Simple Syllabus: View Versions and History Log

Last Modified on 08/21/2026 11:04 am CDT

NOTE: Versions and History was released on **April 23rd, 2026** and will only be available for new courses and sections created ***after*** that date. This feature is not available for syllabi and courses that pre-existed prior to the April 23rd release.

Simple Syllabus now offers a way to track version history within the same document through the **Versions and History** log. Instructors, approvers, and any additional custom roles with access to edit courses and syllabi will now be able to view their version history and access previous versions of these documents.

Version history will be updated when the document is re-submitted (and approved, if applicable) with updated content. The following actions will update the version history for documents:

- Manual edits made directly to the document
- Template changes impacting the document
- Changes to data being imported to the document via your integrations

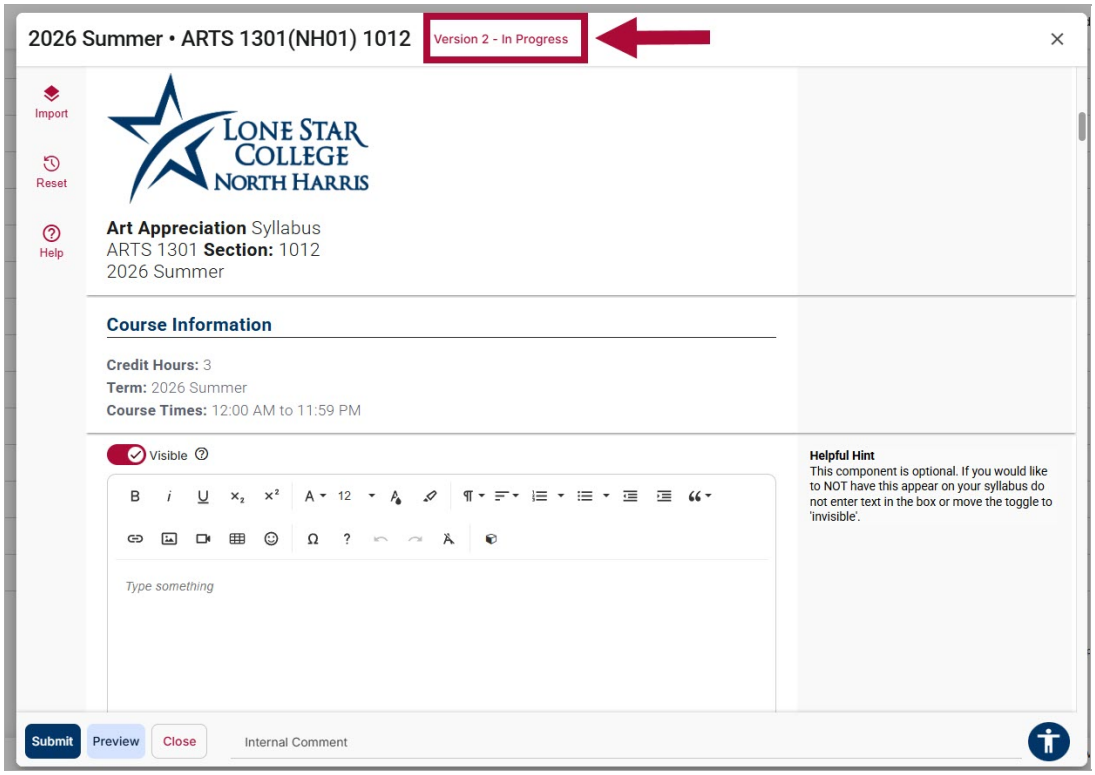
For more information, please refer to the Document Versioning article by Simple Higher Ed (https://simplesyllabus.zendesk.com/hc/en-us/articles/45532940540685-Document-Versioning?brand_id=114094360672).

Accessing Versions and History

The Versions and History log provides a detailed record of current and previous completed versions of the document, including the specific component that was updated, along with the date, time, and the user who made the change.

