

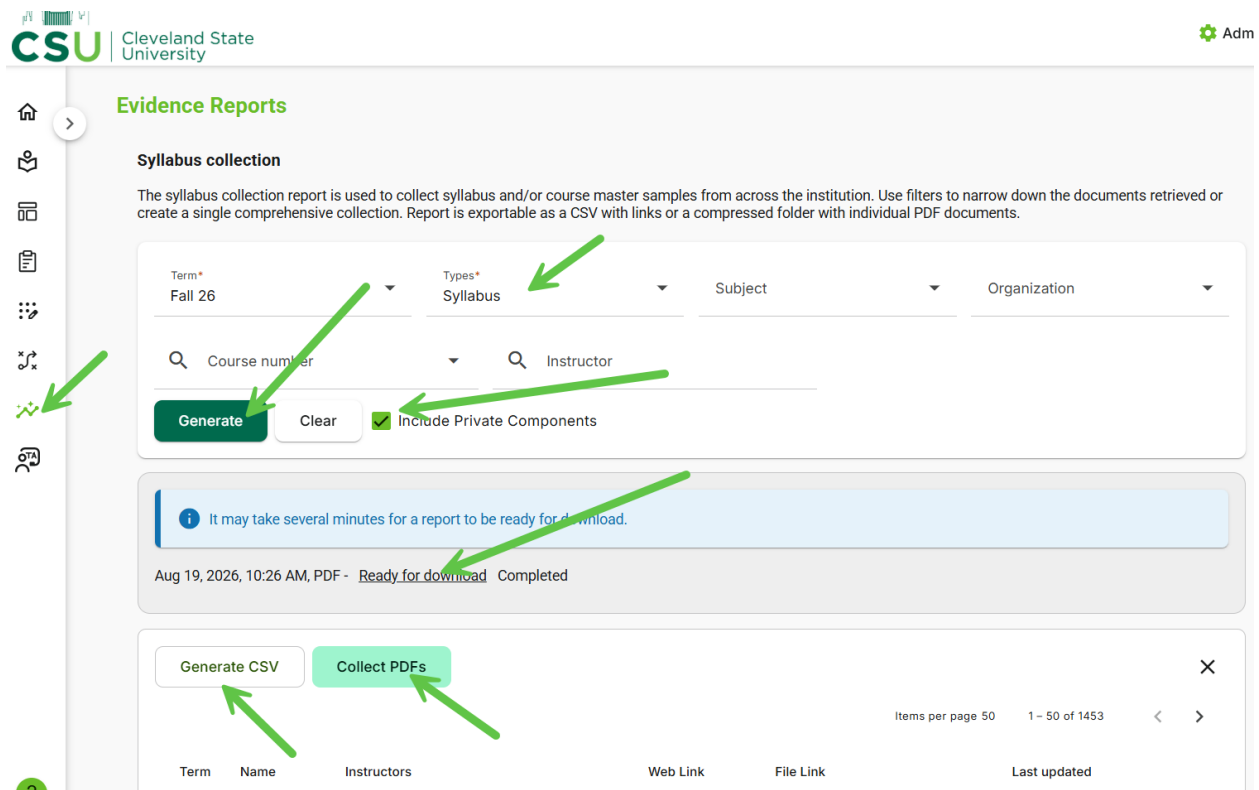
How to Download All Syllabi for your Unit

Simple Syllabus will allow a unit to download either a link to the full syllabus, the PDF, or both for all the syllabi within a unit.

To do this, click on the Report icon  on the left hand side.

Make the following selections.

- In the **Types** heading, be sure to turn off the Course Masters (unless you want them too).
- Click the box to turn on **Include Private Components**
- Click the **Generate** button
- After hitting Generate, then a table will appear below, and then you can generate a CSV file that will contain a link to each and every syllabus.
- Click on **Collect PDFs** to download a giant zipped file that contains a PDF of every syllabus. (This may take some time.)



The screenshot shows the 'Evidence Reports' section of the Cleveland State University system. The 'Syllabus collection' report is selected. The interface includes filters for Term (Fall 26), Types (Syllabus), Subject, and Organization. Search fields for Course number and Instructor are present. The 'Generate' button is highlighted with a green arrow. Below the filters, a message states: 'It may take several minutes for a report to be ready for download.' A status bar shows 'Aug 19, 2026, 10:26 AM, PDF - Ready for download Completed'. At the bottom, there are buttons for 'Generate CSV' and 'Collect PDFs', both highlighted with green arrows. A table header is visible at the bottom with columns: Term, Name, Instructors, Web Link, File Link, and Last updated.