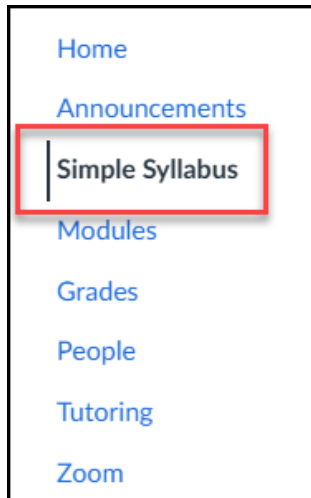


# Using Simple Syllabus in Your Canvas Course

## Step 1: Access the Syllabus

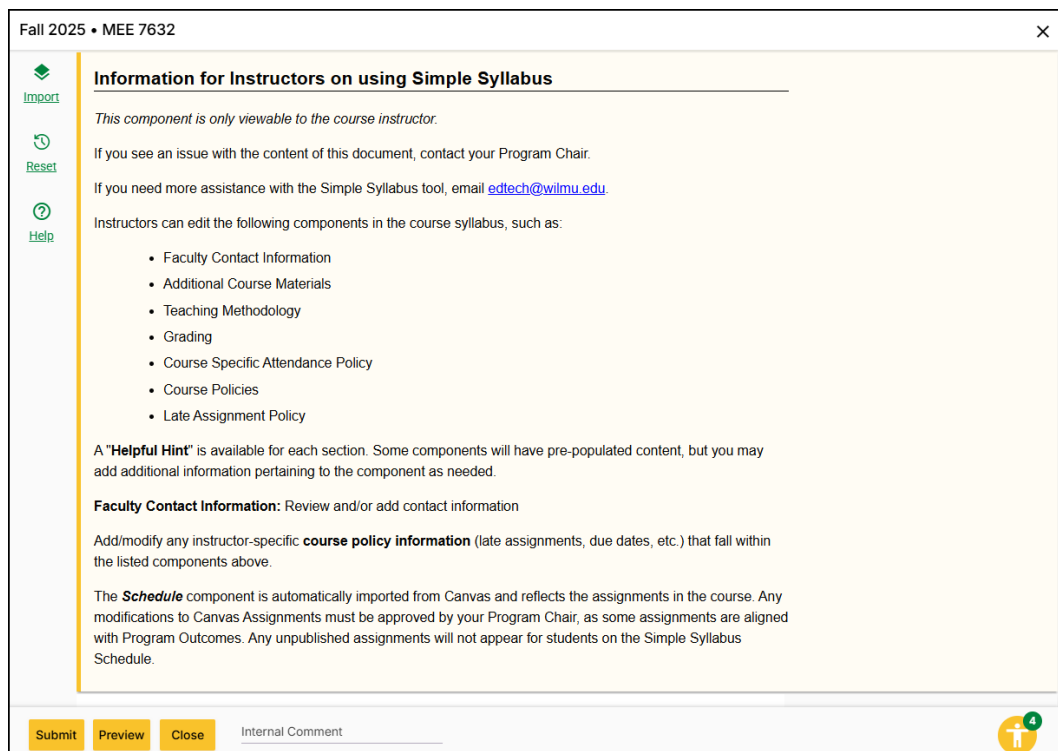
Log into your Canvas course.



Click the **Simple Syllabus** link from your course navigation menu.

*Note: Your personalized Simple Syllabus is not public. Students can only view your updated syllabus in Canvas*

Upon clicking on Simple Syllabus, you will see **Information for Instructors Using Simple Syllabus**. Scroll down and edit components applicable to you. Simple Syllabus autosaves repeatedly while you are making changes.

