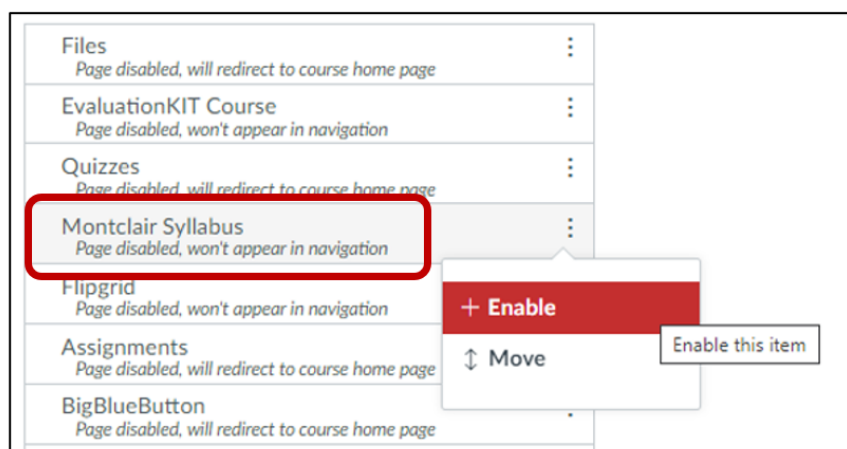


Simple Syllabus in Canvas

Simple Syllabus is a centralized, template-driven platform that enables instructors to quickly personalize and publish interactive class syllabi. Simple Syllabus is available in Canvas as “Montclair Syllabus” and needs to be enabled in your Canvas course(s).

Enable “Montclair Syllabus” in your course:

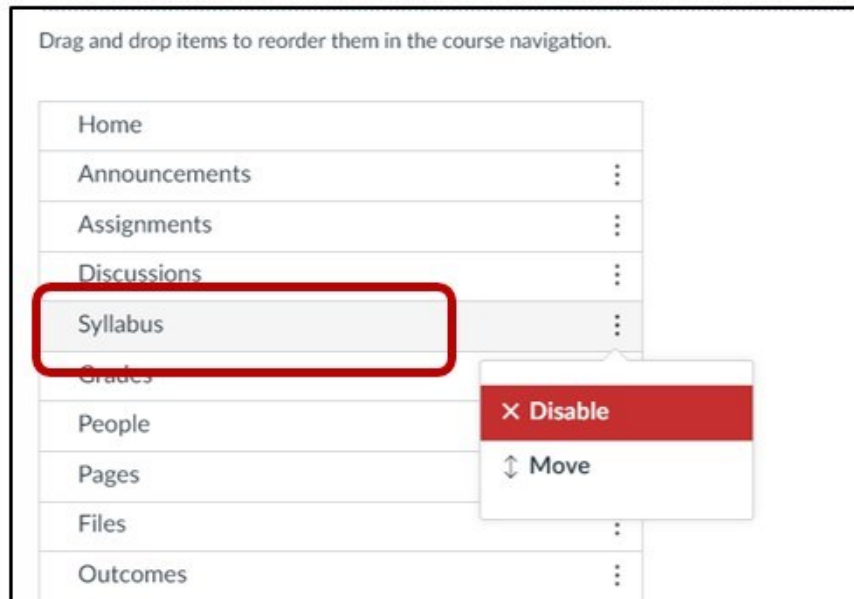
1. Click on **Settings** in the course navigation.
2. Click on the **Navigation** tab.
3. Locate “Montclair Syllabus” under the section “Drag items here to hide them from students” at the bottom of the page.
4. Click on the 3 dots and choose **Enable**.



5. Move “Montclair Syllabus” to the top of the navigation menu to make it easier for students to find by clicking and dragging.

Hide the native Canvas “Syllabus” from the course navigation:

1. Click on **Settings** in the course navigation.
2. Click on the **Navigation** tab.
3. Locate “Syllabus” under the section “Drag and drop items to reorder them in the course navigation” at the top of the page.
4. Click on the 3 dots and choose **Disable**.



