

How to Use Simple Syllabus

Last Modified on 07/17/2025 11:47 am CDT

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 support@simplesyllabus.com () or visit the [Simple Syllabus Support Center \(https://simplesyllabus.zendesk.com/hc/en-us\)](https://simplesyllabus.zendesk.com/hc/en-us). *Please note that you will need to create an account on Simple Higher Ed to access their support articles.*

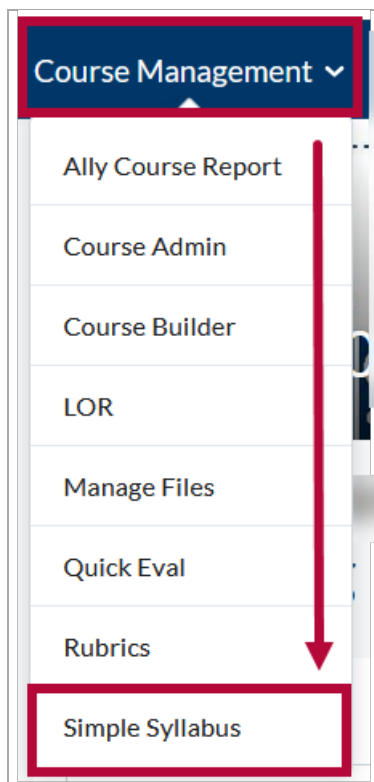
Simple Syllabus is Lone Star College's official tool for creating, editing, and sharing course syllabi. It is integrated into D2L Brightspace and comes with pre-filled campus policies and course information. You can then add your own course-specific content, including the schedule, grading breakdown, 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 [Simple Syllabus Dashboard \(http://lonestar.simplesyllabus.com\)](http://lonestar.simplesyllabus.com) 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.

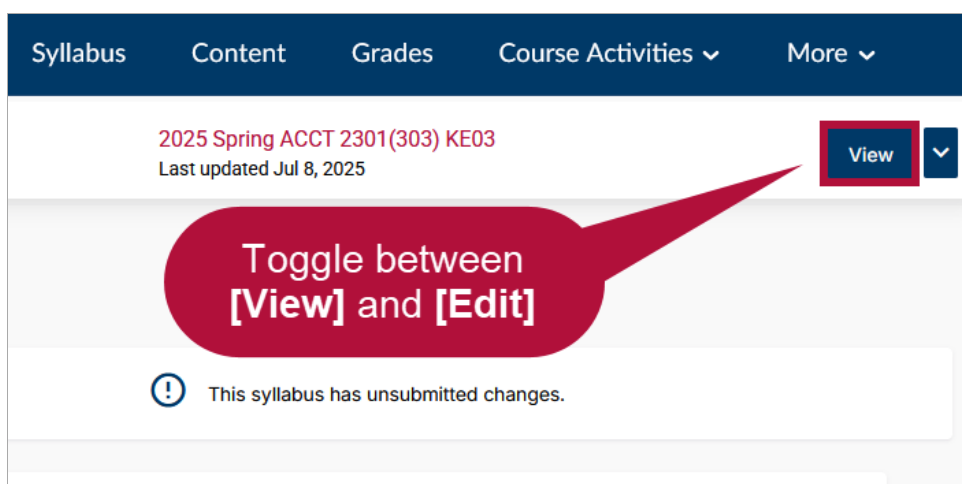
From your **Course Homepage**, navigate to **[Course Management] → [Simple Syllabus]**. This will open the **Syllabus Editor** for that course.



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

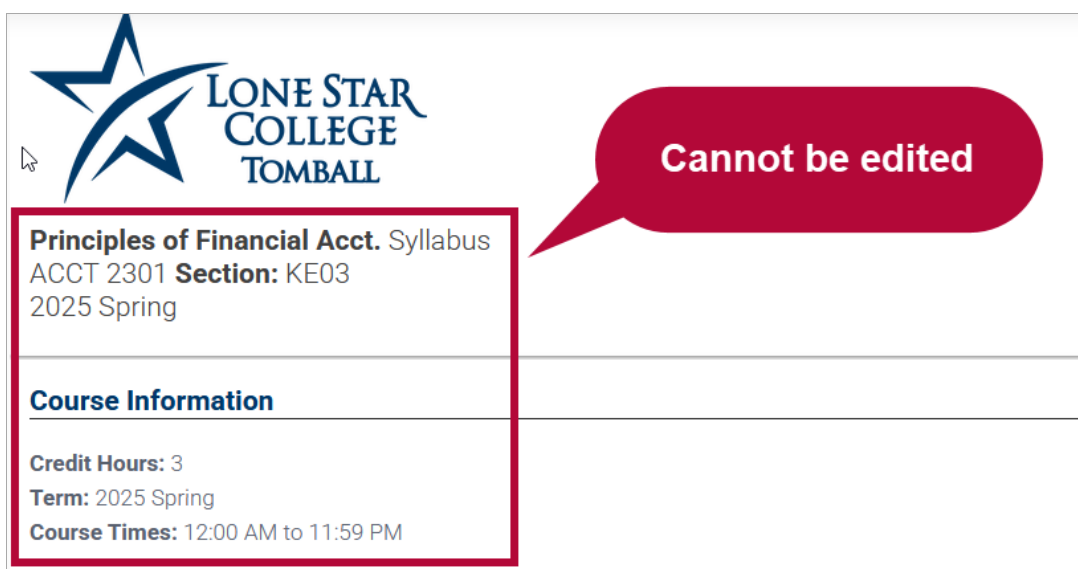
part in detail below to help you understand what information to provide and how to complete your syllabus accurately.

