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**Subject: DMACC Simple Syllabus info and Training**

**Date:** Friday, June 30, 2023 at 4:53 PM

**From:** DMACC Online Learning <onlinelearning@dmacc.edu>

**To:** \*All DMACC Faculty, Campus Deans and Provosts

Good afternoon,

As mentioned in our previous communications and presented in your required Canvas training, DMACC will be adding Simple Syllabus starting this fall. This is a new tool licensed to help with the creation and management of syllabi at DMACC. We are finalizing the administrative side of the tool but we've enabled the integration in Canvas so you can begin to work on your syllabi.

We have set up a virtual training with Tyler from Simple Syllabus where he will explain how to access and manipulate the syllabi for your courses. The training is on July 6<sup>th</sup> at 12:00 PM and the invite is attached so you can save it to your calendar. For those who cannot attend live, this training will also be recorded and included on the Online Training Sessions website.

Some basics:

1. We have built an integration that runs every day at 10:00 AM and updates the courses and sections from the Banner information. Similar to Canvas, this automation will ensure that you have access to each of your sections syllabi and won't have to create them manually.
2. **Note:** some portions of the automatic integration are still in progress. If you see portions of your syllabus that are empty but "locked" and not editable by you, don't worry. These will be automatically filled in for you once the integration is fully complete.
3. You will see a new link on each of your Canvas course's menu called Course Syllabus. You will access the tool from this link. (NOTE: we will be moving this menu item into the correct location in each course as soon as possible.)
4. If you merged your sections, you will need to log into Simple Syllabus directly. The Simple Syllabus [dashboard](#) is where you will edit/publish each syllabus and view the Student Engagement report. We will be adding a link to Simple Syllabus in myDMACC in the next few weeks as well.
5. Students will be able to view/download the appropriate section-level syllabus from the Course Syllabus navigation link once the syllabus is published.

Finally, due to the timing of when Simple Syllabus was integrated into Canvas, we have some course cleanup that needs to happen. The default "Syllabus" link has been turned off at the system level but it still exists in the Navigation. You should not enable the tool called Syllabus in any of your courses. We will also be modifying the course Home Page "Syllabus" link to the new "Course Syllabus."

Thank you,  
DMACC Online