

How to Add and Reorder Components for a Course Master and Individual Syllabi

Adding and Reordering Components

- There are two ways to Add a component. At the bottom of the syllabus template, there is a + sign. Click that to add a component and then give it a name.



Add new component

You can also scroll up to the top of the syllabus and select the green + sign with **Add** underneath. Click that and then enter the name of the component.

Fall 26 • MTH 493 Version 1 - In Progress

This course master has private components that are only visible to enrolled students and instructors.

Add

Reorder

Reset

Help

Welcome Message

Getting Started

As you customize your syllabus by reviewing and adding content to each section below, you'll notice that some information is already pre-populated. Cleveland State University automatically provides this data to save you time, or your internal CSU Team has manually entered it on the template level. If you see any errors in the preloaded information, please reach out to the Simple Syllabus support team at help@simplehighered.com for assistance.

Please keep in mind that all required elements must be completed and submitted prior to registration.

Key Features:

-When you add a component, the default is to have that component be Public. Please change that to Private as we want to make public only components required by SB1.

Name*

new component

Visible ? Public ?

display name

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Type something

? Content component type

? Delete component 🗑️

? Editor
Section: Syllabus Editor
Instructor

? Help text
Type somethi...

WARNING! The default setting for Simple Syllabus is to make new components Public (see green arrow above). Please change that from Public to Private. That way only your students see this new component and not the general public.

If you are creating **Course Master** and you want instructors at the section level to edit what you want, click the Section box under Editors on the right (blue arrow). If not, leave it blank. If you want less space between lines within the component box, use Shift-Enter (Windows) or Shift-Return (Mac).

- To reorder the components within a syllabus click on the Reorder button at the top left of the syllabus (see up two images). You will then get a list of all the components and you can drag components up and down to put them in the order that you wish.