5. Click **Save** to save the new settings.

Accessing “Montclair Syllabus”:

1. Click on “Montclair Syllabus” from the course navigation.
2. The “Montclair Syllabus” will open in Edit mode.

Navigating in the “Montclair Syllabus”:

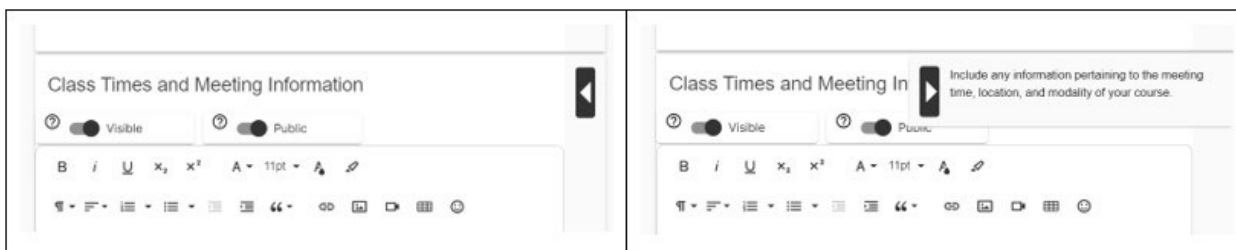
The top left will contain four options:



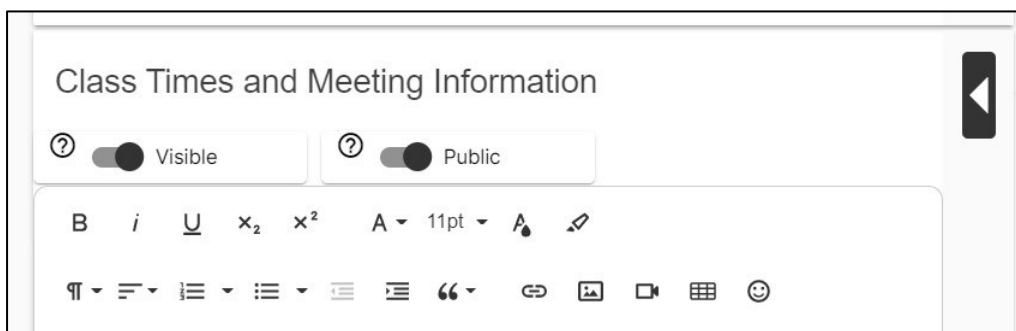
- **Add** - add an additional component
- **Reorder** - change the order of components
- **Import** - import syllabi from previous semesters
- **Preview** - preview the syllabus

The “Montclair Syllabus” is broken up into components. Components can be modified; however, some components cannot be modified by the instructor such as “University Policies”. These are pushed out on the administrative level.

Each component has “Help text” on the right-hand side. If “Help text’ is hidden, click on the arrow to show the text.



Syllabus components contain visibility options:

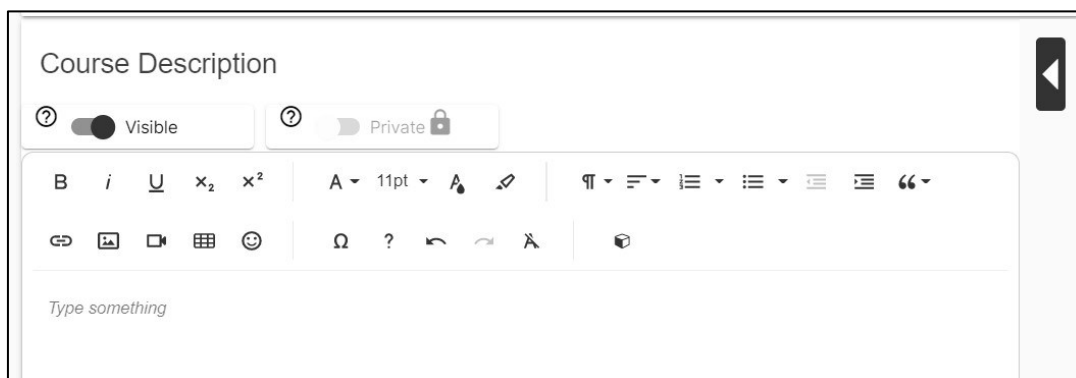


Visible - “Visible” means that the component will appear on the finalized version of the syllabus if it contains content. This is set as the default. If you do not wish to show a component in the finalized version click to change to “Invisible”. Note: leaving a component blank will also render it invisible on the syllabus.

