

# Simple Syllabus Quick Start Guide

This guide walks you through how to access Simple Syllabus inside D2L, how to add and edit a syllabus within your course, and how to change your courses' start date.

## Accessing Simple Syllabus

1. Login to [D2L Brightspace](#) using your **KSU credentials**.
2. Navigate to your **course**.
3. Click on **Simple Syllabus** from the *Navbar* (See Figure 1). The *Simple Syllabus Dashboard* will open in a new tab.

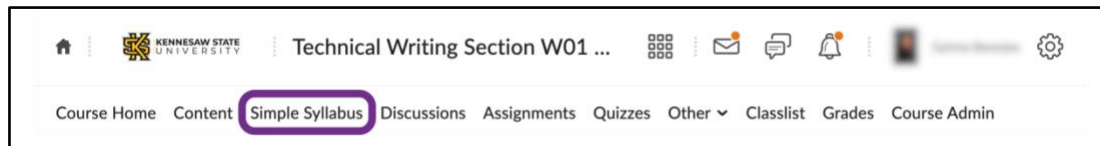


Figure 1. Simple Syllabus Access

**Important:** If Simple Syllabus is not in the Navbar, [download our instructions](#).

## Adding or Editing Syllabus

**Note:** If you are scheduled to teach multiple courses for the upcoming semester, you will see them listed in the Dashboard (See Figure 2). If you are teaching one course, the syllabus will open in Edit mode immediately (See Figure 3).

4. For multiple courses, click **Edit** to begin editing your syllabus.

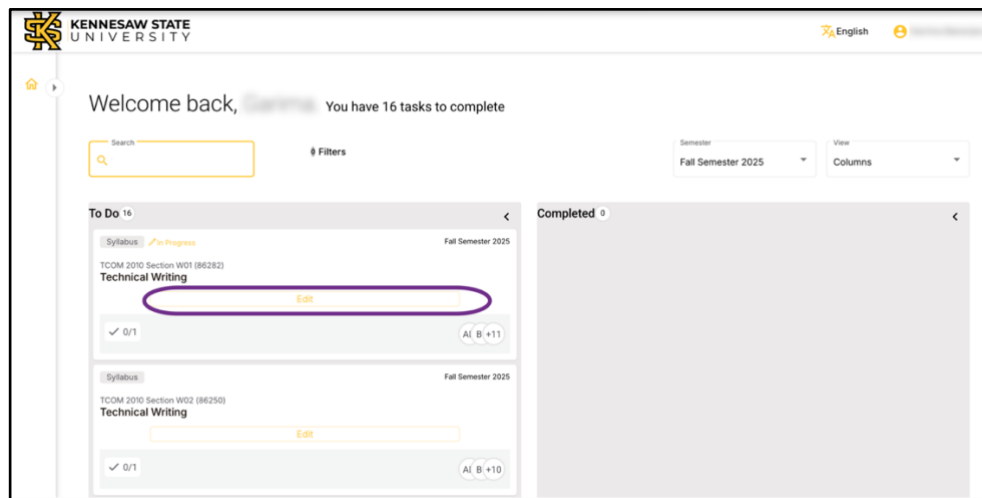


Figure 2. Simple Syllabus Dashboard

5. Begin editing each section of your syllabus using the *rich text editor*.
  - a. Complete all required components, outlined in red, and the following **Mandatory Syllabus** components from the USG:
    - Course Prefix, Number, and Name
    - Semester and Academic Year
    - Course Description
    - Learning Outcomes (Existing approved outcomes)
    - Required Materials (textbooks, supplies, ISBNs)
    - Grading Policy and Attendance Policy
    - Academic Honesty/Integrity Statement
    - Core IMPACTS Statement (if applicable)

Figure 3. Syllabus Component Editor

**Note:** Use the Helpful Hint area, located on the right-hand side of the editor to help you fill out each component.

**Note:** You can click on the **Preview** button at any time to view how the syllabus will appear to students.

Figure 4. Preview Button

6. Once all of the required components have been populated, you can click on the gray **Submit button**.

**Important:** The **Submit button** will NOT become clickable until all required components are completed.

7. A confirmation screen with confetti, will appear showing you options to copy the **Syllabus URL** or the **Syllabus PDF URL**.



Figure 5. Confirmation Screen

8. Your syllabus will now be available for students to view from the Simple Syllabus tab in the Navbar.

## Resources

Visit the [Simple Syllabus DLI Webpage](#) for more information.