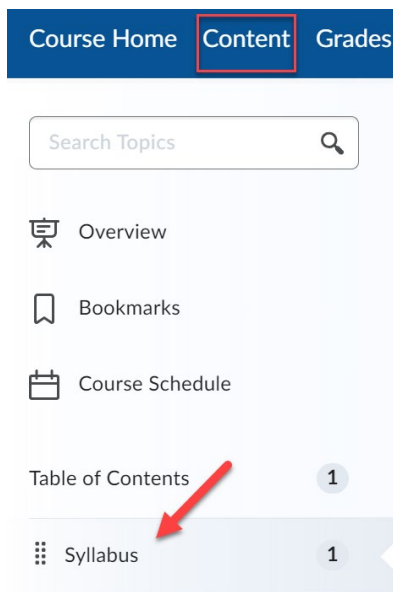


HOW TO UPDATE YOUR SIMPLE SYLLABUS TEMPLATE: IMPORTING A PREVIOUSLY PUBLISHED SYLLABUS

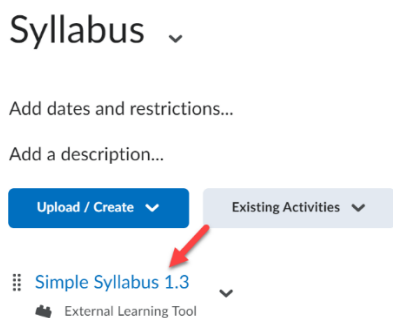
Baseline Simple Syllabus templates are now available for all General Education Core courses across all modalities. If you teach a General Education Core course, the Simple Syllabus tool should automatically pull the new baseline template into your course. However, faculty retain the ability to edit and add new components to their Simple Syllabus. The steps below highlight how to import a previously published syllabus to replace the baseline template if that is the faculty member's preference.

STEPS FOR IMPORTING A PREVIOUSLY PUBLISHED SYLLABUS

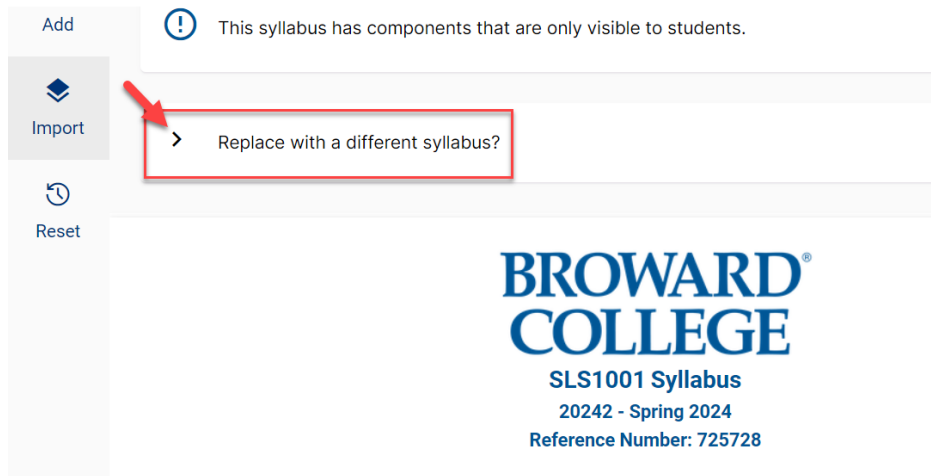
1. When you teach a General Education Core course for the first time, the baseline template should automatically populate. Faculty retain the ability to edit and add components to their Simple Syllabus.
2. If you taught a General Education Core course prior to the current semester, you may replace the new baseline template with a previously published syllabus. To do this, go to the **Content** menu in your D2L course home page and select the **Syllabus** module from the Table of Contents.



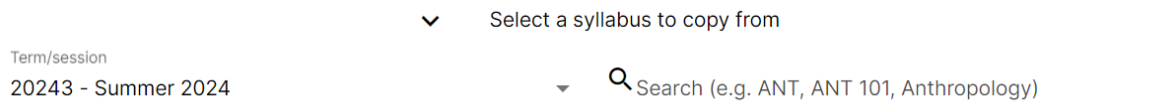
3. Select the **Simple Syllabus 1.3** external learning tool link to be directed to your syllabus template.



4. Select the dropdown at the top of your Simple Syllabus to **Replace with a Different Syllabus**.



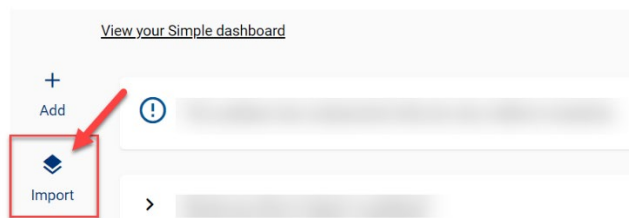
5. Enter the term/session and other search terms. Once you add the course name on the search line, the reference numbers from previously taught courses will appear. Select the reference number that includes the syllabus you wish to copy.



STEPS FOR IMPORTING INDIVIDUAL COMPONENTS

1. Simple Syllabus gives you the option of replacing one or more components with components from a baseline template or previously published syllabi. To import individual components, select **Import** on the left toolbar at the top of your Simple Syllabus.

Simple Syllabus 1.3 ▾



2. Select the correct term/session, course prefix, and course number. Your search will generate the baseline template as the first entry. The baseline has no reference number. You may select this at any time you wish to revert to the baseline. If you prefer to copy individual components from a previously published syllabus, select the appropriate reference number.

3. Once you select the reference number from which to copy, select the **Advanced** button. Use the **dropdown menu next to each component** if you wish to import it into your current syllabus. For those you do not wish to import, select *Do Not Import*.

4. Select **Finalize** then **Start Import of the Following Content**. Your Simple Syllabus will update accordingly. Publish as appropriate once all edits and modifications are complete. Remember certain components must be published publicly per Senate Bill 7044. All other components may be published publicly or remain private to the course. For more information, view the help text in the blue tab to the right of each component or contact Priscilla Suarez, Dean of Online Campus and E-Learning, at psuarez2@broward.edu.

