

How to Make a Course Master

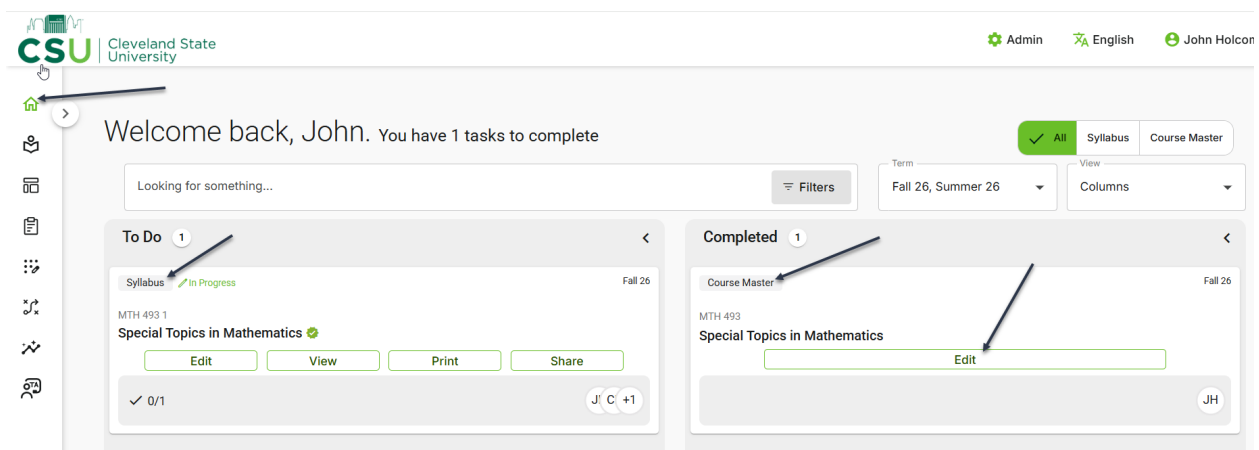
When to Make a Course Master

A course master is a great way to fill components of a syllabus when information is the same for every section of a course. This might be a good option for music classes, multi-section intro classes, etc. It is a great tool to use when things like the required materials, learning goals, the assignment structures, and grading scale are the same across sections.

Before you begin to make a course master, be sure your school director or department chair has assigned you the role of Course editor for the course of interest. (Instructions for Chairs/Directors to do this can be found at the [Simple Syllabus E-Learning site](#).)

Making a Course Master

- Logon to [Simple Syllabus for CSU](#) and login using your regular CSU credentials or logon from Blackboard through the link at the bottom right of your course in the Tools section (under the link for Panopto).
- In the site, click on the green house icon at the upper left below the CSU logo. You will see two lists. One list (on the left) shows the syllabi you need to complete for your courses and the syllabi of the child course for which you are the Course Editor. On the right, are the Course Masters. Select the Edit button for the Course Master you wish to work on. (Note: your screen will have fewer icons on the left).



- You now have access to the CSU Syllabus Template and can enter information into each of the components.
- In the column to the right in grey are helpful hints and suggested language that can be pasted into the component box if you deem it appropriate for all your sections. You can copy and paste and then edit within the box. There is no limit on the number of characters in a component box.
- Of particular note are the following components for Course Editors
 - Student Learning Outcomes

- Required Textbooks/Materials
- Recommended Textbooks/Materials
- How to Obtain Course Materials
- Course Weightts
- Grading Criteria
- Course Schedule/Calendar
- Course Assignments
- If you wish to make a component that is Optional to be required for all sections, click the Optional toggle to required.

How to Obtain Course Materials

☒ Required ?

☒ Visible ?

☐ Private ?

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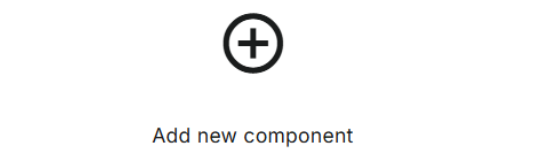
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Type something

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.



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.

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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.

New Component

Name* New Component

Visible Public saved

Put your new content there

Remember if you want less space between lines to use Shift-Enter (Windows) or Shift-Return (Mac)

Content component type

Delete component

Editors

☐ Section: Syllabus Editor Instructor

Help text

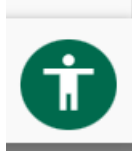
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If you want instructors at the section level to edit what you want, click the Section box under Editors on the right. If not, leave it blank. If you want less space between lines within the component box, use Shift-Enter (Windows) or Shift-Return (Mac).

- 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.

Check Accessibility

Always remember to check Accessibility. If the person icon at the lower right has a red number, then there are issues that need to be corrected. Simple Syllabus will walk you through those. The main issue I have noticed is the need to make a header row on tables that are copied and pasted from Microsoft Word.



For assistance with Course Masters or anything to do with Simple Syllabus, email elarning@csuohio.edu.