

CONTEXT

Why are we onboarding a new syllabus development tool?

The University of Ottawa’s current online syllabus development tool was found to require large-scale upgrades to meet the University’s technological security requirements. As such, it was decided by committee that it would be more effective to replace the tool with an existing product known to meet the needs of diverse and dynamic institutions and SimpleSyllabus was selected from a series of potential options.

What is the role of Simple Syllabus?

Simple Syllabus a cloud-based, template-driven syllabus platform designed to make syllabi easy to create and to support consistency across the university community. It provides easy-to-use, dynamic templates, which include guidance on best practices and applicable academic regulations. Syllabi are published in an accessible web format that can be added directly into Brightspace or exported as PDF files.

New syllabi created with Simple Syllabus automatically leverage templates developed by your Faculty and contain example content to guide usage and the communication of core policies. ***As all text is modifiable, it is up to the instructor to ensure that the final text of the syllabus is accurate for their course and reflective of their requirements.***

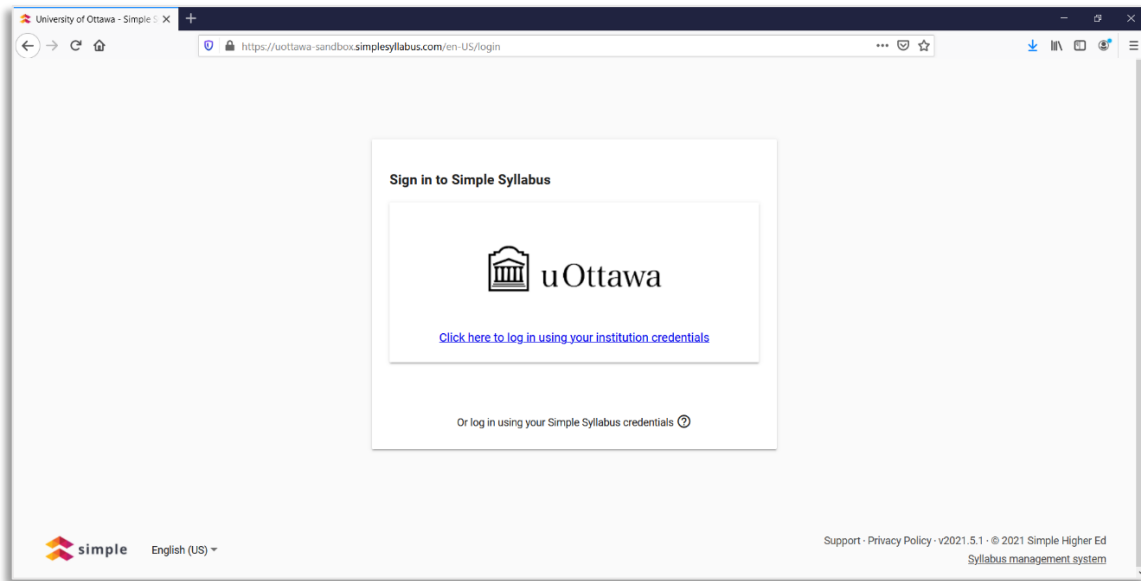
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ACCESSING SIMPLE SYLLABUS

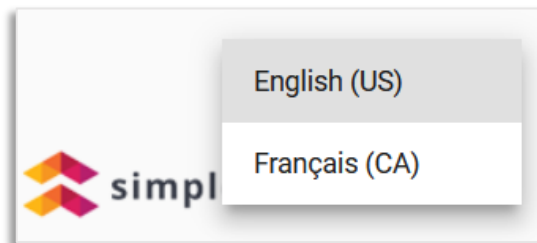
1. Navigate to <https://uottawa.simplesyllabus.com/>. In the future, this tool will also be accessible through uoZone.



2. Instructors registered to teach in the upcoming semester can log in with their *SSO credentials*.
 - Instructors not yet registered to teach in the upcoming semester should reach out to SAEA-TLSS@uOttawa.ca for interim access.