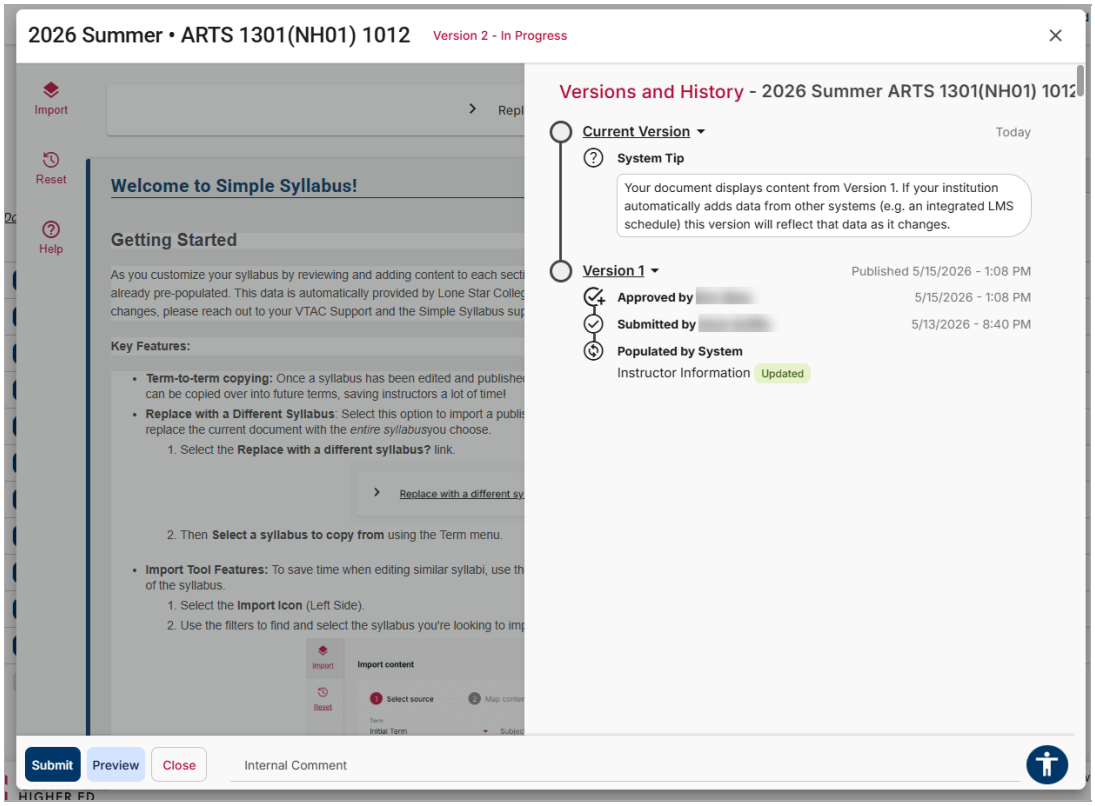
1. Open your Syllabus in **Edit mode**. At the top, next to the [term, course, and section], you will see the **Version number** and **Status**. Click on the **[Version number – Status]** to view the Version and History log.

   NOTE: The **[Version number – Status]** will default to Version 1 – In progress for all new syllabi and will remain in that state until the document is initially submitted and its status changes to Complete. Version 1 will then be created.



2. In the Versions and History log, click the carrot icon to expand the version's history and view any edits made, along with the date and time of submissions and publishing. You can also select the link for any version to open a rendering of the previous version in a new tab.

> **NOTE:** The **Version and History** log is only clickable once at least two versions exist (i.e., after Version 2 is created). An entry to the log is clickable when the **[Version Number – Status]** label appears in pink; if it appears in grey, it is not clickable. A new version of your syllabus document will update in number each time it is approved by an Approver.

