

Making Syllabi for Combined Sections (All Undergraduates)

These instructions for courses that are combined in PeopleSoft or combined manually in Blackboard and the combined sections are all **undergraduate sections**.

Login to Simple Syllabus

After logging into Simple, go to the green house icon at the upper left side and look at your ToDo list. The example below shows 3 courses: ART 221, 321, and 421 that are combined in PeopleSoft.

The screenshot shows the Simple Syllabus interface. At the top left is the CSU Cleveland State University logo. A green arrow points to a green house icon in the top left corner. Below the logo is a search bar with the text "Looking for something...". To the right of the search bar is a notification: "You are in your school's sandbox site." Below the search bar is a "To Do" list with 3 items. Each item is a course section. The first item is "ART 221 1 Foundations Painting" with a "Syllabus" link and an "In Progress" status. A green arrow points to the "Syllabus" link. The second item is "ART 321 2 Intermediate Painting" with a "Syllabus" link and an "In Progress" status. A green arrow points to the "Syllabus" link. The third item is "ART 421 2 Advanced Painting" with a "Syllabus" link and an "In Progress" status. A green arrow points to the "Syllabus" link. Each course section has an "Edit" button and a "0/1" progress indicator. The "Completed" section is empty.

You can choose any of the sections that are combined and click on. Here I click on ART 221. Scroll down to the **Course Information** component. The important thing to do is to look at the Help text to the right.

Section Combined Note: ART 421 (2) is the primary class and is combined with: ART 321 (2) ART 221 (1) -- For an undergraduate course combined with a graduate course, you only need to make the undergraduate syllabus and both the graduate and undergraduate students will see it. If you have combined classes at the undergraduate level, make the syllabus for the primary class and then copy it for the other class(es).
Section Blackboard Combined Notes: None

The key sentence is the second one. You need to know which section is the **primary class**. In this case, it is ART 421. **That means you should make the syllabus first for ART 421.** So exit the syllabus for ART 221 and then select **Edit** for the syllabus for the primary class **ART 421**.

Making the Primary Class Syllabus

Once you enter the primary class syllabus, make the syllabus as you would for any syllabus. Look at the other resources on the [Simple Syllabus Resources Page](#) about how to make a syllabus to get a component by component guide for syllabi.

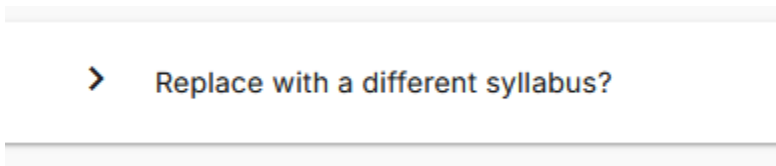
With these combined classes, Simple Syllabus will bring a Course Description from the undergraduate catalog of one of the combined classes. You can add the course description of the classes if you wish by Adding a component, reordering it, and then copying/pasting the course description from the undergraduate catalog.

Fill in the components as you want for the class. For combined classes, it is highly probable that the many of the components (required readings/materials, course calendar, course weights, learning outcomes, grading criteria, etc.) would be the same across the combined sections. You want to fill in the components now that will be the same (or almost the same) across the sections.

When you finish that syllabus, go ahead and click **Submit**.

Importing the Primary Class into the Other Sections

Now click on **Edit** for one of the other combined sections that is not the primary section. When you open that syllabus, at the top will be an option that says,



> Replace with a different syllabus?

Click on that. Then you will see

Term

Fall 26, Summer 26, Spring 26

▼ Select a syllabus to copy from

Looking for something...

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ART 421 2
Spring 26

In this case, the primary class is already appearing (ART 421). If what you are looking for is not appearing, you can click in the “Looking for something ...” box and type in the SUBJECT prefix and the COURSE NUMBER of the section you want to copy.

When you click on ART 421, Simple will automatically start copying the components from the primary syllabus into the current one. You do not need to retype that information.

It take a moment to do this. After completion, go ahead and scroll through the current syllabus and make any edits you want to that syllabus that would be unique to that section of the combined sections (if there are any unique issues.)

Then Submit that syllabus.

Repeat that process if there is are additional sections that are combined together.

For assistance, reach out to elarning@csuohio.edu and make it clear you are working on combined sections involving only undergraduate students.