

How to make your Syllabus with Simple Syllabus.

The Faculty Senate Undergraduate Student Success Committee, in consultation with the Provost's Office and the Office of General Counsel has created a university-wide syllabus template in the software system Simple Syllabus to be used for all **undergraduate sections** and courses for the Fall 2026 semester. Using Simple Syllabus will allow the university to be in compliance with Ohio Senate Bill 1.

A syllabus is required for all sections of all courses, including independent studies, music lessons, clinical, studio, labs, etc. The syllabus created will be automatically available to students through the section Blackboard Shell. **Syllabi that faculty create in Simple Syllabus should be the syllabus used for the course. Six of the template modules are required to be public, and this happens automatically.**

Simple Syllabus provides pre-made modules in which faculty will enter information for all the courses they teach term by term. The pre-made modules appear below. These modules have been reviewed by the University General Counsel's Office, the Faculty Senate Undergraduate Student Success Committee, and the Provost's Office. Additional information can be found at the CSU Simple Syllabus website.

Before Starting

Before you start your syllabus, if you are teaching a class with many sections, check with your department/school chair/director to determine if a course master has been made or will be made for your course. A course master is where a faculty member from the unit prepopulates a syllabus with common information that needs to appear in every section of a course. This could be things like the learning goals, the grading scheme, the assessment schedule. If a course master will be made, you probably want to hold off on finishing your syllabus until the course master has been created.

If you are teaching a stand alone section and you are solely responsible for the content of the course, then go ahead and login and complete your syllabus.

Also before starting, have a previous version of your syllabus open on your computer. **It will be very easy to cut and paste information from a previous document into Simple Syllabus.**

Entering information into the Syllabus

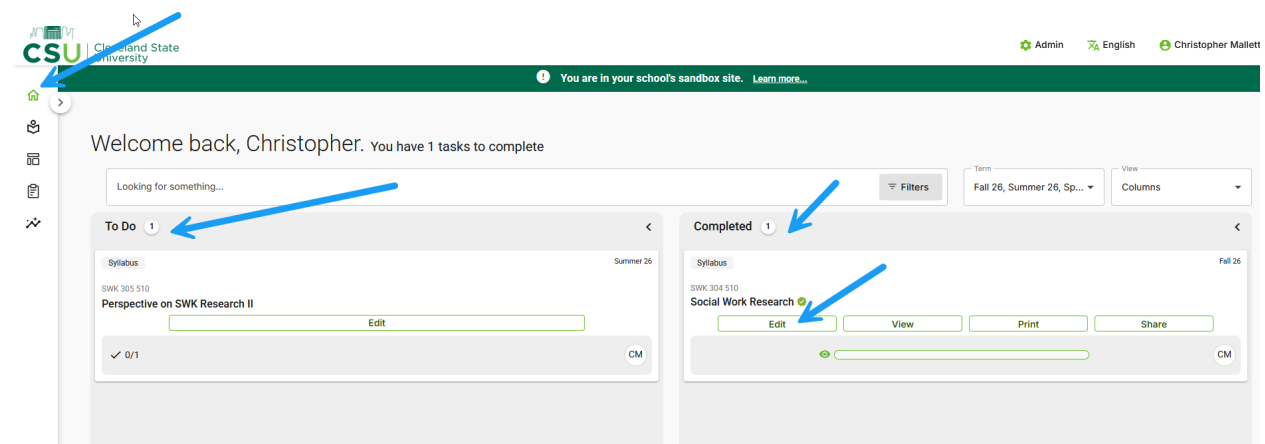
To make your syllabus, login to Blackboard or go to the [Cleveland State Simple Syllabus site](#). You will be able to login using your regular CSU credentials with your number email such as 1234567@csuohio.edu.

In Blackboard, when you get to your course, scroll down to the lower right in the **Tools** section and click on the link for **Simple Syllabus**.



Also know that when your syllabus is completed, that is the location students will find your syllabus, so there is no need to upload a PDF of your syllabus to Blackboard.

If you go directly to the website, click on the house icon near the upper left and your courses will be listed in the To Do at the left and when you publish (complete) the syllabus it will appear on the right as seen below.



{Note: After you complete your syllabus and you decide it needs to be edited or updated, return to the above screen by clicking on the **house** icon and then on the right hand side, click on the **Edit** button to return to your syllabus and make edits.]

Upon entering your syllabus, you will be presented with the template made for the university. Your screen will look like below. Note that in future terms you will be able to “pull in” your syllabus from a previous term and just update it for the current term using the link where the arrow is below.

