

Welcome Faculty

Simple Syllabus Workshop

“It’s time things got simple!”



VALPARAISO
UNIVERSITY



**SIMPLE
SYLLABUS**

Agenda



GOALS



- Demo – Access from Anywhere
<https://valpo.simplesyllabus.com>
<https://valpo.blackboard.com>
- View Dashboard, Published, & Library
- Identify Template Components & Tools
- Navigate, Import, Edit, & Customize
- Submit/Publish
- Share and Print
- How to Get Help & Discover “The Hub”

How It **Works**

The Simple Syllabus dashboard is unique to each user, listing each syllabus needed for the next term. Syllabi are automatically pre-populated with required institutional data and prior approved content for that class section.

Once published, the syllabus is available to students in web, mobile, and even print format. All syllabi are archived and can be easily retrieved within the system.

Major **Features**

- ✓ Dynamic Templates – Technology does the work for you
- ✓ Personalized Dashboard – Organization through automation
- ✓ Audit Tools – Instantly know the who, what, and how
- ✓ Central Repository – Everything you need in one place
- ✓ Student Portal – Preparing for class has never been easier

It's All About **You**

Faculty



Save time and eliminate redundant tasks. Simple Syllabus automatically generates major components of your syllabi such as policy, schedule, and more—then you personalize the rest.

Administrators



Ensure consistency of critical information through templates. Establish deadlines and automate governance activities. Quickly retrieve necessary documentation for accreditation and regulatory purposes.

Students



Content automatically optimized for web, mobile, and print means students can access anywhere at anytime. Aggregated material list saves students time and money.

What's new?

- Better alignment with Dean's Council
 - Required and Recommended Elements
- Semester Calendars
 - Template with M-W-F & T-R Days, Important Dates
 - Integrated Blackboard Grade Center
- Ability to reorder syllabus components



Submit an IT Help Desk Ticket:

Confluence:



Knowledge Base



Service Desk

VITAL/Blackboard

Or

Email: helpdesk@valpo.edu

Simple Syllabus How-To for Faculty



The Simple Hub

Knowledgebase



SIMPLE SYLLABUS



Product Administration

Learn about how to manage the Simple Syllabus platform



FAQ's

Have a quick questions? Find answers to the most common



Community

Need help? We have you covered all the time



Submit a request

Contact us through a specially prepared form



Q & A / Feedback



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Thank you!