LANGUAGE SELECTION

1. Toggle between *English (US)* and *Français (CA)* at the bottom of the browser window to change the language of the interface at any point.

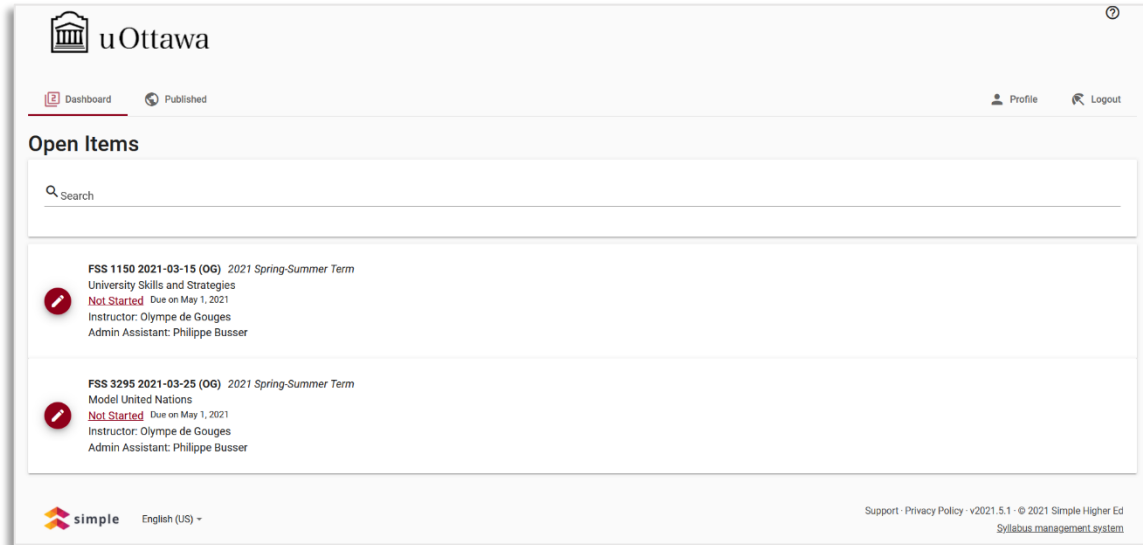


INSTRUCTOR DASHBOARD

1. Logging into Simple Syllabus will display a personal **Dashboard**.


Note: Instructors should see a syllabus for each course in the current or upcoming semester they are assigned to as an instructor. If an expected syllabus is missing, please reach out to SAEA-TLSS@uOttawa.ca.

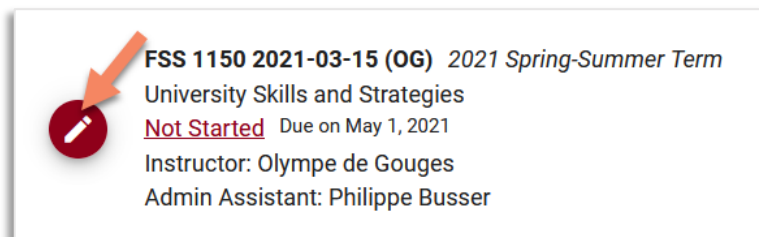
2. Open Items (e.g. syllabi) are listed by the **Course Code**, **Section Code**, **Semester**, **Course Name**, **Syllabus Status**, and **Instructor Name**.