Fall 26 • MTH 493 1 Version 4 - In Progress

+ Add

☰ Reorder

🔄 Reset

🔍 Help

⚠️ This syllabus has unsubmitted changes.

⚠️ This syllabus has private components that are only visible to enrolled students and instructors.

> Replace with a different syllabus?

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

The syllabus consists of components. Many components are prepopulated with information about your course from Peoplesoft and other modules have prepopulated language from the student success committee and the Office of General Counsel.

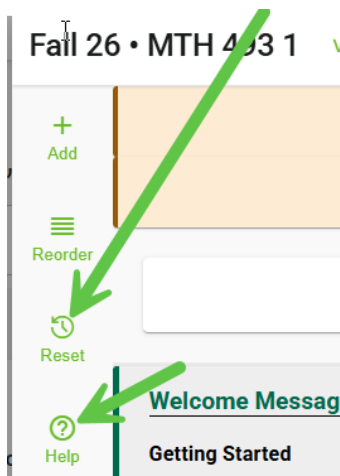
Also, each component can be made **Visible/Invisible** and **Public/Private** (see below). The public components are the ones required by law to be public. Private components will be seen only by the students in the course and you the instructor. We have preset this setting for the components.

Many components, however, are optional. You can either leave those components blank or click the **Visible** icon at the upper left of the component to turn to **Invisible**.

Instructor Bio/Teaching Philosophy

☒ Invisible ? | ☐ Private ? saved

Also, if you enter information into a component, but want to clear it back to its default setting before you entered information, you can reset that component by clicking on the **Reset** icon at the upper left.



The first 3 modules (Header, Course Information, and Course Description) are prepopulated by Peoplesoft and these are locked down so that you cannot make edits. The Header is **public**, the Course information is private and the Course Description is private.

Below components that are required for publishing and must be completed will be highlighted in **green** and if they are also public as required by SB1, they will be highlighted in **yellow**.

Instructor Information

The Instructor Information Component is critical! This component is **required** and **public**. This where the instructor of the course needs to enter their credentials. Look to the gray box to the right under **Help text:** for information as to how to enter your credentials. [Note: there is useful information throughout the document in the gray area to the right labelled **Help text:**]

In the component's text box, please enter your credentials similar to below.

John P. Holcomb, Jr.,
Ph.D., The University at Albany (SUNY)
Maser's Mathematics, The University at Albany (SUNY)
Bachelors of Science, Mathematics, St. Bonaventure University

[Note: To have less space between lines (this works throughout the document), use a soft line break using:

Windows: Shift + Enter

Mac: Shift + Return]

Immediately below that component is a required component for contact information. Click the pencil icon to edit this section. Your email will be prepopulated, by you need to enter your phone number, office location and times for drop-in (office) hours. **You can type "TEAMS" in lieu of a phone number.** All students and faculty (PT and FT) can install TEAMS on their phone. The preference is for people to use TEAMS for communications for CSU purposes. Then hit Save.

Visible

Private

If there's a problem, reflect

Name

John Holcomb

Email*

J.P.HOLCOMB@csuohio.edu

Phone*

Phone is a required field.

Office Location*

Office Location is a required field.

Student Drop-in Hours:*

Type something

This field is required

*Required

Save

Close

Hide

Instructor Bio/Teaching Philosophy

This component is optional and private. This where you might enter how you approach the course. This module can be used to help students feel welcome in the course. If you have participated in the Student Experience Project (SEP), this where you can include information from those syllabus workshops.

Student Learning Outcomes

This is a **required** and private component. Cut and paste information from a previous syllabus or a department website for the Learning Outcomes of the course.

Required Textbooks/Materials

This component is **required** and **public**. Here you enter the required readings for the course. Click the pencil icon to enter information. If you know the ISBN number, it may prepopulate the information. There is a guide to the right in the Help text: section to help you know what you need. You can think of this as a course bibliography. You do not need to include the works themselves, but the list of works you will be reading. We encourage you to be inclusive with your list and include references to the readings within your course.

Required Textbooks/Materials

☒ Visible   | ☒ Public  



Title: Statistics: Informed Decision Using Data, 7th edition

Authors: Michael Sullivan

Publisher: Pearson



Add new material

Note. The required readings may change based on contextual factors, such as student learning needs, student interests, newly published sources, and unforeseen course disruptions.

Notice the prepopulated language above. We realize readings are subject to change in the course of the term. The syllabus remains open throughout the semester, so if you do add major readings, you should update your syllabus accordingly.

