

## Checklist:

At least *fourteen* days prior to the start of the course, please make sure to review and update the following items in Canvas and Simple Syllabus:

### Canvas:

- Course Home
- Activity Availability Dates & Due Dates
- Review Course Materials
- Publish Your Canvas Course

### Simple Syllabus:

- Faculty Information (Bio required)
- Course Overview (required)
- Faculty Policies (required)
- Adjust Course Schedule
- Course Learning Activities and Due Date Summary (in Canvas)
- Publish Your Syllabus (Required)

## Canvas:

### Course Home

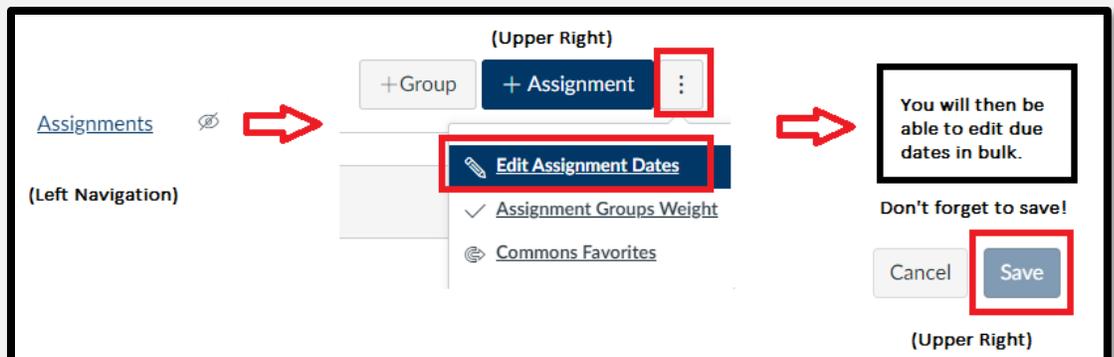
Update your instructor information located on the course Home page. Use the template provided.

**To Edit.** To edit the Home page, click on the “Edit” button located on the top of the page. Scroll down until you see “Your Instructor”. Only edit the text next to Name, Phone, E-mail, and Semester. Once you are finished, click “Save”. Remember to direct students only to your Canvas Inbox for communication.

Your Instructor	
Name	First & Last Name
Phone	732-255-0400 ext.
E-mail	Canvas Inbox Only
Semester	2022SP

### Activity Availability Dates & Due Dates

**To Set:** Navigate to “Assignments” located in the left navigation in Canvas. Then click the three stacked dots in the upper right corner. This will enable a drop-down list. Please select “Edit Assignment Dates.” You will see a list of assignments that you can edit in bulk. Please add a “Due At”, “Available From”, and Available Until” date for each assignment. Remember to click “save” in the upper right corner when you are finished.



The screenshot shows the Canvas interface for the 'Assignments' page. On the left, the 'Assignments' link is highlighted in the navigation menu. In the main content area, the '+ Assignment' button has a three-dot menu icon next to it, which is highlighted with a red box. A red arrow points from this menu to a dropdown list where 'Edit Assignment Dates' is selected and highlighted with a red box. Another red arrow points from the dropdown to a callout box that says 'You will then be able to edit due dates in bulk.' Below this, a 'Save' button is highlighted with a red box, with a red arrow pointing to it from the 'Edit Assignment Dates' button. A 'Cancel' button is also visible. The text 'Don't forget to save!' is placed above the 'Save' button. Labels '(Left Navigation)', '(Upper Right)', and '(Upper Right)' are used to identify the location of the navigation menu, the dropdown menu, and the 'Save' button, respectively.

## □ Quiz/Exam Settings

For each course quiz/exam, as the instructor, you have the option to allow students to see their responses and view the correct answers. To edit these settings, please follow these steps,

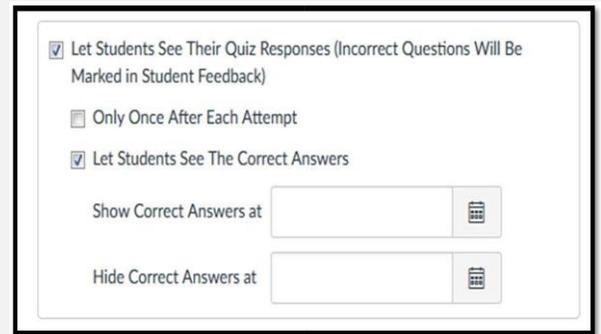
**Step 1.** Click on Modules, located on the course navigation.

**Step 2.** Click on the appropriate quiz/exam.

**Step 3.** Select “Edit”, located on the top of the page.

**Step 4.** Under Options, please check the appropriate settings based on your course policies.

*\*Instructors have the option to adjust these settings based on their course. If you feel that students should not be able to view their answers, you may keep the correct answers hidden.*



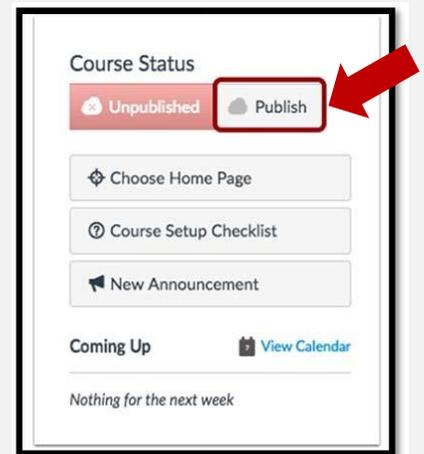
A screenshot of the Quiz/Exam Settings interface. It features several checkboxes: 'Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)' is checked; 'Only Once After Each Attempt' is unchecked; 'Let Students See The Correct Answers' is checked. Below these are two input fields: 'Show Correct Answers at' and 'Hide Correct Answers at', each with a calendar icon to its right.