A screenshot of the 'Information for Instructors on using Simple Syllabus' page in Canvas. The page title is 'Fall 2025 • MEE 7632'. The left sidebar contains links for 'Import', 'Reset', and 'Help'. The main content area has a yellow background and contains the following text: 'This component is only viewable to the course instructor.', 'If you see an issue with the content of this document, contact your Program Chair.', 'If you need more assistance with the Simple Syllabus tool, email [edtech@wilmu.edu](mailto:edtech@wilmu.edu).', 'Instructors can edit the following components in the course syllabus, such as:', a bulleted list of components (Faculty Contact Information, Additional Course Materials, Teaching Methodology, Grading, Course Specific Attendance Policy, Course Policies, Late Assignment Policy), 'A "Helpful Hint" is available for each section. Some components will have pre-populated content, but you may add additional information pertaining to the component as needed.', 'Faculty Contact Information: Review and/or add contact information', 'Add/modify any instructor-specific **course policy information** (late assignments, due dates, etc.) that fall within the listed components above.', and 'The **Schedule** component is automatically imported from Canvas and reflects the assignments in the course. Any modifications to Canvas Assignments must be approved by your Program Chair, as some assignments are aligned with Program Outcomes. Any unpublished assignments will not appear for students on the Simple Syllabus Schedule.' At the bottom, there are buttons for 'Submit', 'Preview', and 'Close', followed by an 'Internal Comment' field and a user icon with a notification badge.

## Step 2: Edit the Syllabus

Each syllabus features components that make up the different sections for the entire document. Some components are editable while others are auto populated by the system or locked by the University or your college. Components that are locked cannot be edited.

1. Parts of your Syllabus are already filled in. Scroll through the page and make your necessary changes in the components open for editing. You can either begin typing directly in an open text box or select the pencil icon to make edits.
2. Basic information has been populated into the syllabus (e.g., course number, CRN, course name and term; instructor name; course information; technical requirements, etc.) In these components, you cannot edit them.

**NOTE:** On the right side of each editable component, you will see a “Helpful Hint,” which suggests what you can put in that field.

**Course Specific Attendance Policy**

? Visible

B i U x<sub>2</sub> x<sup>2</sup> 12 A [Rich Text Editor Icons] “ ”

Type something

Characters : 0

**Helpful Hint**  
This component is rich text enabled. You can add tables, links, videos, and images by using the bar above the open text box.  
This component is optional. If you would like to NOT have this appear on your syllabus do not enter text in the box or move the toggle to 'invisible'.

Throughout the syllabus, you will see various types of syllabus components for you to enter/edit information: If the syllabus component looks like this, click the pencil icon to edit the information in that field.

**Faculty Contact Information**

? Visible [Lock Icon]

[Pencil Icon] Sandra Bennett  
Email: sandra.l.bennett@wilmu.edu

[Pencil Icon] Add new instructor

**Helpful Hint**  
Fill out office location if you are on campus.  
Fields marked with a red asterisk are required to be completed.

*\*Double-check that your full name and WilmU email address are correct. Use the Helpful Hints in the right margin to help with additional information to include in this section.*

?

Visible

Headshot

Add image

Name \*

Sandra Bennett

Email \*

sandra.l.bennett@wilmu.edu

Office Location:

Type something

Office Phone Number

Office Hours:

Type something

Meet Your Instructor

Type something

\* Required

SaveCloseHide

Helpful Hint

Fill out office location if you are on campus.  
Fields marked with a red asterisk are required to be completed.

- Click **Save** when you have entered the additional information for Faculty Contact Information.

If the syllabus component looks like this, just type your information into the text box and use the formatting toolbar across the top to edit the text. **Note\* *Visible or Invisible Component Setting:*** *Within each component, it may be set to be visible or invisible.* **Visible** means that this component appears on the finalized version of the syllabus. **Invisible** means that the component is not displayed on the published version of the document. Note: Leaving a component blank will also render it invisible on the syllabus. Some areas are “optional” components. If a text box is blank and not filled in, this component will not show on your syllabus.

**Course Specific Attendance Policy**

Visible

Type something

Characters : 0

**Helpful Hint**  
This component is rich text enabled. You can add tables, links, videos, and images by using the bar above the open text box.  
This component is optional. If you would like to NOT have this appear on your syllabus do not enter text in the box or move the toggle to 'invisible'.

The Assignment Schedule will auto-populate from the assignments, exams, etc., that are given due dates in Canvas. Simple Syllabus updates nightly to include new due dates.

- *Note: This list may change if new assignments are added or published in Canvas.*

Schedule			
*This list may change if new assignments are added or published in Canvas.			
Date	Assignment Name	Assignment Type	Points
	<a href="#">Ask the Class</a>	Discussion	0

Some syllabus components, such as university policies, are required and cannot be edited by the instructor as they are pushed out from the administrative level. Editing features are not visible/available on these components.

