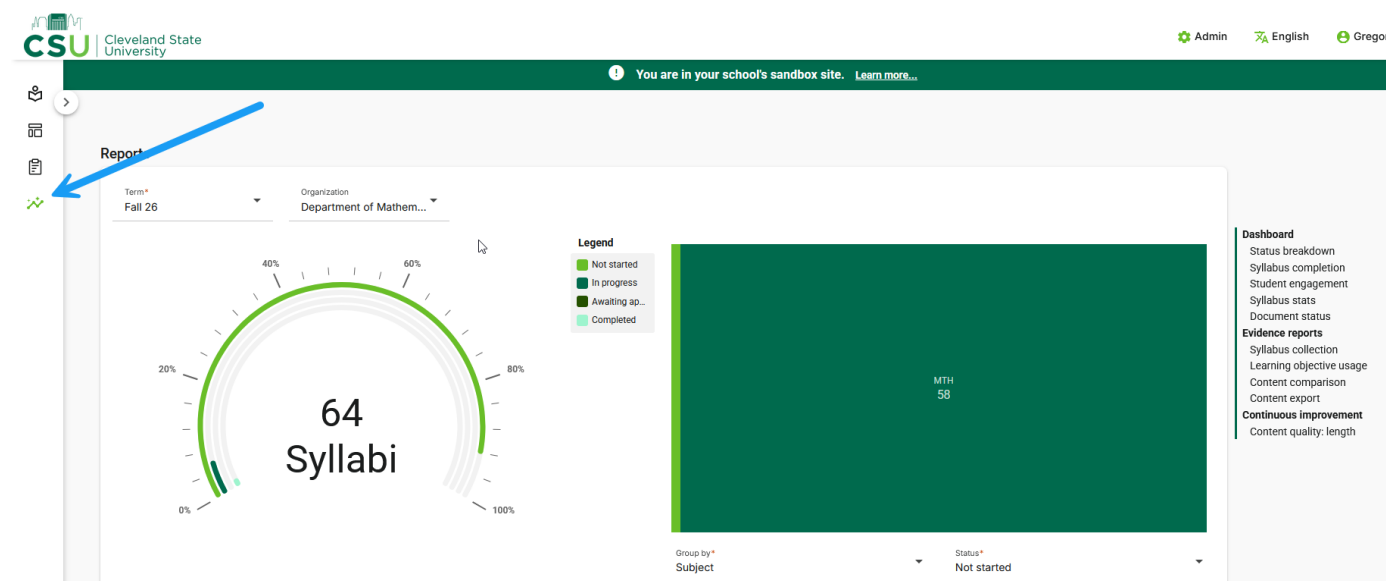


How to Download All Your Unit's Syllabi

Downloading the Syllabi

This can be done by people with Dean or Department Chair Status. You can also add a University Staff person to run reports as well. See document titled "How to Add a Report Generator to Simple Syllabus" for instructions.

Log into [Simple Syllabus](#). The screen you see when you login should appear like below. If it does not, click the **graph** icon on the left side toolbar (see blue arrow below).



Scroll down until you see the heading for **Evidence Reports**. This section will do two things: 1) make a CSV file that contains links to PDFs for every syllabus in your unit and 2) make a zipped file that contains the PDF file of each entire syllabus. Click on **Generate** and also make sure the box for **Include Private Components** is checked if you want the entire syllabus (especially useful for accreditation or program review needs.)

Evidence Reports

Syllabus collection

The syllabus collection report is used to collect syllabus and/or course master samples from across the institution. Use filters to narrow down the documents retrieved or create a single comprehensive collection. Report is exportable as a CSV with links or a compressed folder with individual PDF documents.

Term*
Fall 26

Types*
Syllabus

Subject

Organization
Department of Mathe...

Course number

Instructor

Generate Clear Include Private Components

In this case it is showing the one syllabus made so far in the sandbox, but at the start of the term, there should be a row for every syllabus in your unit. Click on **Generate CSV** to make a spreadsheet with links to each syllabus. Click on **Collect PDFs** to download the zipped file that will contain the complete syllabi. You will need to click on **Ready for download** above those buttons when files are ready.

It may take several minutes for a report to be ready for download.

Jul 7, 2026, 7:26 PM **CSV** [Ready for download](#)

Jul 7, 2026, 7:13 PM **PDF** [Ready for download](#)

Generate CSV **Collect PDFs**

Term	Name	Instructors	Web Link	File Link	Last updated
Fall 26	STA 145 1	Tasha Preisler, CSU Staff	doc/vatat2p1c	api2/doc-pdf/vatat2p1c (pdf)	Jul 7, 2026, 9:11 AM ET