Immediately below that component is a toggled component to indicate if your required materials have a cost or are zero cost. Please select the appropriate choice. This will help the university track how many course are using \$0 cost materials (which is required by the Ohio Department of Higher Education) and will also indicate to students if the course is \$0 cost.

☒ Visible   | ☐ Private  



The required textbook for this course has a cost associated with it. This course might also have other fees and/or ancillary material costs (e.g. homework platform, equipment, lab fees, etc.) associated with it.



There is no required textbook or the cost of the textbook is zero dollars. This course might also have other fees and/or ancillary material costs (e.g. homework platform, equipment, lab fees, etc.) associated with it.

Please note:

Whichever toggle you select, only the statement underneath will be communicated with students that your course.

NOTE: this is for the **required materials**.

(*A textbook is any required assigned book or collection of readings. This does not include course fees and ancillary material costs.)

Recommended Textbooks/Materials

This component is optional and **public**. Here you enter any materials that are only recommended. If you do have such materials (click the **pencil** icon), these will be public. **If you do not have any recommended materials, I do suggest you that you make this component Invisible.** Also, make the component immediately below invisible asking about the cost of the recommended materials.

[Note: You do NOT need to reenter readings/materials into this box if they were previously entered above in the Required Materials component. This component is only for additional readings/materials not listed above that might be only recommended rather than required.]

How to Obtain Course Materials

This component is optional and private. This module tells students how to obtain materials for the course. This is where you can explain inclusive access or the use of on-reserve materials in the library, etc.

Course Weights

This component is **required** and private. Use this module to describe how assessment components count (exams, quizzes, homework, etc.) toward the final grade.

Grading Criteria

This component is **required** and private. Use this module to show the cutoffs for assigning letter grades, (93 and up an A, etc.)

Course Schedule/Calendar

This component is **required** and **public**. SB1 requires a calendar explaining when materials are covered. We recommend a week by week calendar that hits the broad highlights of what is covered that week. For example, if using a textbook, use the chapter titles covered (don't say only "Chapter 1" but say "Chapter 1: Introduction to data". If you have a variety of readings, use an abbreviated reference in that week that could reference the required readings

We have included the disclaimer:

Note: The course calendar may change based on contextual factors, such as student learning needs, student interests, newly published sources, and unforeseen course disruptions.

We do recommend if you have major changes in the schedule (snow days, etc.) that you do update the syllabus calendar.

The rest of the Modules are optional. Jump down to the bottom of this document for information on adding components and checking for accessibility.

Course Assignments

This component is optional and private. This component can include more details such as exact dates for when assignments will be due and when exams will occur.

Course Expectations

This component is optional and private. This component is an opportunity to share your unique approach to the class. This can include things to make the class welcoming, inviting, and making it clear that you as an instructor believe they can succeed.

Course Policies

This component is optional and private. This module can contain information on responsiveness, late work, participation policies/attendance, etc.

Academic Integrity

This component is optional and private. This module is not required, but the Student Success Committee highly recommends that you include it in your syllabus. The last paragraph may not be needed in courses without supervised exams.

AI Use Policy

This component is optional and private. This module is not required, but the Student Success Committee highly recommends that you include it in your syllabus. Please select the approach to AI that best works for your class. If the three populated options don't quite fit your approach, you can copy the wording and paste into the Custom box and edit so the wording reflects exactly what you want to say about your AI policy.

Mental Health Statement

This component is optional and private. This module is not required, but the Student Success Committee highly recommends that you include it in your syllabus.

Office of Disability and Testing Services

This component is **required**, locked down, and private. This section is required to be on the syllabus per the university's Office of General Council.

Religious Accommodations

This component is **required**, locked down, and **public**. This section is a Senate Bill 1 requirement to be a public facing component of the syllabus. Ohio law states that faculty must give up to 3 excused absences, but it is up to individual faculty to decide if they wish to grant more than 3. If you do wish to allow more than 3, we recommend discussing that individually with students on a case-by-case basis.

Remote Testing

This component is optional and private. The **Help text:** box on the right has language you can copy and paste into this component box and edit as you see fit if remote testing is a part of your course.

Support Services on Campus

This component is optional and private. Starfish contains a great deal of support information for students. This component can guide students there. You can also add additional information to this module that may include locations of computer labs with specialized software or department level support services.

Starfish

This component is optional and private. Utilize this module if you post drop-in (office) hours in Starfish. There is suggested language in the **Help text:** section.

The Academic Hub

This component is optional and private. Include this if your course has support through the Academic Hub, which is mainly for high-enrolling first year courses. There is suggested language in the **Help text:** box that can be copied into the component.

Teaching Assistant Information

This component is optional and private. If applicable, include contact information for teaching assistant and availability.