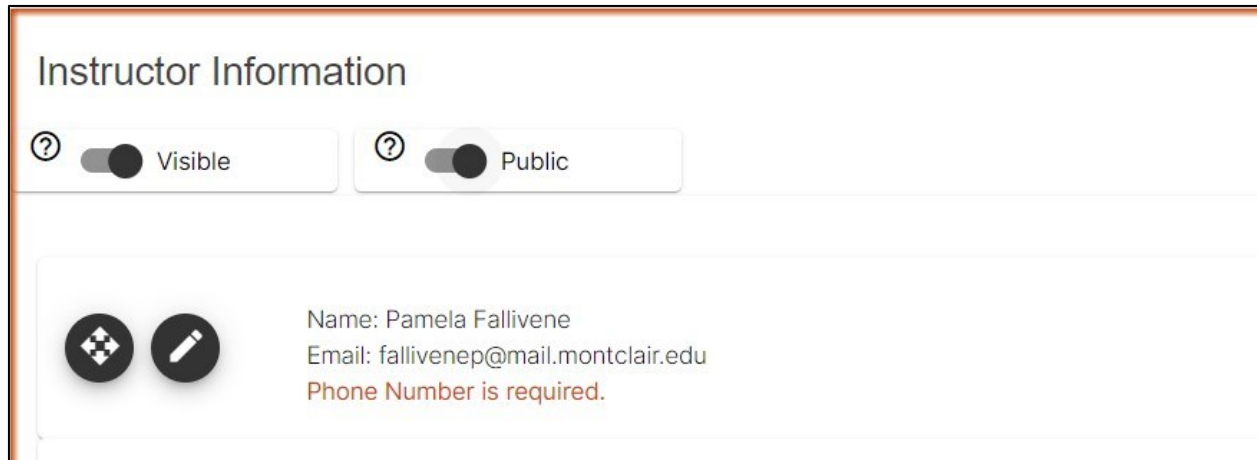
Public - “Public” means that MSU faculty and staff can see this information displayed in the Simple Syllabus Library when the syllabus is published. “Private” means that only the instructor and students in that course can see the information when the syllabus is published. The default is set to “Private” for the Spring 2023 Pilot.

Edit the “Montclair Syllabus”:

If the syllabus component has a text box you can type your information directly into the text box or copy and paste from another application.

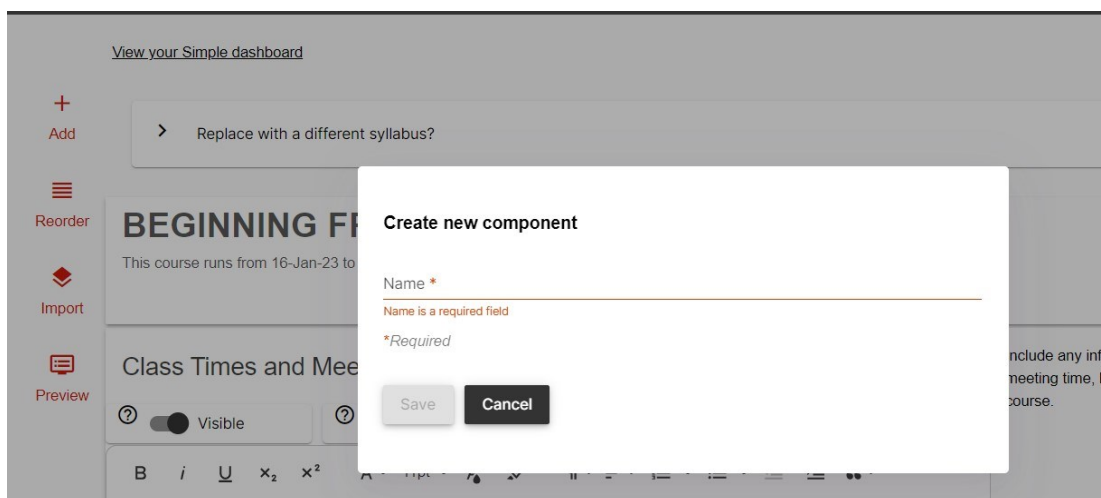
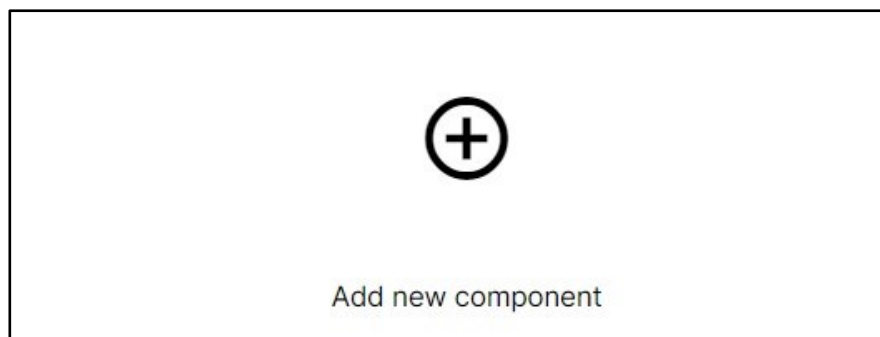


