

Simple Syllabus Conversion Checklist for IDs

- 1. Log in to the Simple Syllabus (<https://ccis.simplesyllabus.com>) using your CCIS single sign-on credentials.
- 2. Once logged in, click on the “Track” icon at the left-hand side of the screen.



Document Track

Notify

Session

Early Fall 8-Week 2023/2024

☐ Future

☐ Late Fall 8-Week 2023/2024

☒ Early Fall 8-Week 2023/2024

☐ Fall 16-Week 2023/2024

☐ Blueprint Term 2023-2024

☐ Current

☐ Historic

Organiza

- 3. On the “Document Track” page, go to the “Session” dropdown menu and select “Early Fall 8-Week 2023/2024.”

- 4. Then choose Filters and select the discipline you are working in, or use the search box to search for a specific syllabus, by entering in the course code prefix and number that you are working on, such as “ACCT 280.”

Session

Early Fall 8-Week 2023/2024

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AFCS

AMSL

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NOTE: The syllabi you created for 22SUMR2 have already been imported into the 23FALL1 folder, so you will ONLY need to create syllabi for courses being offered in 23FALL1 that were not offered in 22SUMR2 or revise syllabi for courses that are debuting a redeveloped or updated version in 23FALL1.

- 5. The results will populate at the bottom of the screen. Ensure that the “Session” is “Early Fall 8-Week 2023/2024” the “Name” is the desired course prefix and number, and the “Type” is “master syllabus.”

Edit	Early Fall 8-Week 2023/2024	ENGL 231W	Not Started
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- 6. Click on the blue “Edit” button (not “Delete”!) from the blue dropdown menu.
- 7. Copy and paste the following components from the latest syllabus in SiteCore (22SUMR1) to the Simple Syllabus master syllabus following the checklist below.

Note for Devs/Redevs/Updates: If the course is a new development for this session, or redeveloped or updated since it was last offered, you may need to build from the Word document where you have been tracking that information. In some instances, you will find the syllabus already exists, as the course was offered in 22SUMR2 but the redeveloped/updated course is debuting in 23FALL1. Update the information where needed, based on the Word doc you have created for the redev/update.

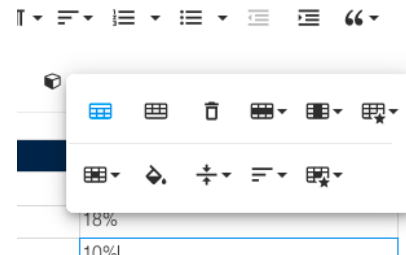
☐ Grading Scale

This is pre-populated with the grading scale for a course with 1000 points, which is commonly used. Edit only if needed.

Be sure to remove the D level for all graduate courses.

☐ Grade Weights

Add categories, points, and percents following the current syllabus.
Add percent sign for numbers on the percent column. Collapse sub-categories where possible. Add or delete rows as needed. Include number of assignments (e.g. Discussions (24)).



☐ Schedule of Due Dates

Add or delete rows as needed.

All text left aligned, not centered in cells

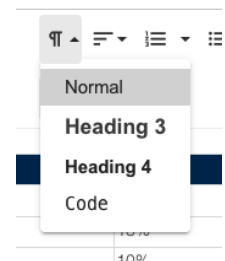
There is no merge option for multiple rows with the same due dates.

☐ Assignment Overview

Add Instructional Materials section if not in current syllabus.

Assignment Categories (Discussion, Papers, Exams, etc) use Heading 3 in **BOLD**; subheadings use Heading 4.

Do not include hyperlinks.



Be concise. Refer students to the course for additional details about assignments (e.g. specific expectations for scaffolded paper assignments)

☐ Late Assignment Policy

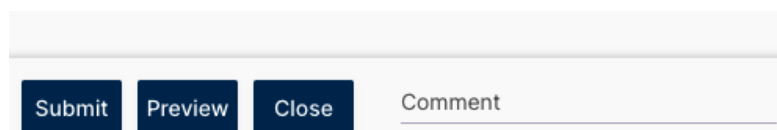
Add specific policy for discussions, papers, quizzes and exams below the standard boilerplate language.

Use the standard wording for late discussion posts: “No points will be awarded for late discussion posts.”

Use a bulleted list format.

Submit

Once you have created or updated the syllabus, click **Submit** and watch the confetti fly!



Track Syllabus Completion

Track your syllabus creation/revision in the Google Spreadsheet in BaseCamp to let your teammate know it is ready to review. Be sure to note any issues you find (no CLOs, wrong textbook, etc.)