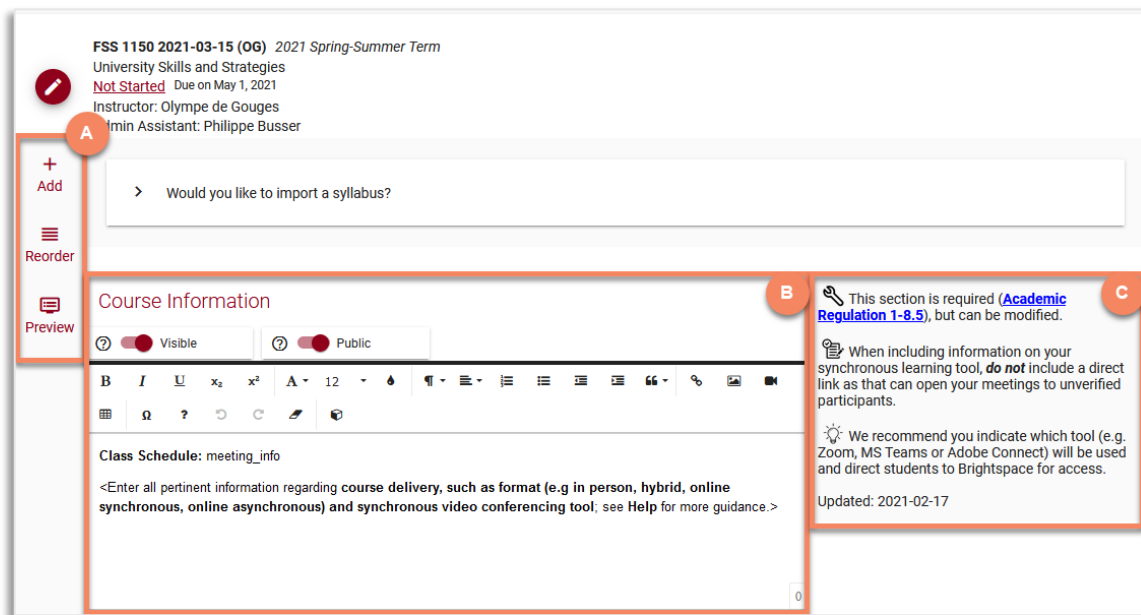
SECTION II - EDITING A SYLLABUS

FIRST STEPS

1. Click the **pencil icon**  to the left of the syllabus' record in the **Dashboard**, this will load the syllabus based on the associated template. **Note:** This may take several moments if this is the first time the syllabus has been accessed.



The **Editing Interface** contains three components, A) **Process Menu**, B) **Content Sections**, and C) **Help**.



A. PROCESS MENU

- **Add** - Adds a new **Content Section** to the open syllabus
- **Reorder** - Opens a dialogue to support reordering **Content Sections** of the open syllabus
- **Preview** - Previews the open syllabus as a webpage.

B. CONTENT SECTION

- All syllabus content is displayed as modular **Content Sections**, which can be edited and modified.
- **IMPORTANT! Content Sections** included as part of templates contain default text and/or guidance. ***It is up to the instructor to ensure that the final text of the syllabus is accurate for their course.***

C. HELP

- Administrative , pedagogical , and technical  guidance is available for all **Content Sections** provided by templates. **Note:** Help is only visible during the editing process and is not part of the published syllabus.

EDITING PRE-SET CONTENT SECTIONS

New syllabi will automatically populate with pre-set **Content Sections** (such as Course Information below) from the appropriate **syllabus template**.

Click within the **Text Field** (A) to begin editing the pre-populated text. *All* pre-populated text is modifiable and **it is up to the instructor to ensure that the final text of the syllabus is accurate for their course and reflective of their requirements.**

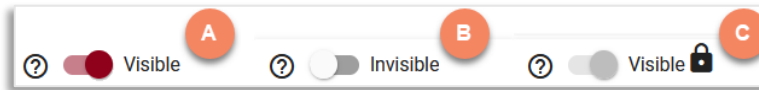
Note: Text within < > is provided as guidance to supplement the information available in **Help** and *should be deleted* before the syllabus is submitted (e.g. published).

- Changes made to the syllabus and its content are saved automatically once completed (B); there is no “Save” button.
- Create **hyperlinks** (C) to relevant websites or resources.
- Insert **multimedia** (D), such as images or video.

