

Instructor Syllabi Access

How do I access and edit my syllabi?

You can access your syllabi either directly from within Blackboard or from the Simple Syllabus platform.

- The Simple Syllabus site: carlalbert.simplesyllabus.com
- Log in by clicking the person icon in the upper right-hand corner.

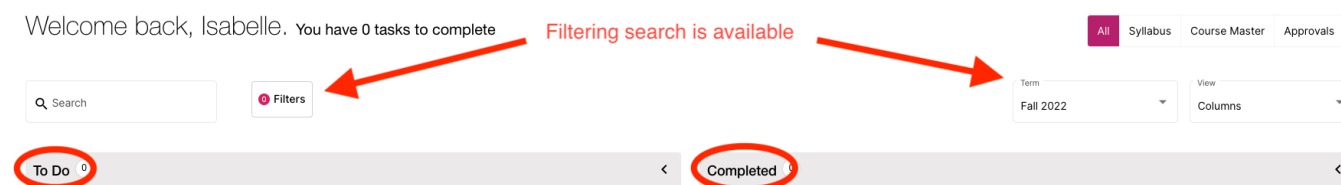
Click the edit icon on your syllabus to begin editing.



Instructor View from within Simple Syllabus

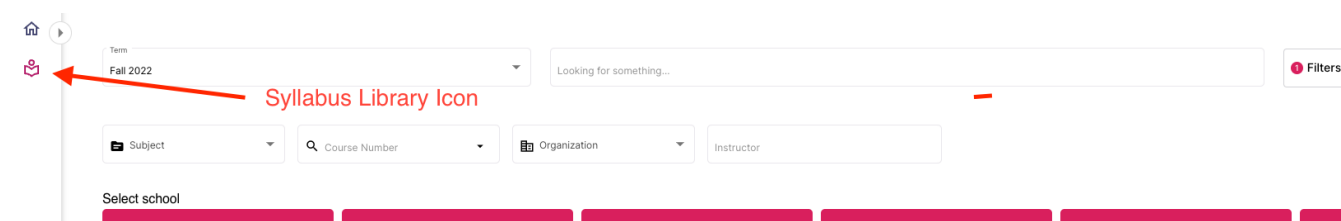
The Home page

Contains syllabi characterized as **To Do** and **Completed** items.



The Syllabus Library Tab

This is where you can filter by term to view previously published syllabi. The View, Print, and Share icons are displayed upon hovering over the syllabus.



General editing tips and information

- The most recent content will automatically import when editing a syllabus if you have previously submitted a syllabus of the same course.
- The *"Would you like to import a different syllabus"* feature allows you to access all syllabi that you have published in the past.
- While editing, required components will be outlined in orange and *"required"* will be visible at the bottom of the component. The component must have content in order for the syllabus to be submitted.
- When you are editing your syllabus, all changes will be automatically saved. The syllabus will not be live until the publishing process is initiated.
- We've included help text on the right side of the syllabus to assist you during the editing process or completing a specific component.

Important Links

Below we've provided links to assist you with general information about the different types of Components and other features:

- [Instructor Editing Guide](#)
- Access our [Instructor Quick-start Guide](#) using password: simple
- [Content Components](#)
- [Material Components](#)
- [Visible/Hidden and Public/Private](#)
- [Schedule Components](#)
- [Tracking Student Engagement](#)
- [Objective Components](#)
- [Instructor Components](#)
- [Instructor FAQ's](#)

If you have previously registered for a Zendesk (support desk) account, please enter your email and password. If you do not have an account and you need to register, click on **New to Simple Syllabus? Sign Up**.

Frequently Asked Questions

When I try to login to view my syllabi, it says "we cannot find a matching account to complete this request or Account not found"

Solution: Your account information (email, ID number, etc.) may not be correct in Simple or your enrollment may have had an issue during the file import, so please contact Jerri Lowrimore (jlowrimore@carlalbert.edu) or reach out to our support team at support@simplesyllabus.com. Your School's admin or the support staff at Simple can double check the email address on file and possibly reset your password if needed.

I can't submit my syllabus because the submit button is grayed out.

Solution: If the submit button is grayed out, review your syllabus and ensure all required fields have been completed, otherwise you will be unable to submit. Required components will be outlined in orange and "*required*" will be visible at the bottom of the component.

My school has an approval workflow, so once I have submitted my syllabus, why can I not go back to edit and submit it again.

Solution: This message displays after you have submitted your syllabus and it could be awaiting approval. So an approver has time to review, the syllabus will need to be rejected or approved before you can continue editing.

For additional information:

Our knowledge base <https://simplesyllabus.zendesk.com/hc/en-us> is a great resource for additional information. To access the knowledge base for helpful articles and videos you will need to create credentials separate from your institution login.

If you require additional assistance, click on the  icon to send a message directly to the Simple Syllabus support team, or email support@simplesyllabus.com.