- *Note: If the required components are updated at the administrative level during the semester, your syllabus will update with those changes.*

### Attendance

Please review [Wilmington University's minimum attendance policy](#). Your instructor may have additional attendance requirements as stated in the Course Outline and Schedule. Regular and prompt class attendance is an essential part of the educational experience.

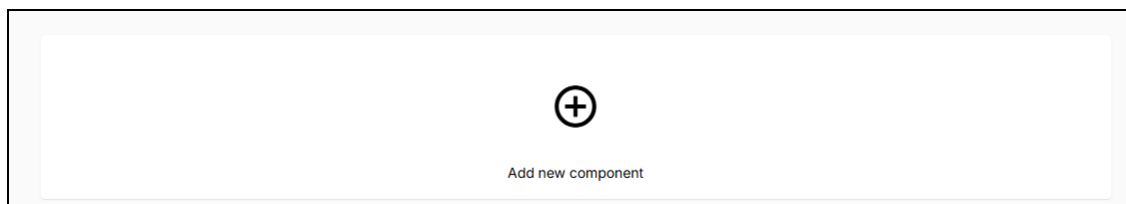
#### Attendance key points

- Online sections: Attendance is indicated by regular log-in, participation and completion of all required course activities.
- Face to face and hybrid sections: physical attendance for class meetings is required.

#### Wilmington University auto-drop policy

- Students marked absent for both Week 1 and 2 in a course will be administratively dropped.
- An administrative drop may have unintended consequences on the student's financial aid and/or standing with the University.
- Students must communicate with their instructor should a situation arise, that would prevent them from coming/participating in class.
- Students are responsible for dropping or withdrawing from courses they plan not to attend or complete.

You can add additional components (fields) to the syllabus by clicking the **Add New Component** button at the bottom of the syllabus.



## Step 3: Review the Syllabus and Check Accessibility

The Accessibility Checker can be found in the lower right-hand corner of your syllabus.

### Teaching Methodology

Visible

**Use of Video:** The use of technology is an integral part of the teaching/learning process and a necessary skill for success in teaching. As such, teacher candidates will engage in multiple forms of assessment including but not limited to creating and uploading digital recordings of various forms for evaluation and guidance. Candidate work is uploaded to secure sites and is not available to the public.

**Minimum Time Requirements (in clock hours):**

Teacher Led Instruction	SEA	Fieldwork/Clinical	Lab	External Learning
35	5	0	0	0

Delaware Teacher Standards: [Interstate Teacher Assessment and Support Consortium \(InTASC\)](#)

Specialized Professional Association Standards: [CAEP K-6](#)

Technology Standards: [International Society for Technology in Education \(ISTE\)](#)

Wilmington University Graduation Competencies: [Graduate Educational Competencies](#)

Dispositions: [Model Code of Ethics for Educators](#)

Delaware Teacher Growth and Support System: [DTGSS](#)

Common Core Standards for English Language Arts: [CCSS](#)


#### Helpful Hint

This component is rich text enabled. You can add tables, links, videos, and images by using the bar above the open text box.

**Please include the following:**

- Teaching Methods
- Evaluation Procedure
- Discussion Boards
- Labs
- Quizzes
- Final Project
- Final Exam

al Comment



To ensure your syllabus is accessible to all students, follow these steps to use the Accessibility Checker:

- Open **Accessibility Checker** by selecting the accessibility checker icon located on the bottom right of the screen. The tool will scan your syllabus for accessibility issues.
- Follow the suggestions provided to improve accessibility, such as adding alt text to images, adjusting table formatting, etc.