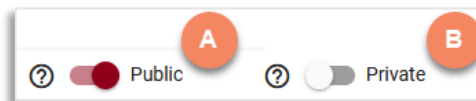
VISIBILITY AND ACCESS SLIDERS

Visibility and Access sliders are located at the top of each **Content Section** and can be toggled off and on by instructors.

- **Visibility** – Visible / Invisible
 - **Visible (A)** sections are visible (e.g. to students) and are included when the syllabus is exported.
 - **Invisible (B)** sections are hidden (e.g. from students) and are excluded during export.
 - **Locked (C)** visibility status indicates the functionality has been *locked* at the Faculty or Department level of the syllabus and cannot be hidden, see the **Help** associated with the particular **Content Section** for more information.



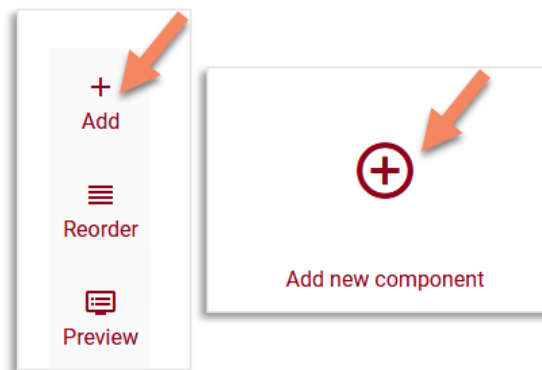
- **Access** – Public / Private
 - **Public (A)** sections are searchable by other instructors at the University of Ottawa and can be imported in their syllabi.
 - **Private (B)** sections are not searchable through and cannot be leveraged by other instructors at the University.



ADDING NEW SECTIONS

Instructors are welcome to add additional content sections to their syllabi.

1. On the **Process Menu**, click **Add**, or scroll to the bottom of your current syllabus and click +.



2. On the **Create new Component** dialogue, provide a **Name** for the new section and click **Save**.

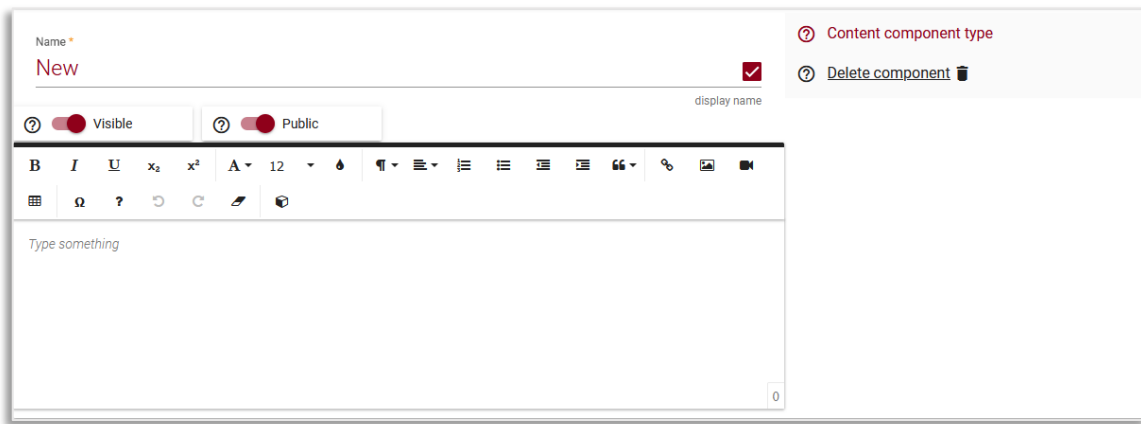
Create new component

Name *

**Required*

Save Cancel

3. The new content section will appear at the **end** of your current content.

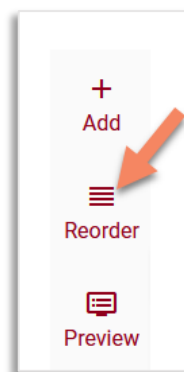


Note: Independent sections added by instructors do not have pre-populated content or **Help** and can be deleted; click **Delete component** to the right of the section to permanently delete the section and its contents.

