabus Dashboard (http://lonestar.simplesyllabus.com)</u> at *lonestar.simplesyllabus.com*.

Accessing the Syllabus Editor

To begin editing your syllabus, you'll first need to access Simple Syllabus from within your D2L course. The tool is integrated directly into each official course shell and can be launched right from the course homepage.

NOTE: Simple Syllabus is only available in *official course shells*. It will not function in sandbox courses or community/group environments. To access and use the tool, you must be working within a live course section assigned through iStar.

From your **Course Homepage**, navigate to **[Course Management]** \rightarrow **[Simple Syllabus]**. This will open the **Syllabus Editor** for that course.

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Editing Your Syllabus

In this section, you will learn how to update and customize the different parts of your syllabus. You can modify editable sections, add additional details, and review pre-filled content that cannot be changed. This ensures your syllabus is accurate, complete, and aligned with institutional requirements.

From the **Syllabus Editor** page, start by checking the **blue button** in the upper right corner of the screen:



- If the button shows **Edit**, you are currently in **View Mode**. Click **[Edit]** to switch to **Edit Mode**.
- If the button shows View, you are already in Edit Mode and can begin making changes.

You will see a structured template divided into several sections. This section will explain each

part in detail below to help you understand what information to provide and how to complete your syllabus accurately.

NOTE: All optional components will have a slider located above each text box. You can use this slider to toggle the visibility of the component **ON** or **OFF**.

As you customize your syllabus by reviewing and adding content to each section below, you will notice that some information is already pre-filled. This data is automatically provided by Lone Star College to save you time. If any content requires changes, please reach out to your system admin or the <u>Simple Syllabus Support team ()</u> for assistance.

Course Information

Some information is automatically pulled from iStar and Kuali and *cannot be edited*. Such as in this example, the **Course Name**, **Course Information**, and the **Description**, **Prerequisite(s)** under the **Course Overview** section cannot be edited.



Optionally, you can add additional information in the text box below. Use the **[slider]** in the upper left corner of the text box to show or hide this component.



Instructor Information

As you navigate the syllabus template, you may notice certain sections highlighted in orange. These areas require your input and must be completed before the syllabus can be published. Use the **[pencil]** icons on the left to edit each section as needed.

Example: The **Instructor Information** section below will appear in orange until you provide your contact details, office hours, or other required information.

| Visible Larry Mapps Email: Larry.Mapps@lonestar.edu | appropriate information to include hereif you are an online instructor please list a link for your online/ In-person office location or N/ A. The note should read, must be @lonestar.edu email address. |
|---|--|
| Student Engagement Hours is required. Department/Division Contact is required. | Fields with dotted lines indicate it is rich text enabled, to add rich text highlight over words contained in the box. |
| Add new instructor | |

Required fields within each section are marked with a **red asterisk**.

| Headshot | Name * |
|-----------|------------------------------|
| | Larry Mapps |
| Add image | |
| | Preferred Name |
| | Email * |
| | Larry.Mapps@lonestar.edu |
| | Office Location |
| | Type something |
| | Office Phone |
| | Student Engagement Hours* |
| | M/W 11:00am - 1:00 p.m. |
| | Department/Division Contact* |
| | Arthur Morgan |
| | Welcome Message/Bio |
| | Type something |
| *Required | L |

Course Overview

This section provides a summary of your course, including the description, prerequisites, and key details students need to understand the scope and objectives of the class. The **Description** and **Prerequisite(s)** sections will have content automatically pulled from iStar.

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Required Text(s) and Materials

Here you will list all textbooks, readings, and other materials that students are expected to purchase or access for successful participation in the course. You can search for any book you need by using the search field and entering details such as the **ISBN**, **title**, **author**, or other keywords.

Simple Syllabus can connect to major bookstores such as Google, Amazon, and Barnes & Noble to help you locate book information quickly. However, VitalSource, which powers the LSC Virtual Bookstore, does not share book data with Simple Syllabus. Any titles from this provider will need to be entered manually.



