# Using the Simple Syllabus Dashboard (For Approvers)

Last Modified on 08/14/2025 9:08 am CDT

**ALERT**: We are currently working closely with the Vice Presidents of Instruction (VPIs) to identify and confirm the appropriate approvers for the Simple Syllabus platform. Once these approvers are in place, they will begin reviewing and approving submitted syllabi. In the meantime, please note that your syllabi may display a status of **Waiting on Approval**. We appreciate your patience during this transition.

All academic departments have a syllabi approval process in place. As a **Syllabus Approver**, you will use the **Simple Syllabus Approver Dashboard** to track, review, and finalize submitted syllabi for your department.

Syllabus Approvers can include, but are not limited to, the Dean, Department Chair, or Lead Faculty.

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.* 

## Accessing the Simple Syllabus Approver Dashboard

1. From your Course Homepage, navigate to [Course Management] → [Simple Syllabus].



2. Navigate to the Simple Syllabus Dashboard by clicking the [Dropdown Arrow] in the

upper right corner of the **Syllabus Editor** page. This will reveal the **[Dashboard]** button. Select **[Dashboard]** to access the main dashboard view.

T-2301	KE03 8V	V2 Principles of Fi.		F (	🚥 හු
Content	Grades	Course Activities 🗸	Collaboration	י ∨ VTAC S	
	2025 Last u	Spring ACCT 2301(303) K pdated Jul 16, 2025	E03	2	View 🗸 Dashboard
	!	This syllabus has unsubmitte	ed changes.		

3. Log in using your LSC Employee credentials. In the top-right corner, click the [Person icon] to open the dropdown menu, then select [Login].

LONE COL	STAR LEGE		
•	. Term	θ	My Profile Personal Information
	2025 Fall, 2025 Summer		GIN
	Looking for something	2	
	Filters		
	Select campus	LONE STAR COLLEGE HOUSTON NORTH	LONE STAR COLLEGE KINGWOOD
	Cyfair	Houston North	Kingwood

4. On the left side of the screen, click on the **[Home Icon]** to access the **Approver Dashboard**.

LON	STAR LEGE		
€	Welcome back, You have 9 tasks to complete		
	Q Search O Filters		
	To Do 9	۲	Aw
	Syllabus MATH 0106(NH01) 1L15 Pre-Algebra NCBO Edit	2025 Fall	aiting Approval
	✓ 0/1	ТН	0

## **Overview of the Simple Syllabus Approver Dashboard**

The dashboard displays the following columns: A) **Not Ready** B) **To Do** C) **Awaiting Approval** D) **Completed**.

**NOTE**: If you are also teaching courses during the current semester, you will also see syllabi for the courses you are teaching on the dashboard. To filter the dashboard just to syllabi for courses of which you are an approver, click **[Approvals]** in the top right corner of the page.



### 1. Not Ready

This column includes syllabi that are still in progress and have *not yet been submitted* by instructors. These drafts are visible in your list but *cannot be opened or reviewed* until the instructor submits them. Once submitted, they automatically move to the **To Do** column.

### 2. **To Do**

Syllabi in this column are **ready for your review and action**. To approve or reject a syllabus:

A. Click [Review] next to the syllabus entry.

✿	GOVT 2305(CF05) 5004 Federal Government		GOVT 2305(CF05) 5026 Federal Government	Edit	
	✓ 0/2	T(H +3	✓ 0/2	1	M H +3
	Syllabus GOVT 2305(CF05) 5005	2025 Summer	Syllabus GOVT 2305(CF05) 5036 Federal Government		2025 Summer
	Federal Government		Re	eview	
	✓ 0/2	W H +3	✓ 1/2		A H +3

B. **To Approve a Syllabus:** Scroll to the bottom of the syllabus. Click **[Approve]** to finalize the syllabus and mark it as complete.

		> Replace w	vith a different syllab	<u>15?</u>	
<ul> <li>Then Select</li> <li>Import Icon (Left 5 to find the svilabus)</li> </ul>	a syllabus to co Side): Use the ad	opy from dvanced sliders	to selectively im	port specific sect	tions of a syllabus. Use the filters
to ind the synabus					
	Import	Import content		×	¢
Approve V Preview Close	Reset	Select source     omment	Map content (!) [	Confirm Import	be rejected until a comment is entere

C. **To Reject a Syllabus:** Click the **[down arrow icon]** next to **[Approve]** to reveal the **[Reject]** button. Select **[Reject]** if changes are needed; this will return the syllabus to **Not Ready**, allowing the instructor to make edits and resubmit. *The approver is* required to make an internal comment to reject a syllabus to provide feedback for faculty.



### 3. Awaiting Approval

The status of a syllabus that needs to be approved will be in the Awaiting Approval column.

4. Completed

Any syllabus you approve moves automatically to the **Completed** column and the syllabus will now be visible to students. These are archived as approved and are no longer editable by instructors unless you reopen them for revision.

## **Additional Resources and Support**

For more information on syllabus approvals, please refer to these two articles from the **Simple Syllabus Knowledgebase**: Approving a syllabus (https://simplesyllabus.zendesk.com/hc/en-us/articles/16100395944461-Approving-a-syllabus) and Approval Dashboards (https://simplesyllabus.zendesk.com/hc/en-us/articles/16885225847949-Instructor-Approverand-Designer-Dashboards). You will need to create an account on Simple Higher Ed to access Simple Syllabus support articles.