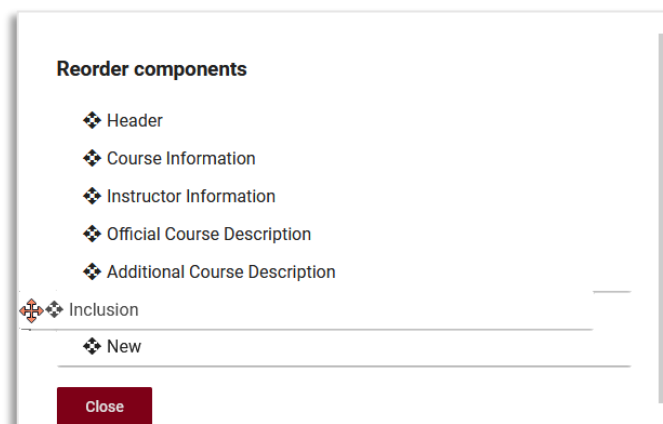
REORDERING CONTENT SECTIONS

Instructors are welcome to change the default order of content sections to better suit their needs using **Reorder**.

1. On the **Process Menu**, click **Reorder**.

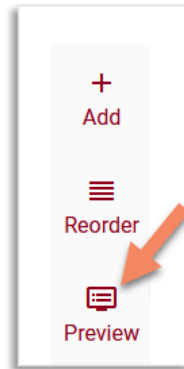


2. On the **Reorder Components** dialogue, click and drag items into the preferred order. Click **Close** when done.



PREVIEW (AS WEBPAGE)

1. On the **Process Menu**, click **Preview**.



2. The syllabus will open as a new tab. **Note:** To view the syllabus as a PDF, please see the section on [Submitting a Syllabus](#).

! Please note, this is a syllabus preview and any edits may not yet be published.

↻
Refresh

2021 Spring-Summer Term · FSS 1150 2021-03-15 (OG)

- Course Information
- Instructor Information
- Official Course Description
- Additional Course Description
- Indigenous Affirmation
- Inclusion
- Course Learning Outcomes
- Teaching Methods
- Required Materials
- Optional Materials
- Assessment Strategy
- Assessment Policies and Expectations
- Assessment Details
- Regulation on Academic Fraud
- Notice of Collection of Personal Information - Respondu
- Course Calendar
- Bibliography
- University Policies
- Inclusion

Faculté des sciences sociales | Faculty of Social Sciences

University Skills and Strategies

FSS 1150 2021-03-15 (OG)

2021 Spring-Summer Term

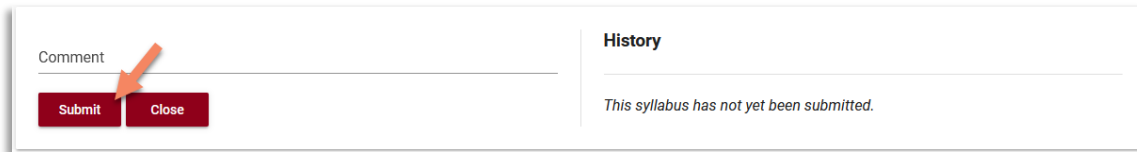
Course Information

Class Schedule: Mondays 8:30am - 11:30am via Zoom (Zoom can be accessed through Brightspace)

Instructor Information

Name: Olympe de Gouges

- Once the syllabus is prepared, click **Submit** at the bottom of the widow.



