

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. Remember to use **Shift-Enter** (**Shift-Return** for Macs) to have less spacing between lines in the text boxes
3. If you add a new component, be sure to turn the Setting from **Public** to **Private**.
4. Read the **Help text** sections in the gray area to the right for suggested wording for many of the components.
5. 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**.
6. Don't forget to look at the human being surrounded in green icon at the lower right to check for **Accessibility** issues.
7. 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.
8. Under **Instructor Information** where it asks for a phone number, you can type "TEAMS." 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.
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. 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. After you complete and **Submit** your syllabus, you can continue to edit and update it throughout the summer and the term of the course.
14. 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**.
15. 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.
16. For help contact E-Learning at elarning@csuohio.edu.