

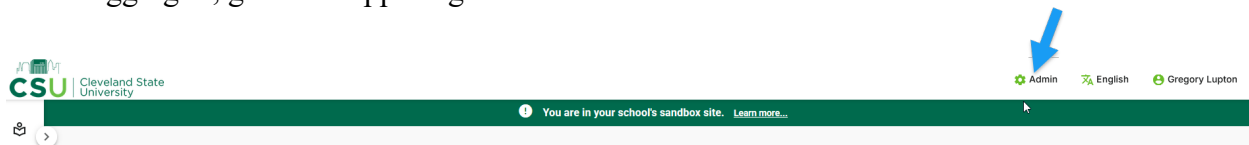
How to Assign a Faculty Member to be a Course Editor within Simple Syllabus

Making use of a Course Master is a way to create syllabi with information that cascades from the Course Master for the syllabi for each section of that course. This way the material does not need to be entered over and over for multi-section courses. This is also advantageous when utilizing part-time instructors who may be new to teaching that particular course.

Department Chairs and School Directors can assign faculty members from their department to the role of **Course Editor**. Below are step by step instructions as to how to do this (with screenshots). There is also a [video that I created](#) that shows you how to do this as well.

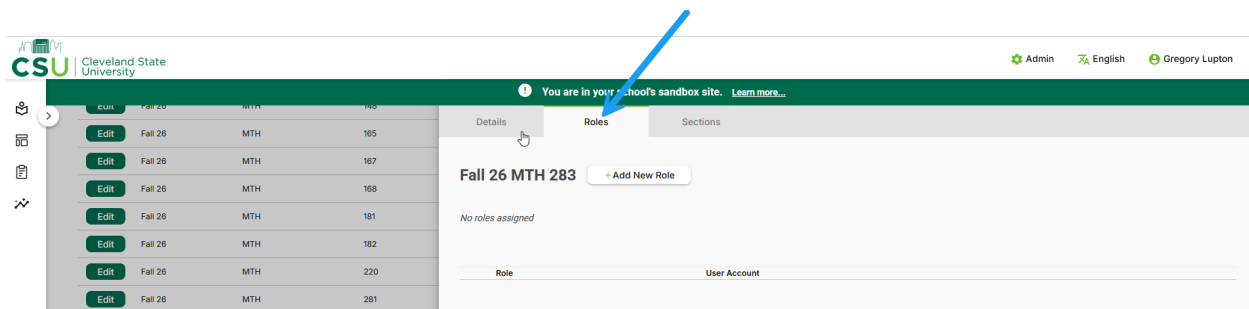
Step 1 – Login to Simple Syllabus

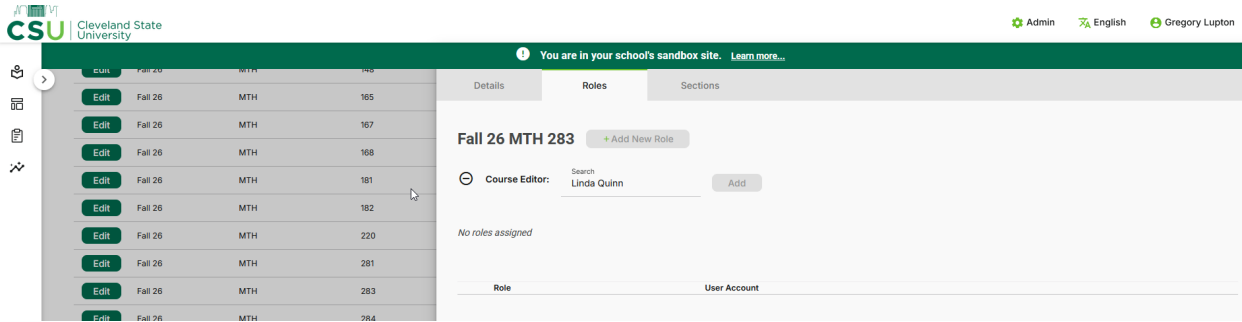
After logging in, go to the upper right corner of the window and click on Admin.



