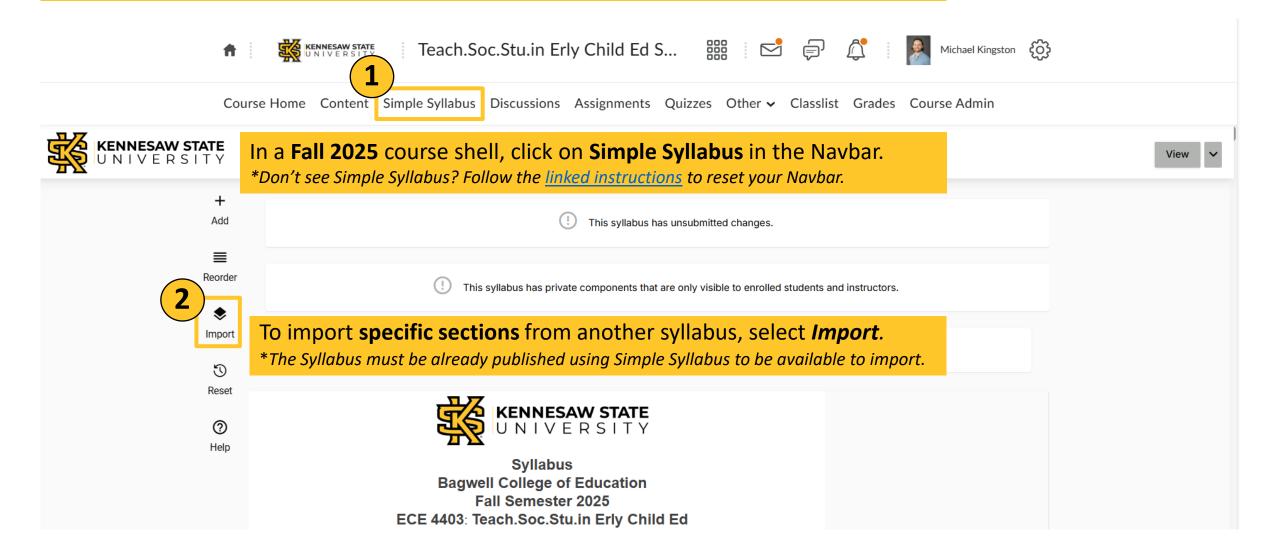# Simple Syllabus: *Import Specific Syllabus Sections*

1

Course Home   Content   Simple Syllabus   Discussions   Assignments   Quizzes   Other ⌄   Classlist   Grades   Course Admin

In a **Fall 2025** course shell, click on **Simple Syllabus** in the Navbar.
Don't see Simple Syllabus? Follow the <u>linked instructions</u> to reset your Navbar.

View

+ Add

≡ Reorder

2

◈ Import

To import **specific sections** from another syllabus, select *Import*.
The Syllabus must be already published using Simple Syllabus to be available to import.

↺ Reset

? Help

⚠ This syllabus has unsubmitted changes.

⚠ This syllabus has private components that are only visible to enrolled students and instructors.

KENNESAW STATE UNIVERSITY

Syllabus
Bagwell College of Education
Fall Semester 2025
ECE 4403: Teach.Soc.Stu.in Erly Child Ed

Course Home   Content   Simple Syllabus   Discussions   Assignments   Quizzes   Other ⌄   Classlist   Grades   Course Admin   ⋯

🎓 **KENNESAW STATE** UNIVERSITY

Fall Semester 2025 ECE 4403 Section W01 (87880)
Last updated Jul 31, 2025

View ⌄

➕ Add

☰ Reorder

⬙ Import

↺ Reset

❓ Help

Import content   ✕

unsubmitted changes.

① **Select source**   ② Map content   ③ Confirm import

e only visible to enrolled students and instructors.

Semester
Fall Semester 2025 ▼

Subject
EDL ▼

③

Use the **course prefix** and **number** to **search** for a course to import.

🔍 8805 ▼

🔍 Instructor

🔍 Search

Fall Semester 2025 **EDL 8805**

Secondary Admin: Craig Callison II, Christopher Dockery, Michelle Head, Ka

④

Fall Semester 2025 **EDL 8805 Section W01 (82509)**

Instructional Designers: Garima Banerjee, Sarah Cooper, Chelsey Gillilan, M
Instructor: Binbin DeVillar
Secondary Instructor: Michael Kingston

Select the **published syllabus** you want to import syllabus sections from.

Submit   Preview   Internal Comment

♿

KENNESAW STATE
UNIVERSITY

Fall Semester 2025 ECE 4403 Section W01 (87880)
Last updated Jul 31, 2025

Import content   ✕

① Select source   ② Map content   ③ Confirm import

EDL 8805 Section W01 (82509)   ➡   **ECE 4403 Section W01 (87880)**
Culturally Responsive Ldrshp   *Teach.Soc.Stu.in Erly Child Ed*

5

Use the *Advanced* slider to open the menu of all course components.

⚪ Advanced (select content to import)   [Finalize]

7

Once all the sections you want to import are marked, click *Finalize*.

Source content   Target content

Header (hidden)   Do not import ▾
Type: Content

Additional for Instructor (hidd(Do not import ▾
Type: Content

6

Instructor Information   Do not import ▾
Type: Instructor

Course Description   Course Description ▾
Type: Content

Select either *Do not import* **or** the section/s you want to import into your syllabus.
In the example, only the Course Description will import.

Course Information   Do not import ▾
Type: Content

Submit   Preview   Internal Comment

KENNESAW STATE
UNIVERSITY
DIGITAL LEARNING INNOVATIONS

Course Home   Content   Simple Syllabus   Discussions   Assignments   Quizzes   Other ⌄   Classlist   Grades   Course Admin

KENNESAW STATE UNIVERSITY

Fall Semester 2025 ECE 4403 Section W01 (87880)
Last updated Jul 31, 2025

View ⌄

+ Add

≡ Reorder

Import content   ✕

✎ Select source   ✎ Map content   ③ Confirm import

8 Click ***Start import.***

Start import of the following content

Import

⟳ Reset

Course Description   →   Course Description

9 Close

Once the import is complete, ***Close*** will be clickable.
Click Close <u>not</u> the X above. Clicking X will abort the import.
Review your syllabus for edits before moving onto Step 10.

unsubmitted changes.

only visible to enrolled students and instructors.

Course Learning Outcomes   →   Course Learning Outcomes

? Help

Section Learning Outcomes   →   Section Learning Outcomes

Submit   Preview

10

When all required fields are completed, you will be able to **Submit** to publish your syllabus to the **public-facing** <u>Simple Syllabus Library</u>.

Note: You can make changes to your syllabus throughout the semester, and resubmit. Keep in mind, once the semester has ended, you will no longer be able to edit your syllabus.