If the syllabus component looks like the one below, click the pencil icon to edit the information in that field.



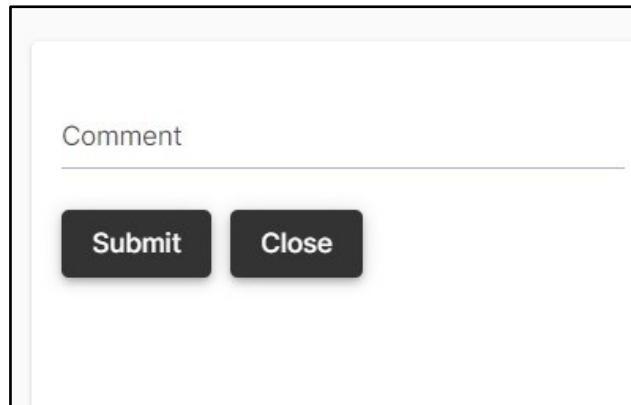
Adding Additional Components:

You can add additional components by clicking on the **+ Add new component** at the bottom of the syllabus or **+ Add** at the top of the syllabus.



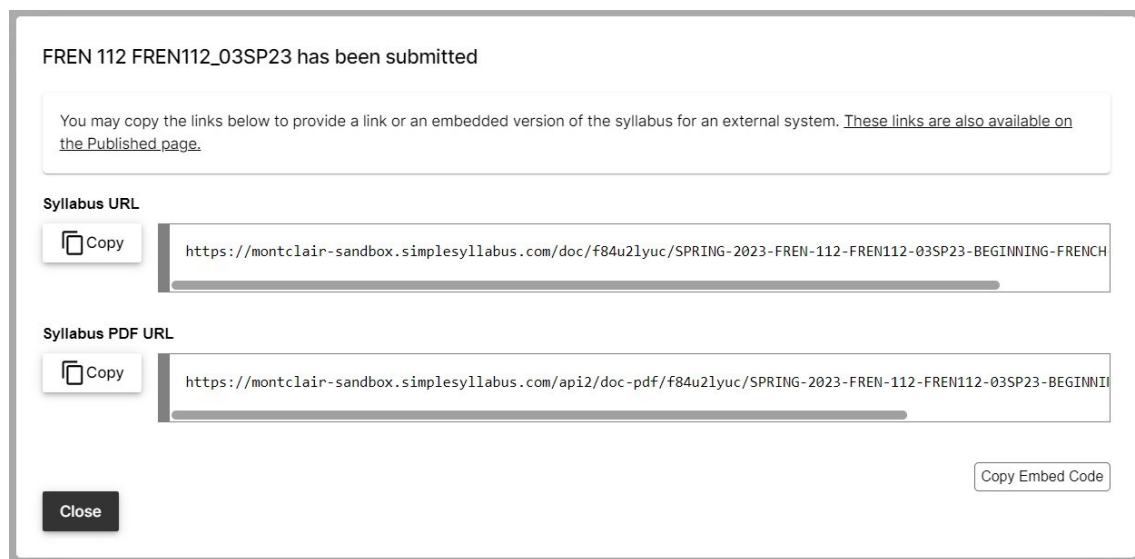
Submitting Your Syllabus:

1. Click **Submit** at the bottom of the syllabus. You must click **Submit** in order for your students to see it.



A screenshot of a submission prompt. It features a text input field labeled "Comment" with a horizontal line below it. Below the input field are two dark buttons: "Submit" on the left and "Close" on the right.