### Accessibility Checker

Issue 1/2

Tables should have a header

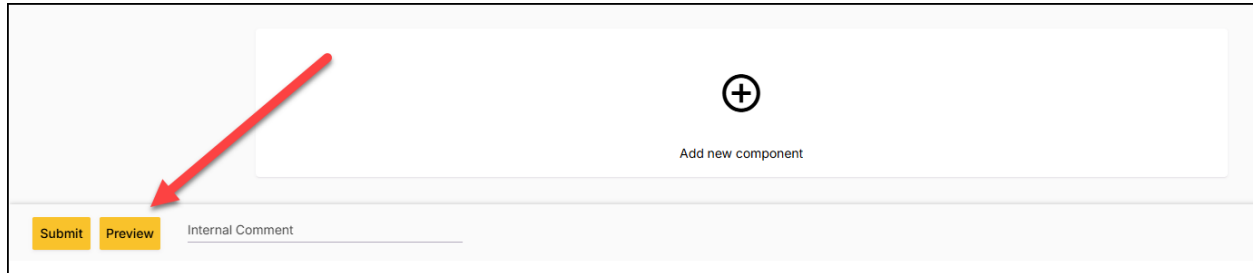
☐ Add table header

Prev Next

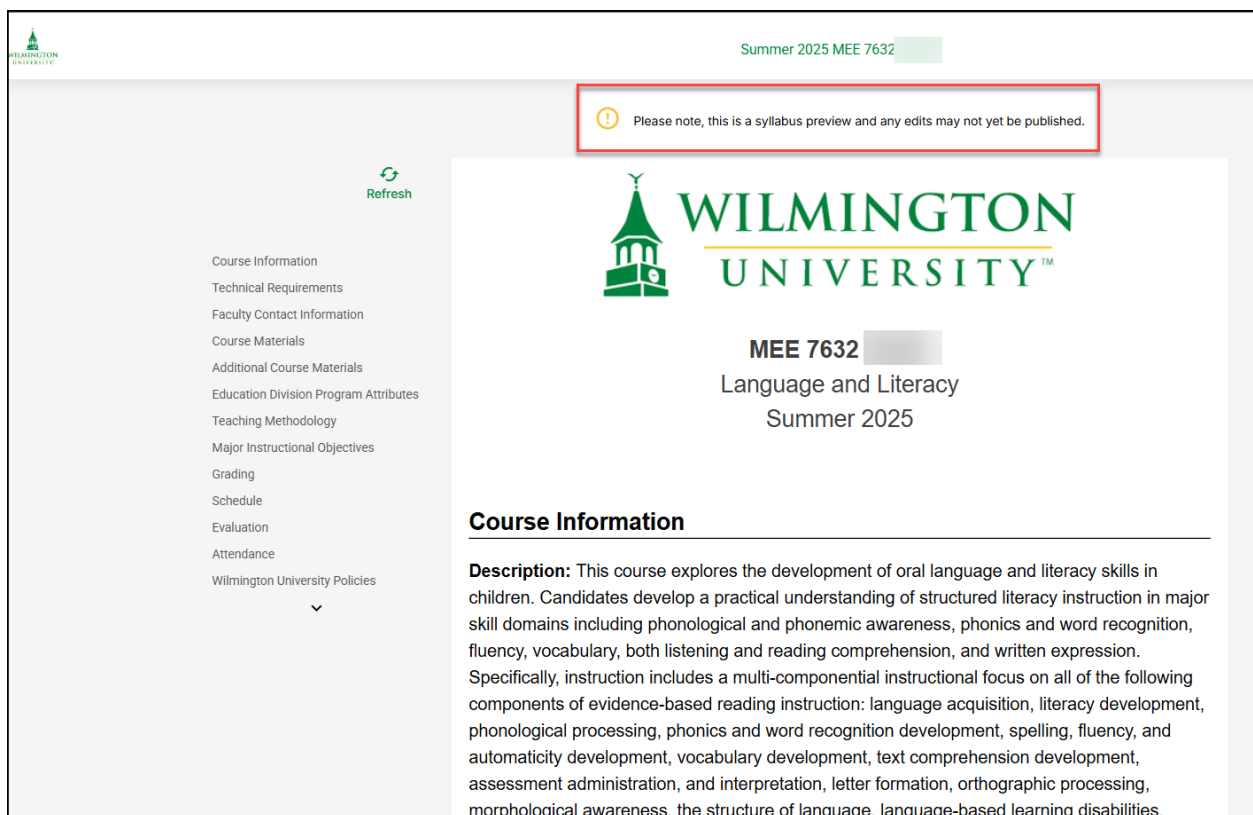


## Step 4: Preview the Syllabus

After making your edits, you can preview your document by clicking the button at the bottom of the editor.