## □ Publish Your Canvas Course

Please make sure to publish your course 14 days prior to the session start date. If you fail to Publish your course, students will not be able to access the course or the course content.

**Step 1.** Open your course and view the Course Home Page. In the Sidebar, click the *Publish* button.

**Step 2.** Ensure that all module content is published. This can be done by going to each Module in the course and clicking on the cloud icon. If the icon displays “green”, the content is published.



## Simple Syllabus:



Please access the Simple Syllabus Faculty Training by using the password *simple* [here](#).

Simple Syllabus Support:

Access: Click “Simple Syllabus” in the Canvas left navigation to access your syllabi.

Email: [support@simplesyllabus.com](mailto:support@simplesyllabus.com)

Searchable [Knowledgebase](#)

Please note, you can not publish your syllabus without adding content to the required sections. To save your changes, see directions below about “Publishing Syllabi”

Access Simple Syllabus from the left navigation in your Canvas Course.

## □ Faculty Information (Bio Required)

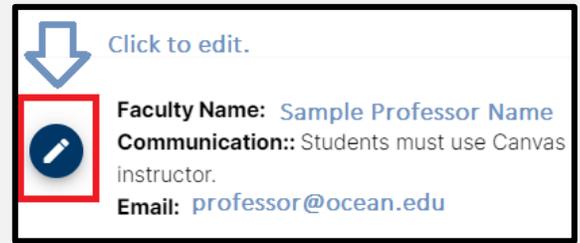
*Please note, this section is not public in the Syllabus Library and this information will only be visible to enrolled students.*

In Simple Syllabus you will notice your name and email are automatically populated here.

In this section, adding your Faculty Bio is required. Share information about your educational background, academic accomplishments, research interest, teaching pedagogy,

and a photo (photo is optional). Please refrain from sharing information this is too personal, political or expresses religious beliefs.

You can utilize this section to add optional office hours, phone number, or additional information by clicking the pencil in the blue circle. You are also able to edit your Faculty Name if you prefer.



Click to edit.

Faculty Name: Sample Professor Name  
Communication:: Students must use Canvas instructor.  
Email: professor@ocean.edu

## □ Course Overview (required)

Add an overview of the course which should include the number of learning activities such as discussions, assignments, assessments, labs and other applicable information regarding the course. In the past you may have posted an announcement providing your perspective of the “broad overview” of the course. Please note, Simple Syllabus is HTML Rich Text enabled and you have the ability to add hyperlinks and embed videos.

## □ Faculty Policies (required)

Update the Faculty Policies section in Simple Syllabus.

**Step 1.** Click on Simple Syllabus, located on the course navigation.

**Step 2.** In Simple Syllabus, scroll to the Faculty Policies Section and input information. This content component is rich text enabled.

## □ Student Supplemental Materials and Resources (optional)

This optional area is reserved for Faculty to input any additional resources you want to make students aware of to supplement the course content.

## □ Adjust Course Schedule

You are able to adjust the Course Schedule in Simple Syllabus to reflect your assignment due dates.

Include a detailed schedule including meetings, tests, quizzes, assignments, and deadlines. Be sure to note days where class may not meet due to holidays. We recommend using the table feature to include this information.

9/7/2022- 10/27/2022				
Week #	Start Day	Start Date	End Day	End Date
Week 1	Wednesday	9/7/2022	Tuesday	9/13/2022
Week 2	Wednesday	9/14/2022	Tuesday	9/20/2022
Week 3	Wednesday	9/21/2022	Tuesday	9/27/2022
Week 4	Wednesday	9/28/2022	Tuesday	10/4/2022
Week 5	Wednesday	10/5/2022	Tuesday	10/11/2022
Week 6	Wednesday	10/12/2022	Tuesday	10/18/2022
Week 7	Wednesday	10/19/2022	Thursday	10/27/2022

## □ Course Textbook and Materials

This section allows you to search for the title of your textbook(s) to include a link for your students to purchase them. Please double-check that you have linked to the correct edition, and articulate if there is an acceptable e-book equivalent.

## □ Course Learning Activities and Due Date Summary (in Canvas)

The due dates section of Simple Syllabus is a data pull directly from Canvas. Instructors will still set and adjust due dates in **Canvas**. They will be reflected here in the syllabus which will refresh nightly. (see image below)

Course Learning Activities and Due Date Summary			
<b>*This content in Simple Syllabus will automatically populate after you set the due dates in Canvas. This feed will update nightly in case you make any adjustments to due dates (which will be made in Canvas).</b>			
Due Date	Assignment	Assignment Type	Points
7/21	<a href="#">Orientation Quiz</a>	Quiz	20
7/21	<a href="#">Introduction Discussion</a>	Discussion	100

## □ Publish Your Syllabus (Required)

Once you have completed the required section (Course Overview and Faculty Policies) and added information into the two optional sections if you choose, you are ready to publish your syllabus. Publishing the syllabus is required and makes it visible to students. Once published, students will be able to view the syllabus both inside Canvas as well as access it from their student dashboard or the Syllabus Library. All syllabi must be published by the course publication deadline which now applies to both publishing your Canvas Course as well as your Simple Syllabus.

To publish your syllabus, please scroll to the end of the syllabus and select the blue “Publish Syllabus” button. You must publish both your Canvas Course *and* Syllabus by the communicated deadline.



### Technical Questions

To report canvas, technical, or design-related issues in your course, please contact our Tech team at [eLearningHelp@ocean.edu](mailto:eLearningHelp@ocean.edu).



### Academic Questions

For non-technical and academic questions, we will direct you to the appropriate person on our team when you email [wpeinfo@ocean.edu](mailto:wpeinfo@ocean.edu).