## Welcome Faculty

## Simple Syllabus Workshop

### "It's time things got simple!"





Presented by the Office of Instructional Technology, Design & Assessment





#### 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"







The Simple Syllabus dashboard is unique to each user, listing

Once published, the syllabus is available to students in web,

each syllabus needed for the next term. Syllabi are automatically

pre-populated with required institutional data and prior approved

mobile, and even print format. All syllabi are archived and can be

Dynamic Templates – Technology does the work for you

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

Personalized Dashboard - Organization through automation

#### How It Works

content for that class section.

easily retrieved within the system.

Major Features

#### 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

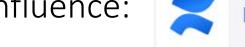






#### Submit an IT Help Desk Ticket:

Confluence:



Knowledge Base

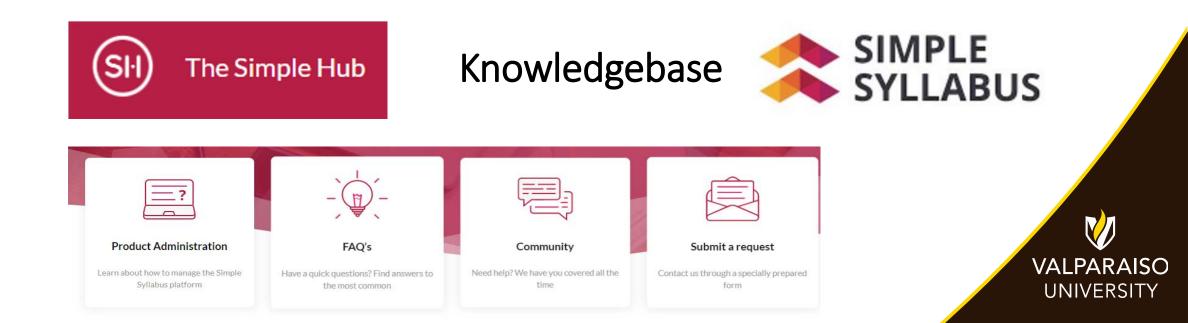


#### Service Desk

VITAL/Blackboard

Or Email: helpdesk@valpo.edu

### Simple Syllabus How-To for Faculty



## Q&A/Feedback





# Thank you!

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