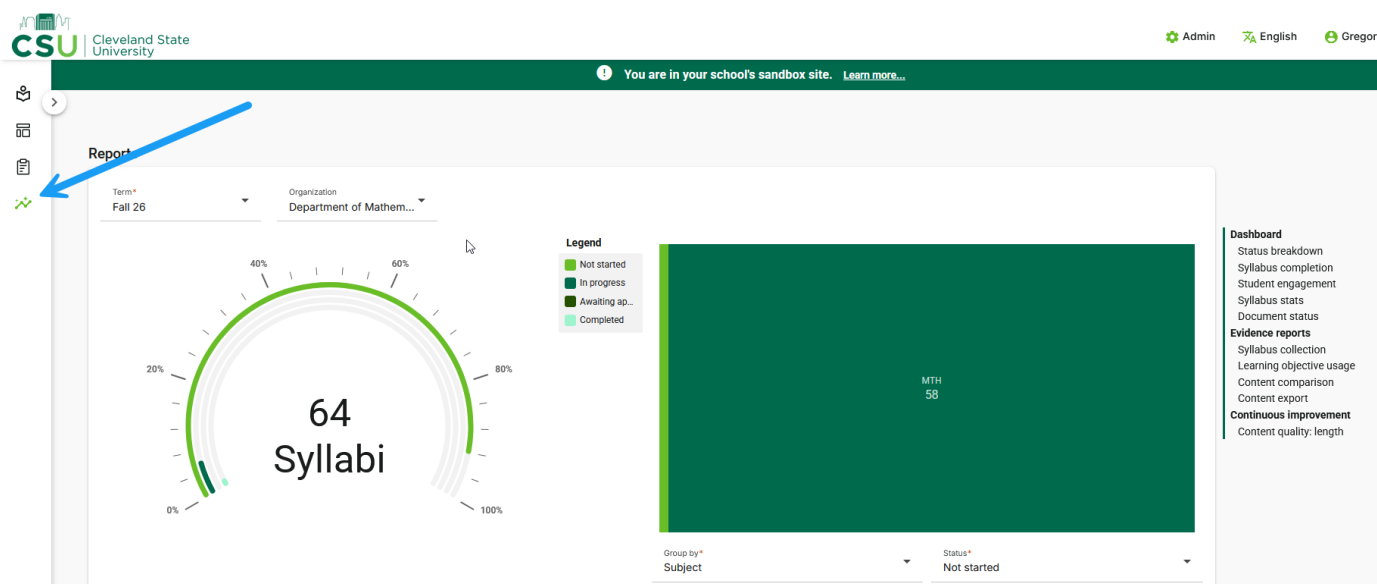


How to Run Reports in Simple Syllabus

Much of the material in this handout can be seen in the [video that shows](#) how run a report to determine which sections have syllabi completed and which do not.

Status report for Syllabi

For a dean, associate dean, or department chair to run a report to determine which sections have syllabi completed and which do not, login to [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 **Document Status Report**. You now want to select the fields that you want generated for your report. First, where it says **Types**, you want to deselect **Course Masters** as most courses do not use course masters, so you do not want them to clutter your report. Then I recommend you select the fields **Last Edited, Enrollment Size, Instructor Email, Display Email, SIS ID**. If you have combined sections or multiple instructors in your department, you may want to also select **Combined SIS ID, Combined Desc, Combined Note, Enrollment, and Multi Instructor**. After making the selections, then click the **Generate** button.

Then scroll down and you should see on the screen a window that shows the information generated. Click the button **Generate CSV** and Simple Syllabus will make a spreadsheet that you can open in Excel. Generating the CSV file may take some time, but when it is done, above the Generate CSV button you will see a link that says **“Ready for download.”**

Instructor Name	Term	Course Name	Status	Published	Course Title	Last Edited	li
CSU Staff	Fall 26	MTH 114 1	Not Started	No	Intensive Fndns Quant...		2
CSU Staff	Fall 26	MTH 114 2	Not Started	No	Intensive Fndns Quant...		2

Once downloaded, you can open the file in Excel and then sort on different columns. One thing important thing to do is to filter or sort on enrollment to identify courses with 0 enrollment.

Courses with Zero Enrollment

Courses with zero enrollment do not need a syllabus. However, if you believe the course will have enrollment on day one of the semester (or thereafter), a syllabus needs to be made. This will be tricky with internship, music lesson, and independent study courses. You can also sort on the

Published column and send emails to the instructors in your department that have not published their syllabi.