After submitting your syllabus, you will receive the following prompt. This will allow you to copy the syllabus URL if you wish to provide a link or an embedded version of the syllabus for an external system.



A screenshot of a submission confirmation prompt. The title is "FREN 112 FREN112_03SP23 has been submitted". Below the title is a text box containing the message: "You may copy the links below to provide a link or an embedded version of the syllabus for an external system. [These links are also available on the Published page.](#)". There are two sections for copying links: "Syllabus URL" and "Syllabus PDF URL". Each section has a "Copy" button and a text input field containing the respective URL. The "Syllabus URL" is <https://montclair-sandbox.simplesyllabus.com/doc/f84u2lyuc/SPRING-2023-FREN-112-FREN112-03SP23-BEGINNING-FRENCH>. The "Syllabus PDF URL" is <https://montclair-sandbox.simplesyllabus.com/api2/doc-pdf/f84u2lyuc/SPRING-2023-FREN-112-FREN112-03SP23-BEGINNING-FRENCH>. At the bottom right is a "Copy Embed Code" button, and at the bottom left is a "Close" button.

2. Click **Close** to continue

The finalized syllabus will display. This is the version students will see when clicking on "Montclair Syllabus". Students can jump to different sections by clicking on the component titles in the left navigation.

After the syllabus has been submitted, click **Edit syllabus** in the survey preview to make additional changes.

Sandbox - ITDS 1234567 ITDS - Simple Syllabus Sandbox · Print · Last updated Jan 6, 2023 · [Edit syllabus](#)

Professor Information
 Assessment and Grading
 Canvas Support
 University Policies
 Campus Resources
 Technical Support
 Course Activity Summary

ITDS - SS Sandbox

This course runs from to 1/1/2023 to 12/31/2023

Course Modality:
 Class Meeting Specifics:

Professor Information

Pamela Fallivene
 fallivenep@mail.montclair.edu

Assessment and Grading

A: 94-100%; A-: 90-93%
 B+: 87-89%; B: 84-86%; B-: 80-83%
 C+: 77-79%; C: 74-76%; C-: 70-73%
 D+: 67-69%; D: 64-66%; 60-63% *Undergraduate only
 F: 59%

Student Engagement Report:

The Student Engagement Report in Simple Syllabus gives instructors the ability to see which students have viewed the syllabi, how much was read, and how many visits have been made.

Simple Syllabus calculates and displays how much of the syllabus a student has read. As a student begins to read the syllabus, the tool determines how much of the syllabus has been viewed. When they reach the end (or read 100% of the document), they receive an **Acknowledge** button to verify they have read the syllabus. This will be indicated by the green checkmark.

100% read I have read this Syllabus [Acknowledge](#)

To View the Student Engagement Report:

- Click on “Montclair Syllabus” in the course navigation.
- Click on the blue bar at the top of the syllabus.

SPRING 2023 - ARST [ARST](#) SP23 · Print · Last updated Jan 25, 2023 · [Edit syllabus](#)


☰ |  100% read

PHOTOGRAPHY

This course runs from to 16-Jan-23 to 12-May-23

Course Modality: In person



| Student | Count | Percent Read | Last viewed |
|-------------------------------------|-------|--|-----------------------|
| <input type="checkbox"/> | | N/A | Not viewed |
| <input type="checkbox"/> | | N/A | Not viewed |
| <input type="checkbox"/> | | N/A | Not viewed |
| <input type="checkbox"/> | | N/A | Not viewed |
| <input type="checkbox"/> | | N/A | Not viewed |
| <input type="checkbox"/> | | N/A | Not viewed |
| <input checked="" type="checkbox"/> | | 100%  | Jan 23, 2023, 1:21 AM |
| <input checked="" type="checkbox"/> | | 63% | Jan 17, 2023, 1:19 PM |