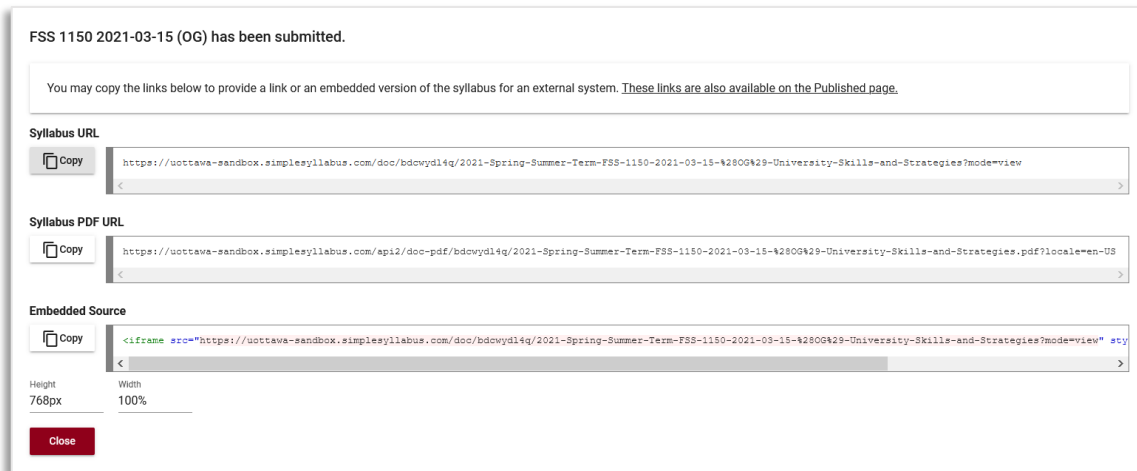
Comment

Submit **Close**

History

This syllabus has not yet been submitted.

- Your syllabus is now ready to be *shared* as a webpage or *embedded* directly for student access in Brightspace, if you do not want to continue with those processes now, click **Close**.



FSS 1150 2021-03-15 (OG) has been submitted.

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.](#)

Syllabus URL

Copy `https://uottawa-sandbox.simplesyllabus.com/doc/bdovydl4g/2021-Spring-Summer-Term-FSS-1150-2021-03-15-%28OG%29-University-Skills-and-Strategies?mode=view`

Syllabus PDF URL

Copy `https://uottawa-sandbox.simplesyllabus.com/api2/doc-pdf/bdovydl4g/2021-Spring-Summer-Term-FSS-1150-2021-03-15-%28OG%29-University-Skills-and-Strategies.pdf?locale=en-US`

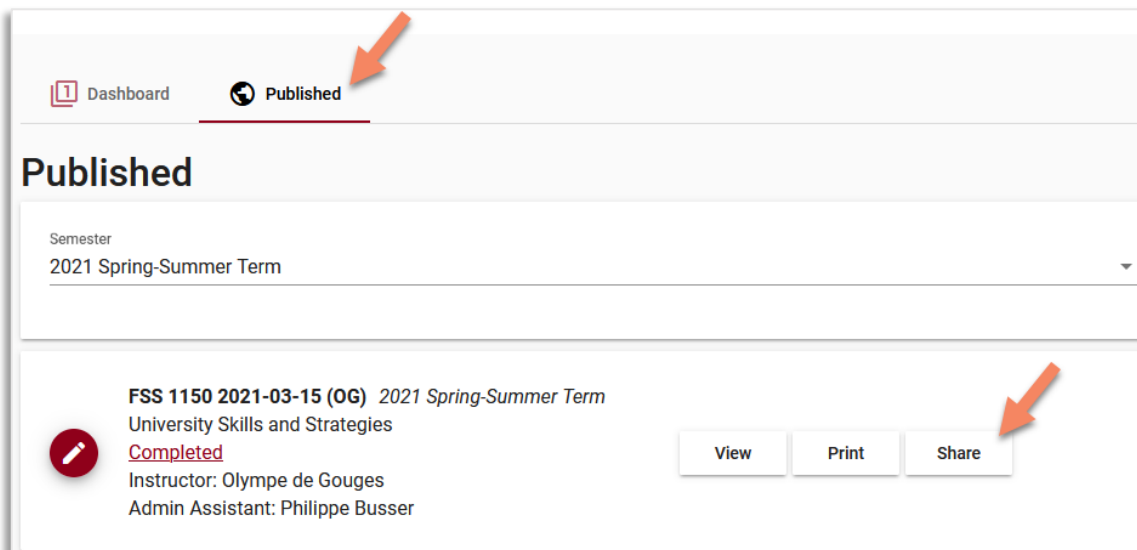
Embedded Source

Copy `<iframe src="https://uottawa-sandbox.simplesyllabus.com/doc/bdovydl4g/2021-Spring-Summer-Term-FSS-1150-2021-03-15-%28OG%29-University-Skills-and-Strategies?mode=view" sty`

