

## NLU Simple Syllabus: Running List of Questions and Answers

### NLU Questions in Black

### Simple Syllabus Responses in Blue

- If we teach multiple sections of the same course, can the instructor individualize each syllabus as far as due dates, rubrics, etc.? For example, one of my courses changes rubrics and due dates during Term 6, even though the course number is the same. Do updates in D2L also transfer to the syllabus?
  - Yes, if you teach multiple sections for the same course, instructors can individualize the different components of their class syllabus such as the due dates, rubrics, etc. Updates in D2L also transfer to the syllabus depending on what is updated. For example as a Brightspace partner we integrate with the D2L assignments, quizzes and discussions; so if edits are made to the names, due dates or points it will be reflected in your syllabus.
- I noted that you had an "adoption rate" in your presentation. I'm wondering how it works to have some faculty using the tool and some not for the student experience. What does it take to get 100% adoption? This might be an institutional question, but do you have any best practices/examples of how to get greater faculty adoption?
  - This does depend on the institution, some of the best practices we have seen at other institutions is they roll it out to a select group of users first and then begin to roll it out across campus to different divisions and departments. For example, if you would like to do a pilot group in the fall with a select group of faculty for their courses and then roll the tool to the rest of the campus in the Spring. This allows your institutions to make a steady transition to the tool.
  - Another aspect of Simple Syllabus that leads to high faculty adoption is that Simple Syllabus is available to instructors directly in the Brightspace environment. They do not have to login to any third party technology and have the syllabus available in an environment they have already acclimated too. You can even provide tailored help text to the different areas of the syllabus you would like your faculty to complete.
  - I attached a [case study](#) that shares how Palm Beach State College rolled out Simple Syllabus to 93% of their faculty without any additional training and the study discusses some of the best practices they incorporated.
- Would a description of the course assignments continue to be listed in D2L only or is there an option to have the course assignments listed in the syllabus as well?
  - All of the course assignments will continue to be listed in D2L. Additionally, Simple Syllabus is an official D2L partner and can pull in a list of all the course assignments directly into the class schedule of the syllabus.

- For service, is this something that our IT team would manage? Or would we need to go through simple syllabus for service needs? How much time might it save? Will any technical issues cause issues with other tools integrated into D2L?
  - Your IT team will not have to host the tool. Simple Syllabus is completely cloud based and removes any burden of hosting from IT. You will have a designated technical and client services team to assist with any questions you might have and help configure Simple Syllabus to your specifications. Please note you still have complete access to the tool and can make any necessary adjustments to your templates without vendor intervention; however, we are happy to help if you have any questions.
  - Simple Syllabus helps institutions save hundreds of hours as they no longer have to produce manual updates for class syllabi and can consolidate the number of documents needed to manage class syllabi. Additionally, Simple Syllabus saves instructors time when creating their class syllabi in D2L by providing the most up to date policy statement, departmental information, course and section details. I have included a case study below we completed with San Juan College, a fellow HLC institution; where they discuss how Simple Syllabus helped save time and effort for managing class syllabi.
  - Simple Syllabus connects to D2L via an LTI application and is not connected to other tools integrated with D2L.
- Unclear on whether or not (or how) we can copy between instructors. So, if I want to share my syllabus from winter with an adjunct teaching the course in the spring, how does that happen? Make it public?
  - You may find it helpful to know that for adjunct instructors it will automatically load the appropriate syllabus template for them. Simple Syllabus will automatically load the appropriate institutional policy statements, department information, course details, section information, etc into the adjunct faculty's syllabus for the term. Additionally, you can also make your syllabus library (which is a repository of all the published syllabi across campus) available for your adjunct instructors to view for best practices of what they can include in their syllabi. Please note that any components your faculty mark as private on their class syllabus will not be visible on the syllabus library for instructors.
  - Additionally, If you wish your instructors can copy syllabi between instructors; so you can share syllabi with adjunct instructors. Instructors can have the ability to copy over individual components of other syllabi or replace it with a different syllabus entirely. Please see the below screenshot for reference.

View your Simple dash

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Import

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Preview

⚠ This syllabus is not yet published.

> Replace with new content

Commerce

Instructor Info

🔍 Visible

### Import content

- Select source
- Map content
- Confirm import

Term

Spring 2022

Subject

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Spring 2022 **ACT 1100 1**

Instructor: Francesca Faculty