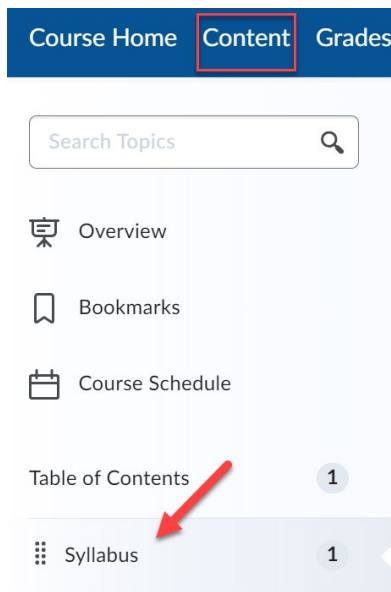


## HOW TO UPDATE YOUR SIMPLE SYLLABUS TEMPLATE: MODIFYING THE NEW GENERAL EDUCATION CORE BASELINE TEMPLATE

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 modify the new baseline template if that is the faculty member's preference.

### STEPS FOR MODIFYING THE NEW GENERAL EDUCATION CORE BASELINE TEMPLATE

1. Go to the **Content** menu in your D2L course home page and select the **Syllabus** module from the Table of Contents.

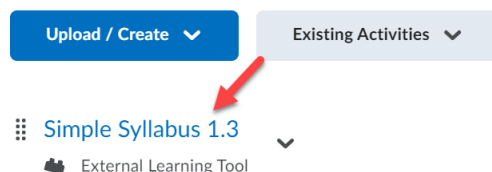


2. Select the **Simple Syllabus 1.3** external learning tool link to be directed to your syllabus template.

## Syllabus ▾

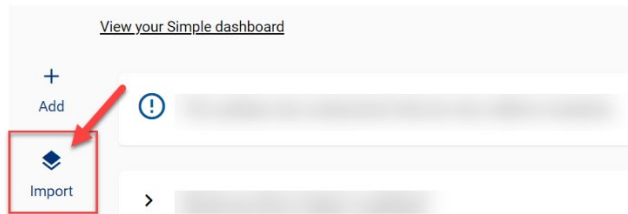
Add dates and restrictions...

Add a description...



- The **baseline template** for your General Education Core course template should automatically populate. If you wish to keep the template as is, edit relevant components such as Meeting Information, Faculty Contact Information, Course Schedule Table, etc., as needed to reflect information for the current term/session.
- The baseline template gives you the option of replacing one or more components with components from previously published syllabi. To do this, select **Import** on the left toolbar at the top of your Simple Syllabus.

## Simple Syllabus 1.3 ▾



- 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 components from a previously published syllabus, select the appropriate reference number.

**Import content** ✕

1 Select source      2 Map content      3 Confirm import

Term/session: 20242 - Spring 2024      Course Prefix: SLS

Course number:      Instructor:

Search

20242 - Spring 2024 **SLS 1001** Baseline template has no reference number.

20242 - Spring 2024 **SLS 1001 726300** Previously published syllabi/syllabus components are associated with a reference number.

- 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.

1 Select source → **2 Map content** → 3 Confirm import

**SLS 1001 726300**  
STRAT./SUCCESS → **SLS 1001 725728**  
STRAT./SUCCESS

Advanced (select content to import) Finalize

Source content	Target content
<b>Header</b> Type: Content	Do not import
<b>Meeting Information*</b> Type: Content	Meeting Information*
<b>Faculty Contact Information</b> Type: Instructor	Faculty Contact Information

- 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, contact Priscilla Suarez, Dean of Online Campus and E-Learning, at [psuarez2@broward.edu](mailto:psuarez2@broward.edu).

1 Select source → **2 Map content** → 1 Confirm import

**SLS 1001 726300**  
STRAT./SUCCESS → **SLS 1001 725728**  
STRAT./SUCCESS

Advanced (select content to import) Finalize

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1 Select source → 1 Map content → **3 Confirm import**

Start import of the following content Close