Technology Requirements

Use this section to outline any hardware, software, or online tools that students must have to complete coursework and participate in class activities. *The image below shows sample text. The box will be empty by default.*

| Technology Requirements | | | | | | | | | | | | | | | | | | | | | |
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| Students will need reliable access to the following technology and software to participate fully in this course: A computer with internet access A webcam and microphone for virtual class meetings and presentations | | | | | | | | | | | | | | | | | | | | | |
| The ability to complete online quizzes and use proctoring services as required | | | | | | | | | | | | | | | | | | | | | |
| Access to Microsoft Office 365 and Adobe Creative Cloud applications, which are available to all students through their Lone Star College account | | | | | | | | | | | | | | | | | | | | | |
| A web browser compatible with D2L Brightspace (such as Chrome or Firefox) | | | | | | | | | | | | | | | | | | | | | |
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Important Course Dates

The top section is pre-filled with details pulled from iStar and cannot be edited within Simple Syllabus. Pre-filled dates include the **Course Start**, **Course End**, **Course Length**, the **Official Day of Record (ODR)**, and the **Midpoint Day of Record (MDR)**. You can add additional dates in the textbox below if needed.

NOTE: This information is particularly important for students receiving financial aid, as eligibility and disbursement often depend on maintaining enrollment through the **Official Day of Record (ODR)** and **Midpoint Day of Record (MDR)** deadlines.



Final Exam or Final Project Date

Provide the scheduled date and time for the final exam or project, along with any relevant details students need to prepare for this culminating assessment. *The image below shows sample text. The box will be empty by default.*

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| The final exam for this course will take place on Wednesday, December 11, 2024, from 10:00 a.m. to 12:00 p.m. in Room B-204. Please arrive at least 10 minutes early and bring a valid photo ID, a pen or pencil, and any materials allowed by the instructor. If you are completing a final project instead of an exam, all project submissions are due by 11:59 p.m. on December 11, 2024, | | | | | | | | |
| through the D2L submission folder labeled Final Project. Late submissions may not be accepted. If you have any questions about the exam or project requirements, please contact me before the last week of class. | | | | | | | | |

Grade Determination

This section allows you to explain exactly how students' final grades will be calculated, including the weighting of assignments, exams, participation, and any other graded components. A template is provided for this section that you can customize to reflect your specific grading policy.

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| Course Assessment Details Points (if applicable) Percent of Final Average Image: | Your grade will be determined by the following course requirements: • Exams: • Quizzes: | | | | | | | | | |
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Instructor and Course Policies

Use this area to share your expectations for conduct, communication, attendance, late work, and any other policies specific to your course. **This text box will be empty by default.**



Lone Star College Policies

This section includes standardized institutional policies that apply to all courses, such as academic integrity, accessibility, and emergency procedures. *This section is pre-filled and cannot be edited.*

Lone Star College Policies

Attendance

Federal Legislation requires Lone Star College to verify attendance for students who receive financial aid each semester. If you are receiving financial aid, you must participate in an academically related activity in each course by Official Day of Record (ODR) of the enrolled semester.

Attendance Drop (NA)

If you do not attend class or participate in an academically related activity by the Official Day of Record (ODR), you will be dropped from your course and may lose financial eligibility for the semester. Any financial aid funds disbursed to you or your account must be returned to the U.S. Department of Education.

Academically Related Activities (FSA HB Sept.2019)

Academically related activities include, but are not limited to, physically attending a class where there is an opportunity for direct interaction between the instructor and students; initiating contact with a faculty member to ask a question about the academic subject studied in the course; participating in an online discussion about academic matters; submitting an academic assignment; taking an exam, an interactive tutorial or computer-assisted instruction; or attending a study group that is assigned by the school. Academically related activities do NOT include activities where a student may be present, but not academically engaged, such as logging into an online class without active participation, participating in academic courseling or advisement, living in institutional housing, or participating in the school's meal plan. In a distance education context, logging into an online class is not sufficient by itself to demonstrate academic attendance by the student. A student must participate in class or otherwise be engaged in an academically related activity, such as but not limited to, contributing to an online discussion or contacting a faculty member to ask a course-related question via approved communication channels. Completion of an online orientation or syllabus quiz constitutes attendance.

Syllabus Disclaimer

It is the instructor's right to modify the course policies and schedule as necessary to meet the course learning outcomes, therefore, this syllabus is subject to change. Students are encouraged to read the Student Handbook and LSC Catalog for a comprehensive list of college guidelines, policies, and procedures. Prominent policies and their corresponding links are provided in the table below.

The following is a link to all LSC policies listed in the table https://www.lonestar.edu/syllabus-policies

Student Support Services

This section provides information about the academic and personal support resources available to students, including tutoring, counseling, and technology assistance. If your students are experiencing challenges, please remind them that the college offers many resources to support their success. The table in this section lists the support services available to students. Additional resources can be found on the <u>Student Resources</u> (https://www.lonestar.edu/students.htm) page. *This section is pre-filled and cannot be edited.*



Student View

Students can click [Syllabus] located on the left side of the Navbar to access your syllabus.