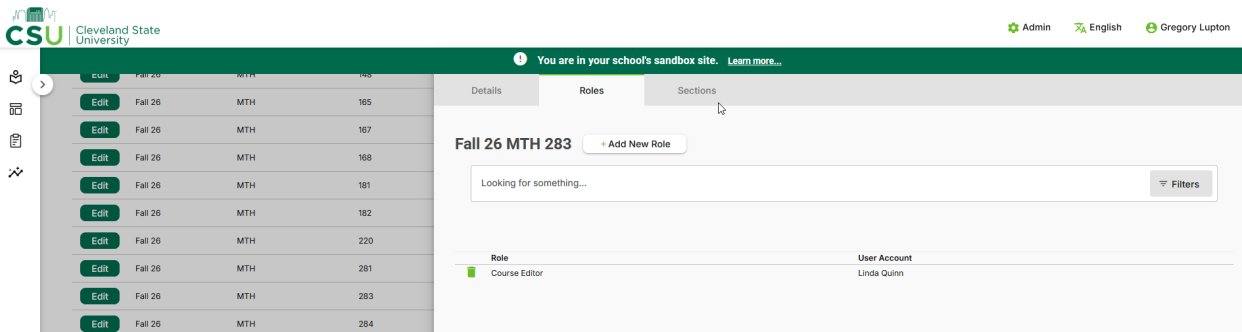
In the popup that appears, click on the icon for Curriculum. The screen will then populate with courses within your department/school. Click on the **Edit** icon at the left for the course for which you wish to assign a course master.

Then look to the right and click the tab for Roles and click the icon that says **+Add New Role**. Then select **Course Editor**. Where it says **Search**, type in the name of the faculty member who will be the course editor. Then click Add. In this example, I added instructor Linda Quinn to be the Course editor for MTH 283.





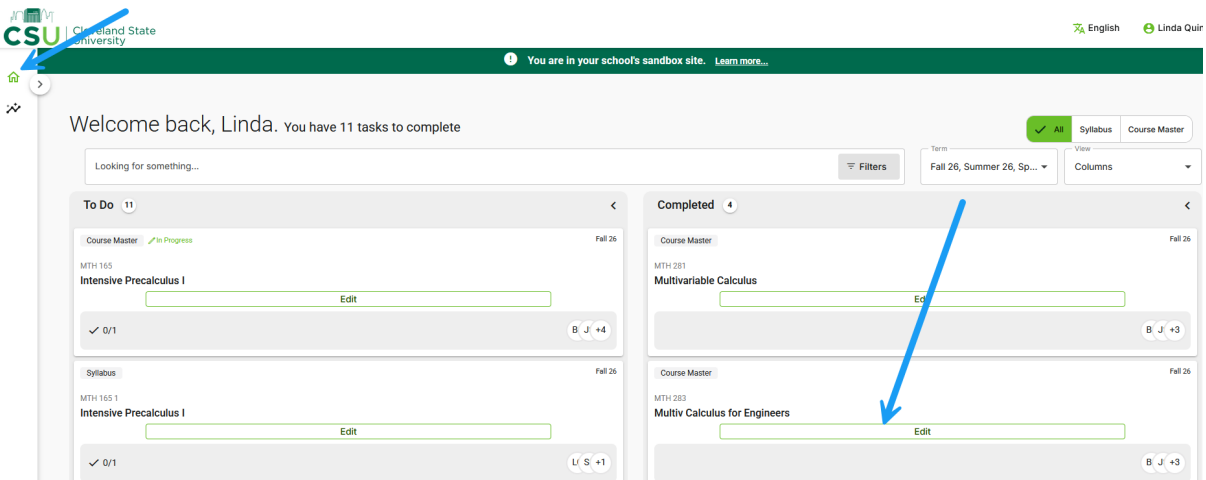
Then below Role, you will now see Linda Quinn assigned as Course editor.



Simple Syllabus will automatically update.

Step 2: What does the Course Editor See?

Now I will login as Linda Quinn and show what she sees in Simple Syllabus. Faculty members should click on the house icon at the upper left. They will then see the syllabi and Course Masters for which they are assigned. The course masters are at the right hand side of the window. In this case, Linda is a course master for several courses, but you can see the MTH 283 is listed below as assigned with the above steps.



When the faculty member clicks the **Edit** button, they can then edit the syllabus. They can prepopulate the components from the CSU syllabus template with information that will populate each section for that course. They can add components by clicking the + **Add** at the upper left and Reorder components with **Reorder** just below that. When finished, they should click the Accessibility icon at the lower right to have the document checked for issues related to Title II WCAG Accessibility for all. Simple Syllabus will make recommendations as to how to fix anything to make it Accessible.

Fall 26 • MTH 283 Version 5 - In Progress

+ Add

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

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.
- To make sure an Optional Component is not seen (you do not wish to use that optional component), change the toggle at the top from "Visible" to "Invisible." Another way is to make sure the text box for that component is empty. (Just delete any prepopulated text in that component. This only works for Optional components.)
- Term-to-term copying: Once a syllabus has been edited and published in one semester, its content will copy over into future terms, saving instructors a lot of time!
- Replace with a Different Syllabus: Select this option to import a published syllabus from your own collection. This will replace the current document with the entire syllabus you choose. Select: Replace with a different syllabus.

Submit Preview Close Internal Comment

Accessibility icon

Then hit Submit at the lower right and the material entered will cascade to each of the sections for that course.