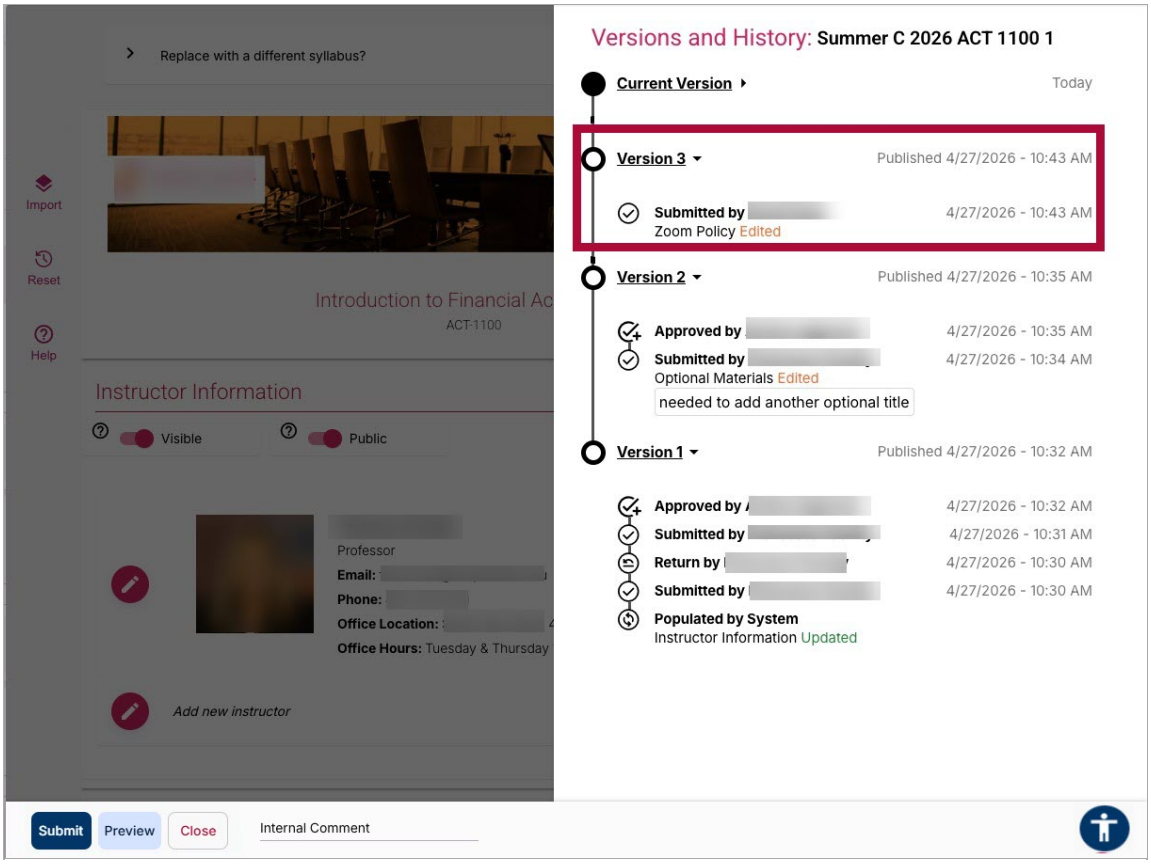


Updates to the Parent Template

When an update is made to the parent template, a new version of any documents impacted is automatically created. The component that was edited will be shown, along with the name of the user who made the template update.

In the example image below, an edit was made to the *Zoom Policy* on the *College of Business Template*. As a result, a new version of the syllabus for ACT 1100 1 was created, reflecting the change.

INFO: A **Parent Template** refers to the pre-filled and non-editable section of your Simple Syllabus, typically located at the bottom of your syllabus where Lone Star College Policies and Student Support Services sections are.



If you need additional assistance with **Simple Syllabus**, contact **Simple Syllabus Support** at support@simplesyllabus.com (), or click the **[Red Question Mark]** icon at the lower left corner of the page.