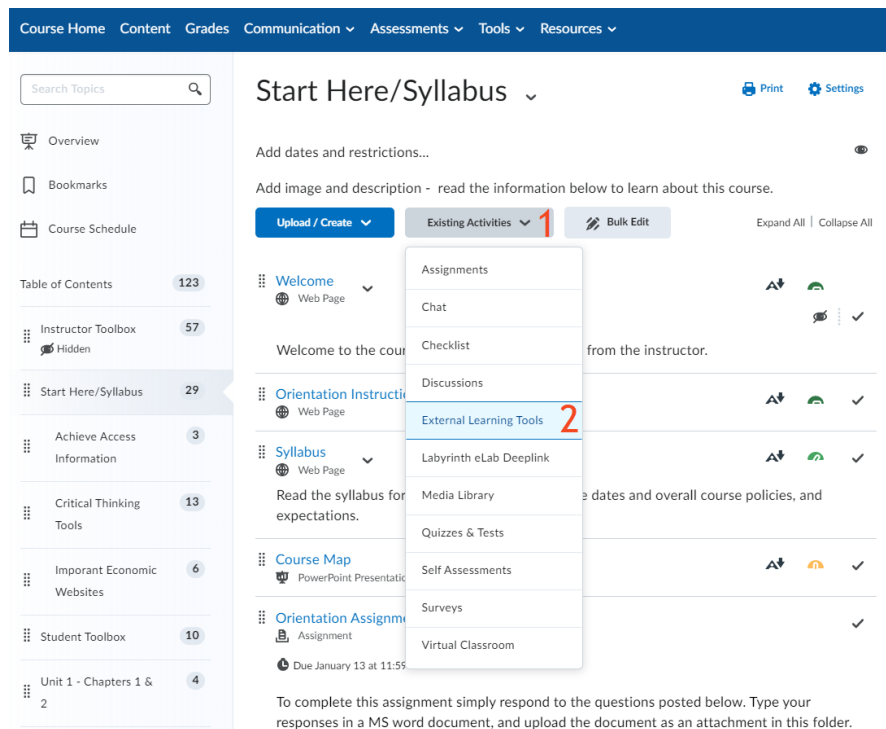


GETTING YOUR COURSE SIMPLE SYLLABUS READY

Inserting the Simple Syllabus 1.3 External Learning Tool (ELT) is a quick way to share your Simple Syllabus with your students within the course and in the public Syllabus Library. This brief tutorial will assist you with inserting the ELT into your shell. At this time, the ELT is only available for reference numbered shells. We will cover how to add the ELT to a course that does and does not have content.

COURSES THAT HAVE CONTENT

Step 1 - If a course already has content that you or an Instructional Design Team member has placed in your reference numbered shell, navigate to the **Start Here** module where the HTML Syllabus usually exists. Some of your offerings may still have the HTML Syllabus present while others will have had it deleted or moved to the Instructor Toolbox. Once at the Start Here module, click on **Existing Activities**, then select **External Learning Tools**.



The screenshot shows a D2L course shell interface. The top navigation bar includes 'Course Home', 'Content', 'Grades', 'Communication', 'Assessments', 'Tools', and 'Resources'. The main content area is titled 'Start Here/Syllabus'. On the left, there is a sidebar with various course components like 'Overview', 'Bookmarks', 'Course Schedule', and 'Table of Contents'. The main content area shows a list of activities. A dropdown menu is open over the 'Existing Activities' section, with 'External Learning Tools' highlighted. A red arrow points to this option. The 'External Learning Tools' menu includes options like 'Assignments', 'Chat', 'Checklist', 'Discussions', 'External Learning Tools', 'Labyrinth eLab Deeplink', 'Media Library', 'Quizzes & Tests', 'Self Assessments', 'Surveys', and 'Virtual Classroom'.

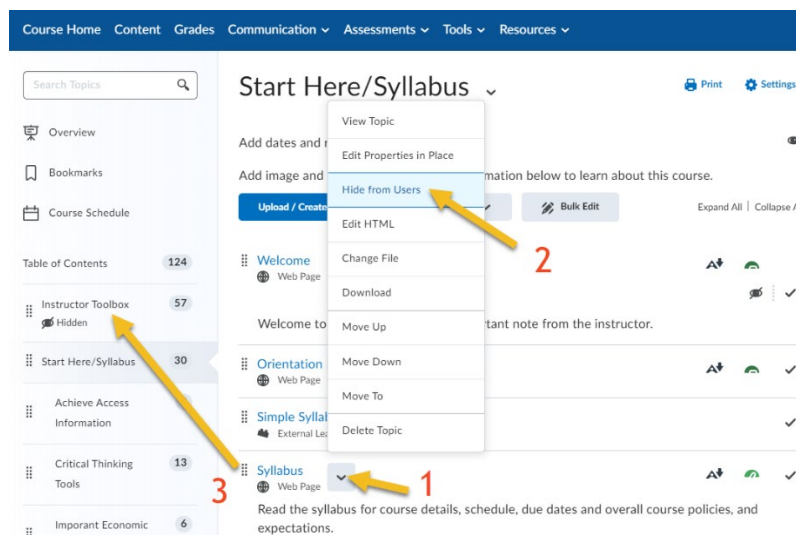
Step 2 - A pop-up window will appear over your existing D2L window. Scroll down toward the end of the list of ELTs present and select Simple Syllabus 1.3.