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 [Simple Syllabus Support team \(\)](#) 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.

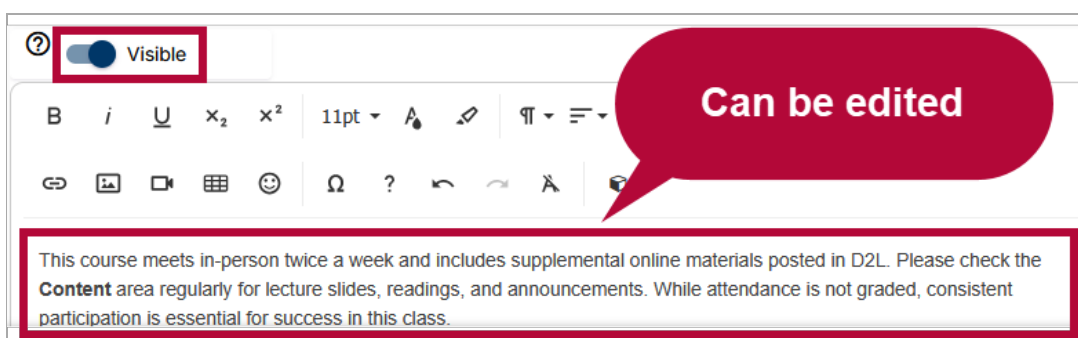


 **Principles of Financial Acct. Syllabus**
ACCT 2301 **Section:** KE03
2025 Spring

Course Information

Credit Hours: 3
Term: 2025 Spring
Course Times: 12:00 AM to 11:59 PM

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.



☒ Visible

B i U x₂ x² 11pt A [text color] [background color] [text style] [text alignment] [text indent]

[link] [image] [video] [table] [emoji] [link] [link] [link] [link] [link]

This course meets in-person twice a week and includes supplemental online materials posted in D2L. Please check the **Content** area regularly for lecture slides, readings, and announcements. While attendance is not graded, consistent participation is essential for success in this class.

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.

Instructor Information

Visible

Larry Mapps
Email: Larry.Mapps@lonestar.edu
Student Engagement Hours is required.
Department/Division Contact is required.

Add new instructor

Required

Helpful Hint
Please check with your chair or dean for the appropriate information to include here if 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.

Fields with dotted lines indicate it is rich text enabled, to add rich text highlight over words contained in the box.

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

Headshot

Add image

Name *
Larry Mapps

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

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.

Course Overview

Description: This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS)

Prerequisite(s): Prerequisites: College Level Readiness in Reading AND Writing.

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Type something

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.

Required Text(s) and Materials

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Principles of Management

2019

Principles of Management

ISBN 13: 9781998109166

Authors: David S. Bright, Anastasia H. Cortes, Eva Hartmann

Publication Date: 2023-05-16

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Graphing Calculator

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Add new material

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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Sample Text

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)

If you do not have access to any of these resources, please contact your instructor or Lone Star College Student Services for assistance.

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.

Important Course Dates

Course Start: 2025-03-19

Course End: 2025-05-11

Course Length: 53

Official Day of Record (ODR): 2025-03-24

Midpoint Day of Record (MDR): 2025-04-24

Pre-filled, not editable

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First major assignment due: September 15

Midterm exam: October 20

Group project presentations: November 10–14

Final project draft deadline: December 1

Add additional dates here

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.*

Final Exam or Final Project Date

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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.

Grade Determination

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Course Assessments

Your grade will be determined by the following course requirements:

- Exams:
- Quizzes:
- Discussions:
- Final Exam:

Course Assessment	Details	Points (if applicable)	Percent of Final Average
	Total:		Total:

See the Tentative Course Schedule for course assignments and due dates

Final Letter Grade

Final course grades will be awarded using the chart provided below.