Inclement Weather Statement

This component is optional and private. Use or modify the text below for instructions on what to do in the event classes are cancelled for inclement weather.

Athletic Statement

This component is optional and private. Athletics sends all instructor an email identifying students (with dates and times) who will miss classes because of athletic contests. If you want to add language in your syllabus regarding wanting the students to reach out personally to you, consider the language in the Help text. You can copy/paste and then edit.

Syllabus Change Policy

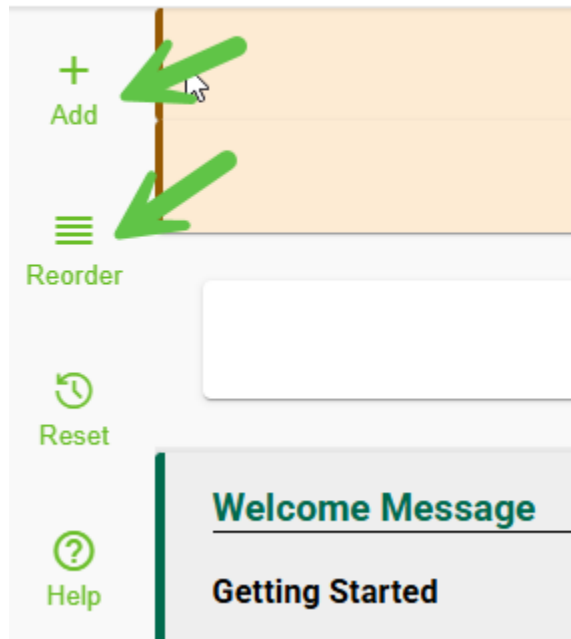
This component is required, private and locked down. This is a disclaimer to allow modifications to the syllabus.

Adding Components and Checking for Accessibility

Adding additional components.

You can add as many more components as you need to cover topics not already mentioned above. Simply click the **Add new component** icon. You can also always scroll up to the top of the syllabus and click on the + icon to add a component. The textboxes created do not have a word limit and you can add as many new components as you wish. **Important:** the default setting for a new component is for it to be **Public** – be sure to change this setting to be **Private**. If you change your mind and do not want the component, you can delete it by looking to the right for the **delete component** link.

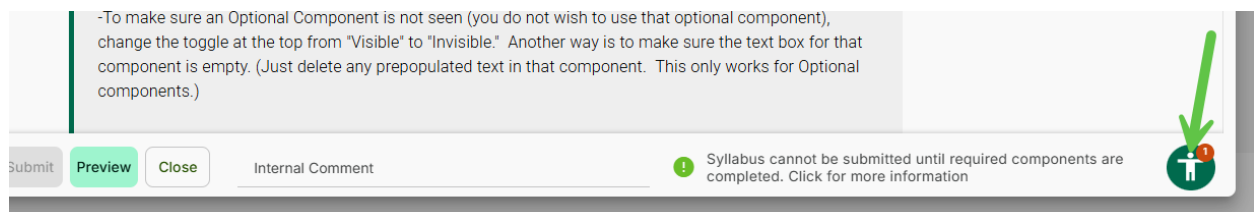
The image shows a user interface for adding a new component. At the top, there is a large green button with a plus sign and the text "Add new component". Below this, the form for creating a new component is displayed. The form has a title "new component" and a "Name*" field. There are two toggle switches: "Visible" (which is turned on) and "Private" (which is turned off). A green arrow points to the "Private" toggle. To the right of the toggles, the word "saved" is displayed in green. Below the toggles is a rich text editor with various formatting options like bold, italic, underline, and links. At the bottom of the form, there is a text area with the placeholder "Type something". To the right of the form, there is a sidebar with two links: "Content component type" and "Delete component". A green arrow points to the "Delete component" link.



Once you add a component, you may want that component to be placed earlier in the syllabus (the default for a new component is at the bottom). You can move that component by scrolling up to the top of the syllabus and clicking on the **Reorder** icon. You can then drag to a higher position the component

Checking for Accessibility

Simple Syllabus checks to make sure your syllabus that will appear on the web is Title II WCAG accessible. Check the green person icon at the bottom of your window. If there is a red number in the upper right, that indicates how many issues you need to address for accessibility. Click the icon and Simple Syllabus will guide you through the issues and offer ways to fix the issues. The main issue seen is making sure there is a heading row if you use a table in the text boxes.



For additional help completing your syllabus, contact E-Learning at elarning@csuohio.edu or Simple Syllabus directly at hello@simplehighered.com (813-279-5443)