LTI Link ▲	LTI Advantage Deployment
Simple Syllabus 1.3	Simple Syllabus 1.3

Step 3 – This will drop a Simple Syllabus ELT into your Start Here module but it will be at the bottom of the module. Click and hold on the dots to the left of Simple Syllabus then drag the selection up to the top, after the Welcome Letter.



Step 4 – If your course has an HTML Syllabus, you will need to hide it when using Simple Syllabus. Many shells will already have the HTML Syllabus moved to the Instructor Toolbox or deleted from the shell. If the HTML Syllabus is still present in the Start Here Module or any other place in the course, it is required that instructors **Hide from Users** the HTML syllabus. You can select the option to edit beside the HTML Syllabus and then **Hide from Users**. A more thorough step is to click the dots beside the HTML Syllabus and drag it to the Instructor Toolbox. You can also rename the HTML syllabus or even the Simple Syllabus by selecting edit and then **Edit Properties in Place**. Some prefer to not delete HTML syllabus just in case something happens with technology or if you need to refer back to it as some point. Keeping it and hiding it and/or moving it to a hidden module is required for those using Simple Syllabus.

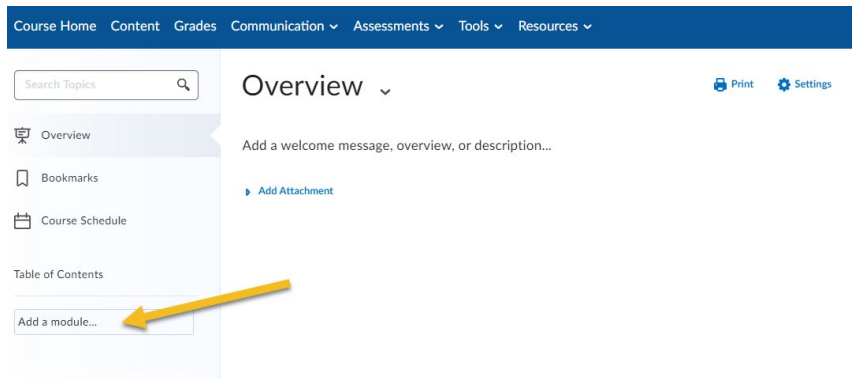


COURSES THAT DO NOT HAVE CONTENT

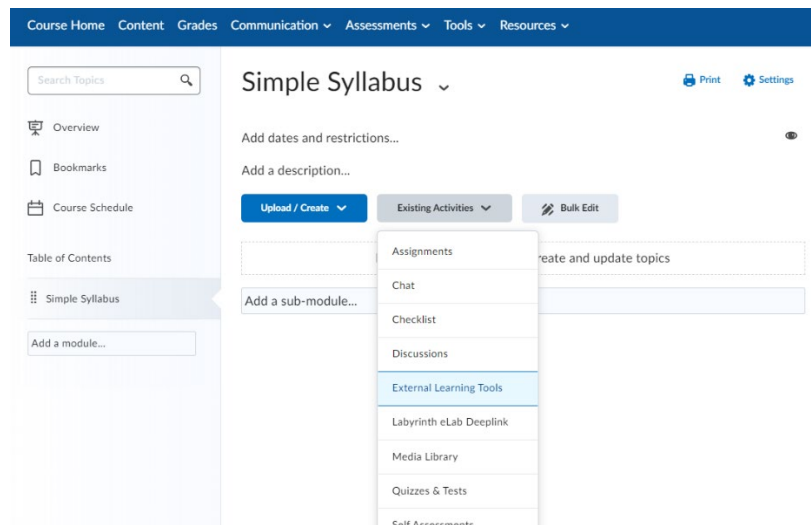
It is possible that faculty have access to their shells in D2L before content can be copied over by the Instructional Design Team. Timely population should occur, but some courses may be delayed because of redevelopment or changes in resources. If content is not present, ***always check with your ID Team to see if there may be a reason for the delay.***

If you are looking to work on your Simple Syllabus and your course is completely empty, please follow these steps.

Step 1 - External Learning Tools (ELTs) cannot be in a course unless they are in a module. If your course is empty, create a Simple Syllabus module by viewing your course's Table of Contents. Next type in Simple Syllabus into the space "Add a module..."



Step 2 - Once the new module is created and you have clicked on that new module to view it, click on **Existing Activities**, then select **External Learning Tools**.



Step 3 - A pop-up window will appear over your existing D2L window. Scroll down toward the end of the list of ELTs present and select Simple Syllabus 1.3.

LTI Link ▲	LTI Advantage Deployment
Simple Syllabus 1.3	Simple Syllabus 1.3

Step 4 – Once course content is copied into your shell, it would be advised to move the Simple Syllabus into the Start Here module by clicking on the dots near Simple Syllabus and dragging the ELT to the Start Here module. Go into the Start Here module and drag the ELT to the appropriate position in the module. Then return to the Simple Syllabus module you created (now empty) and delete that module.

Course Home Content Grades Communication Assessments Tools Resources

Search Topics

Simple Syllabus

Overview

Bookmarks

Course Schedule

Table of Contents

Simple Syllabus

Add a module...

Add dates and restrictions...

Add a description...

Upload / Create Existing

Simple Syllabus External Learning Tool

Add a sub-module...

Edit Title

Hide from Users

Set Default Path

Set All Completion

Move To

Delete Module

2- Delete module once Simple Syllabus is moved

1- Click on dots and drag Simple Syllabus ELT to Start Here module