Height: 768px Width: 100%

Close

- You will be able to access those options later from the **Published** tab of the Dashboard, by clicking **Share**.



Dashboard **Published**

Published

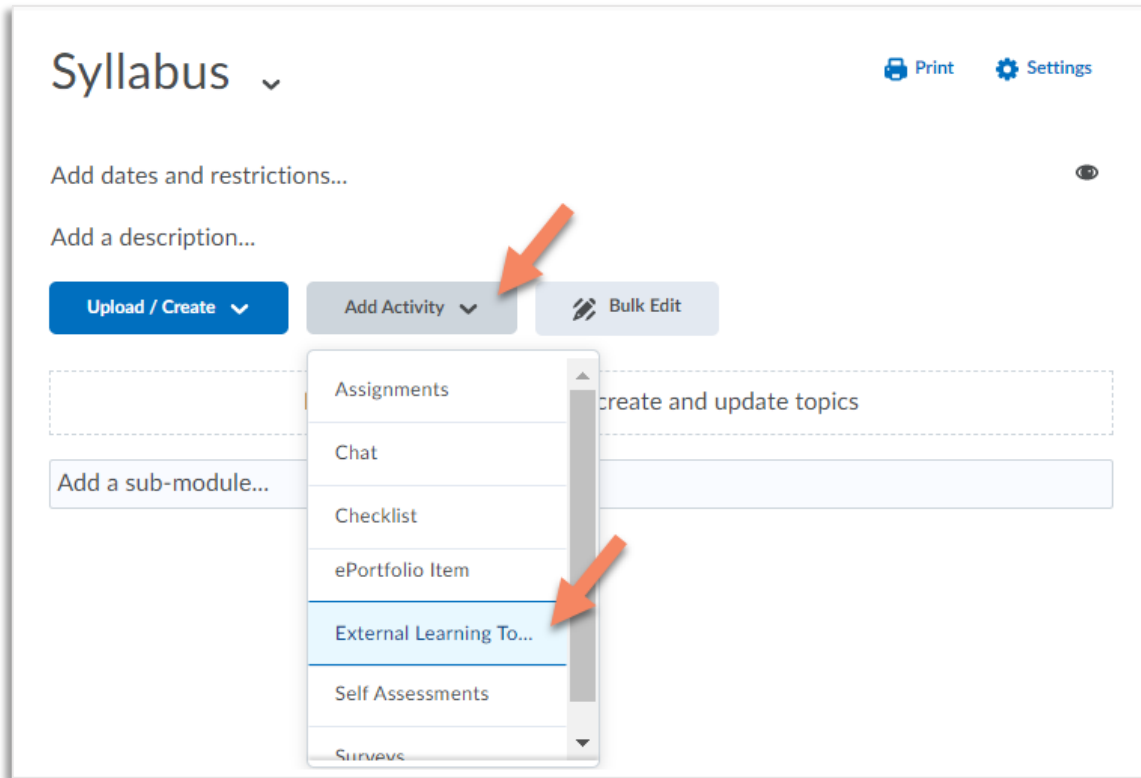
Semester
2021 Spring-Summer Term

FSS 1150 2021-03-15 (OG) 2021 Spring-Summer Term
University Skills and Strategies
Completed
Instructor: Olympe de Gouges
Admin Assistant: Philippe Busser