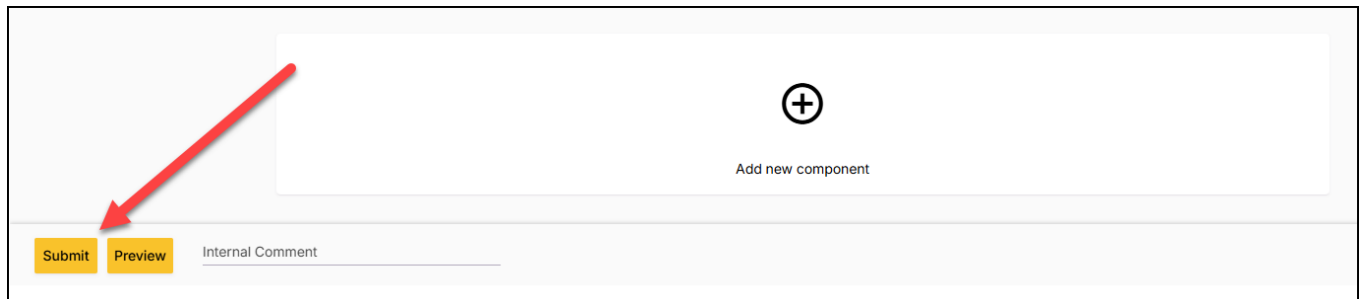


Clicking **Preview** opens a new tab that shows you what the syllabus will look like upon publishing. Student View in Canvas does not work for viewing Simple Syllabus. You will see an error message instead of the syllabus when viewing Student View. Instead, click “Preview” on the syllabus if you would like to see a finalized version of it. The student’s view is the same as the preview (and the instructor view minus the “Edit syllabus” button & the analytics bar).

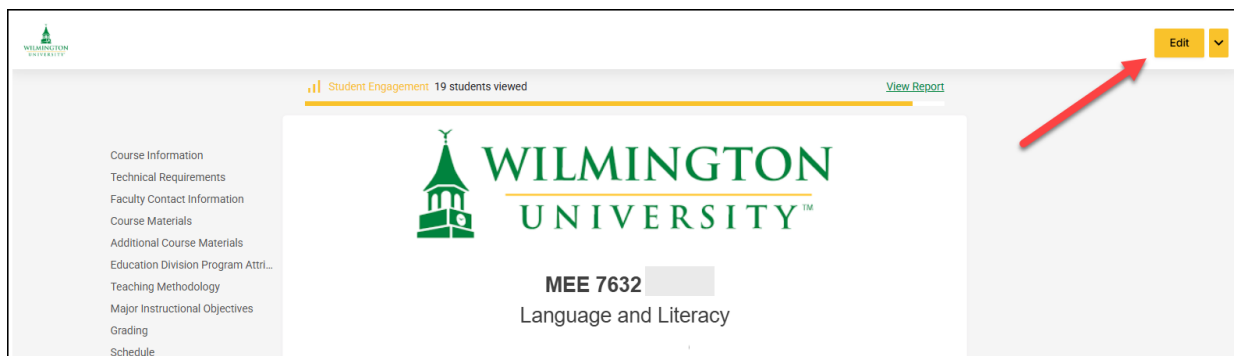


## Step 4: Submit (publish) the Syllabus

At the bottom of the syllabus, there is a **Submit** button. You must click Submit to process your syllabus for publishing. What happens if users don't click "Submit?" Changes are automatically saved in draft form but not visible to students until you click Submit. Students cannot see your syllabus until you do this.



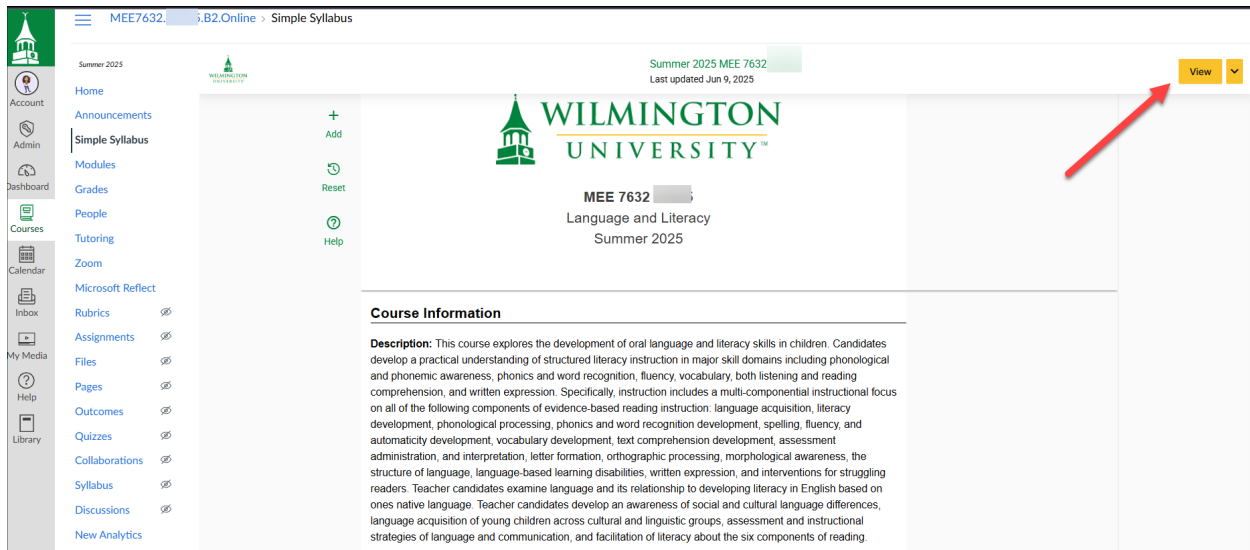
After previewing and submitting, you can re-edit your syllabus as much as you like. Once all the changes are saved, you can submit again. The most recent version will appear for your students. All syllabi will display the "last updated" version. Please allow a few minutes for the changes to render and populate Simple Syllabus. Click the **Edit** button in the top right corner of the syllabus and proceed to any component to make updates.