Letter Grade	Final Average in Percent OR Final Total Point Count
A	
B	
C	
D	
F	

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.**

The screenshot displays the D2L LMS interface. At the top, a navigation bar includes a search icon, a 'Visible' toggle switch, and a lock icon. Below this is a red speech bubble containing the text 'Sample Text'. The main content area features a rich text editor with a toolbar containing various icons for text formatting (bold, italic, underline, subscript, superscript, font size, text color, background color), alignment, bulleted and numbered lists, indentation, link, unlink, image, video, and table insertion. Below the editor, a red-bordered box contains the following text:

Attendance and Participation

Regular attendance and active participation are essential to your success in this course. You are expected to attend all scheduled class sessions and contribute to discussions and activities.

Late Work Policy

Assignments submitted after the deadline will receive a deduction of 10% per day late unless prior arrangements have been made. Work submitted more than 5 days late may not be accepted.

Communication

Please use D2L email or your Lone Star College email account for all course-related communication. I will respond to messages within 48 hours during the workweek.

Academic Integrity

All work must be your own. Any instance of plagiarism, cheating, or academic dishonesty will result in a grade of zero on the assignment and may be reported in accordance with 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 counseling 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 [Student Resources \(https://www.lonestar.edu/students.htm\)](https://www.lonestar.edu/students.htm) page. ***This section is pre-filled and cannot be edited.***

Student Support Services

One of our cultural beliefs is [Student Focused](#), which means Lone Star College is committed to your success. If you are experiencing challenges achieving your goals academically or personally, please know that Lone Star College has resources to support you. The table below lists the support services available to students. Additional resources may be found on the [Student Resources](#) page.

Student Resources

Services that support student success and engagement.

Getting Started

- [Admissions and Recruitment](#)
- [Academic Calendar](#)
- [Advising](#)
- [Cashier Office](#)
- [Visit LSC-Tomball](#)
- [Testing Center](#)

Campus Info

- [Campus Police](#)
- [Departmental Contacts/Hours](#)
- [Food on campus](#)
- [Fitness Center](#)
- [News Archive](#)
- [Library Hours and Locations](#)
- [Performing Arts Center](#)
- [Weather Alert](#)

Instructional Info

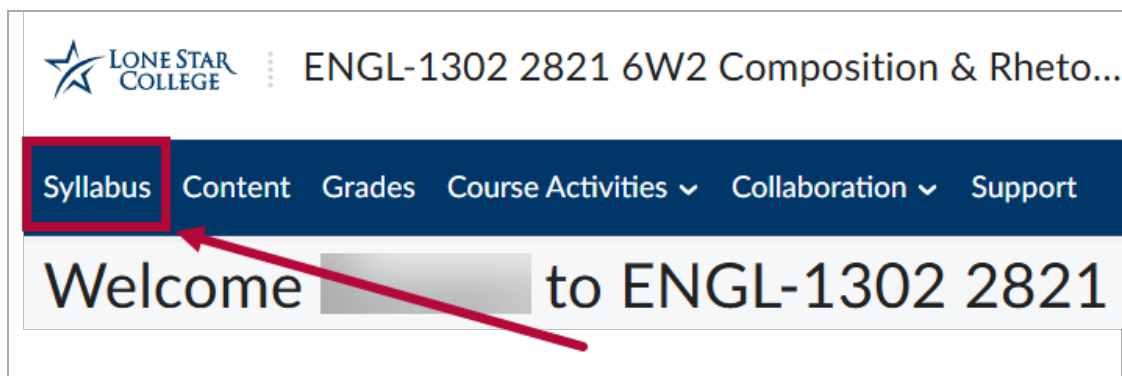
- [D2L Online](#)
- [Course Request Form](#)
- [Fine and Performing Arts](#)
- [International Students](#)
- [Health Sciences Programs](#)
- [lifePATH@](#)
- [Medical Administrative Services](#)
- [Nursing Department](#)
- [Veterinary Technology](#)
- [Workforce](#)

Supporting My Success

- [Club Sports](#)
- [Disability Services](#)
- [Office of Student Wellbeing](#)
- [Extended Learning Center \(Tutoring\)](#)
- [Financial Aid](#)
- [Student Clubs and Organizations](#)
- [Science First Success Center](#)
- [Student Success Institute](#)
- [TRIO Student Support Services](#)
- [TRIO Talent Search](#)
- [Career and Transfer Connections](#)
- [Voter Registration](#)

Student View

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



LONE STAR COLLEGE

ENGL-1302 2821 6W2 Composition & Rhetoric...

Syllabus Content Grades Course Activities ▾ Collaboration ▾ Support

Welcome to ENGL-1302 2821