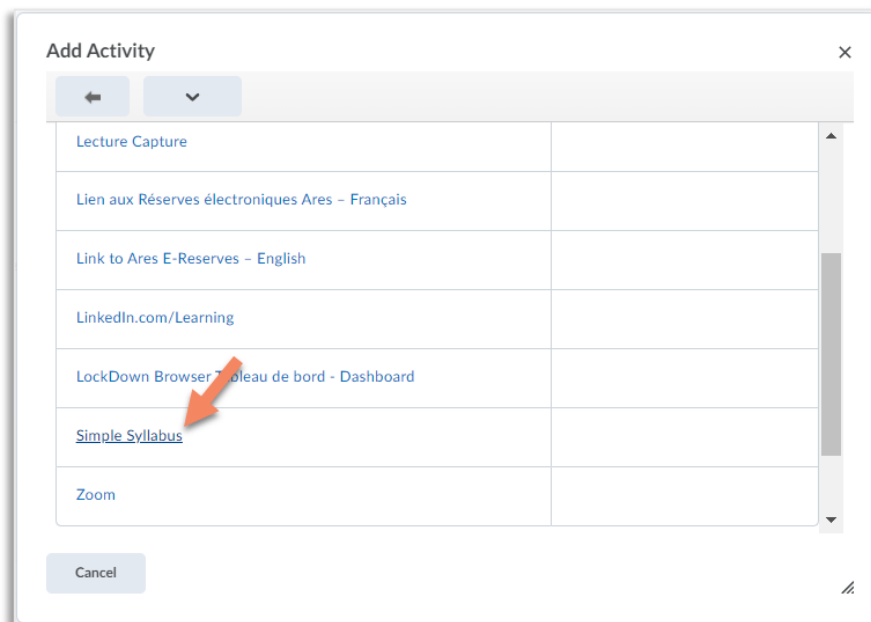
View **Print** **Share**

Although you can export your syllabus as a PDF from Simple Syllabus, as best practice for accessibility and to allow your uploaded syllabus to be as current as possible, we *strongly* recommend *embedding* your syllabus into your course content.

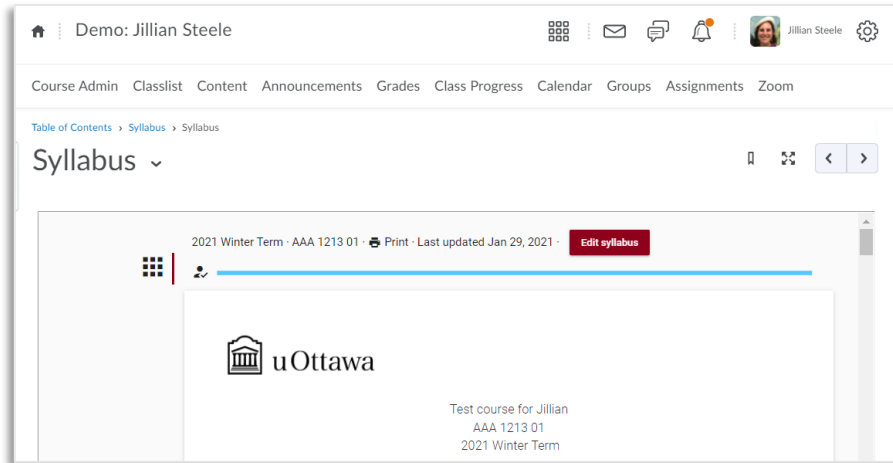
1. In Brightspace, navigate to an appropriate location in your **Course Content**.
Click **Add Activity**, select **External Learning Tool**.



2. Scroll down the list and click **Simple Syllabus**.



3. Students will now see your syllabus directly in your course content and any submitted changes you make to the syllabus in Simple Syllabus will be reflected automatically in the document.



New syllabi created with Simple Syllabus automatically leverage templates developed by your Faculty and contain example content to guide usage and the communication of core policies. ***As all text is modifiable, it is up to the instructor to ensure that the final text of the syllabus is accurate for their course and reflective of their requirements.***