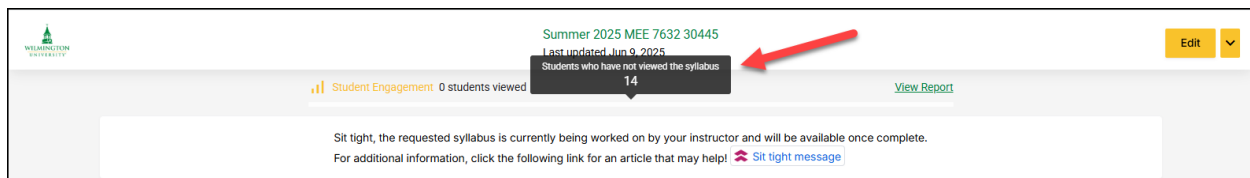
## Step 5: View Student Engagement with the Syllabus

Simple Syllabus provides student metrics so faculty can identify how many students read the document and what percentage of the document was read. This feature is only available through the web version of Simple Syllabus.

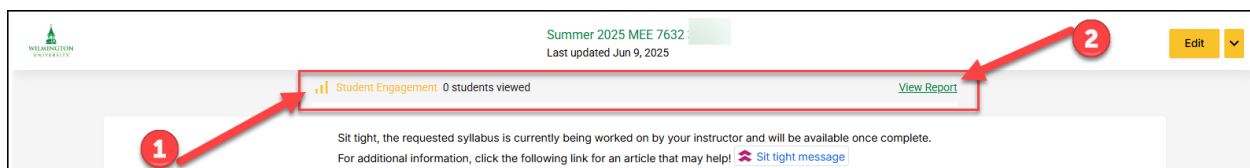
In the top right of the syllabus, click the yellow button that says “View.”



Hovering over the bar will show the number of students who have not viewed it.



1. Clicking on the yellow “Student Engagement” link or
2. green “View Report” hyperlink will open a window with a list of students enrolled in the class.



This report will not only show a list of students enrolled in the class, but the total number of times the student has viewed the syllabus, and the date and time they last viewed. When a student opens a syllabus, it is considered viewed.



MEE 7632

Language and Literacy

Export

Refresh

Student Engagement

0 students viewed

Student	Count	Percent Read	Last viewed
<input type="checkbox"/>		N/A	Not viewed
<input type="checkbox"/>		N/A	Not viewed
<input type="checkbox"/>		N/A	Not viewed
<input type="checkbox"/>		N/A	Not viewed
<input type="checkbox"/>		N/A	Not viewed
<input type="checkbox"/>		N/A	Not viewed
<input type="checkbox"/>		N/A	Not viewed
<input type="checkbox"/>		N/A	Not viewed
<input type="checkbox"/>		N/A	Not viewed
<input type="checkbox"/>		N/A	Not viewed
<input type="checkbox"/>		N/A	Not viewed
<input type="checkbox"/>		N/A	Not viewed

If you have any questions regarding Simple Syllabus, please contact [edtech@wilmu.edu](mailto:edtech@wilmu.edu)