

Tips and Recommendations for Simple Syllabus

1. If your section is combined with another section, either in Peoplesoft/Campusnet or manually in Blackboard, please see the documents or videos for **Combined Sections**.
2. If a course has **zero enrollment**, you do not need to create a syllabus, but if you suspect **even one student** will register, you need to make a syllabus (even it is after the term starts such as **Internship course** that frequently gets added after the start).
3. Remember to use **Shift-Enter (Shift-Return for Macs)** to have less spacing between lines in the text boxes
4. If you add a new component, be sure to turn the Setting from **Public** to **Private**.
5. Read the **Help text** sections in the gray area to the right for suggested wording for many of the components.
6. If you leave the text box of an **Optional** component completely empty, that component will not appear on the syllabus at all (private or public). If you want to be extra certain that a component will not be seen by your students, turn from **Visible** to **Invisible**.
7. Don't forget to look at the human being surrounded in green icon at the lower right to check for **Accessibility** issues.
8. Remember your syllabus, with all its components, will be available to your students via Blackboard, so you do not need to upload another syllabus to Blackboard.
9. A note about **multiple instructors**
 - a. Chairs and Directors have been counselled to use multiple instructors sparingly, but these are the ways it works.
 - b. If two names are submitted to **Scheduling** as **Primary Instructors**, then both instructors will appear in the **Header** (public), the **Course Information** component (private) and the **Instructor Information** components (public and private). Both instructors can edit the syllabus and both should submit their credentials (public).
 - c. If additional names are submitted to **Scheduling** in the **Secondary Instructor** field, then those names will NOT appear on the syllabus, but they will be able to edit the syllabus.
10. When completing the component for **Required Textbook/Materials**
 - a. It is best to include all your required readings. Think of it as including a Course Bibliography. You can copy and paste a bibliography in the text box provided at the bottom of options.
 - b. It is okay to say as part of the materials, "Instructor-created documents such as course packs, handouts, case studies, and study guides, etc."
 - c. You can references for Open Education Resources (OER) and On-Reserve (library) materials.
 - d. If you have no **Recommended Textbook/Materials**, be sure to make that component **Invisible** or delete the default wording about potential changes occurring over the course of the term.
11. For the **Calendar** component, you do not need to be overly detailed.

12. For **independent study, internship, practicum, and clinical courses, etc.**
 - a. In the course **Calendar** component, you do not need a lot of information. Consider using language such as “Regular attendance at meetings with instructor is expected. The independent study schedule will be determined via a collaboration between the student and instructor. The student is expected to work a minimum of 7.5 hours a week between meetings with the instructor and working outside of class.”
 - b. The **Learning Objectives** component is required but **Private** facing. It is important to spell out the expectations before-hand for what you expect the student to learn/accomplish during the term.
 - c. For the **Course Weights** and **Grading Criteria** components, it is important to spell out your expectations of how you will be assessing the student at the end of the class. Be clear as to whether a letter grade will be earned or if the course is S/U.
13. If you wish to download your syllabus in **PDF** format, this option is not available until the syllabus is **submitted** for publication. You would preview it, then select **Print** and then select to print it as a **PDF** file.
14. After you complete and **Submit** your syllabus, you can continue to edit and update it throughout the summer and the term of the course.
15. You can import material from a previous syllabus into the current syllabus. When you scroll to the top of the syllabus, you can see an icon for **Import**.
16. You can add a component to your syllabus by scrolling to the top and clicking on the + **icon** that says **Add** or you can scroll to the bottom and click on the + **icon** that says **Add Component**. You can re-order the components by scrolling to the top of the syllabus and clicking on the **Reorder** icon.
17. For help contact E-Learning at elarning@csuohio.edu.