

Simple Syllabus NSCC Content Editor Guide

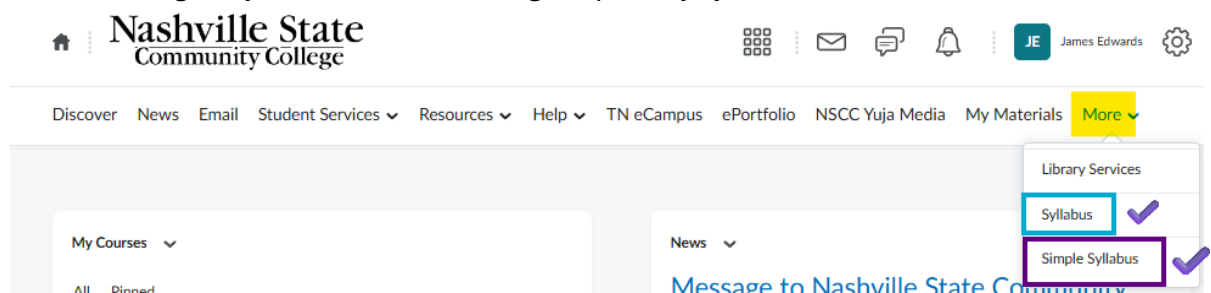
We will be moving to a new syllabus system this fall with Simple Syllabus. The fall semester will serve as a beta test for course leads, maintainers, or program directors responsible for syllabi updates to copy over any necessary syllabus content into Simple Syllabus primary syllabi templates. This process will be a change on how we have managed syllabus content in the past, but ultimately will make syllabus updates and versions more consistent, more accurate, and easier to sync and update across the college.

Overview

- Integrated directly into D2L Brightspace, allowing instructors and students to access syllabi within their course sites.
- Provides a consistent, easy-to-navigate template across courses while maintaining flexibility for schools and departments.
- Allows certain components to be locked to ensure institutional information, such as policies or learning outcomes, remains consistent.
- Automatically cascades updates to shared or institutional content across all relevant syllabi.
- Designed to meet accessibility standards so all users can easily view and navigate syllabi content.
- Maintains a searchable archive of past syllabi for reference and record-keeping.
- Tracks student engagement with the syllabus to offer insight into how course materials are being accessed.

Authentication into Simple Syllabus.

1. Login to D2L. On the homepage (before accessing any courses) you will see two associated links in the More tab. Authentication for Prime Syllabus Editor, click the Syllabus button first. THEN go back and click the Simple Syllabus button. This should authenticate your account and grant you access to edit assigned primary syllabi.



2. For Instructors, click the Syllabus button. This button will authenticate you to the instructor section of Simple Syllabus. You should see a list of syllabi that you have editing rights to as an instructor. You may want to try this first for authentication purposes.

3. For Prime Syllabus Editors (course leads and responsible stakeholders), click the Simple Syllabus button. This will take you to the simple syllabus website library. In the top right corner of the page, click the person icon and the login button. Select the first option “Click here to log in using your institution credentials”. This should authenticate you. If you see an error message, please email online.learning@nscc.edu.

 Syllabus Library

Nashville State
Community College

[Click here to log in using your institution credentials](#)

Or log in using your Simple Syllabus credentials 

4. Once Authenticated, you should see a list of prime syllabi and course syllabi. You have edit rights for the prime syllabi, so you should select one to edit and update any associated sections.

Access and Roles

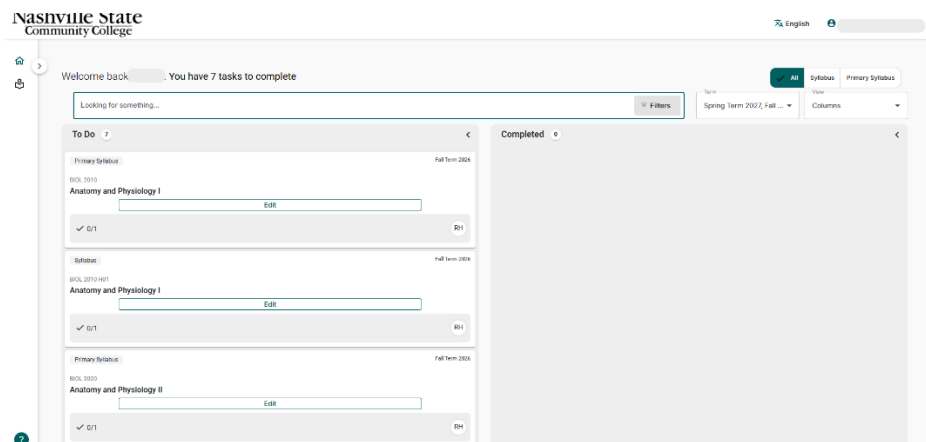
Faculty leaders have been assigned to update syllabus content in the Simple Syllabus system.

Users are authenticated through D2L so course editors will have access through

<https://nscc.simplesyllabus.com/> once authenticated. For course editors, you can log into D2L and under more you will see two links.

1. The “Simple Syllabus” link will open in a new window. Select the top right circle to login and select the first option. If you receive an error message, please try the “Syllabus” option, then back to the “Simple Syllabus” link. Try a different browser if needed. If you continue to receive the error message, please email online.learning@nscc.edu. Once authenticated, you should see a list of primary syllabi you have been assigned under the home button (top left).
2. The “Syllabus” link is the LTI tool that allows instructors to view and edit their associated individual course syllabi. To allow course instructors to edit their section syllabus, course editors must complete their assigned primary syllabus.

Course Editor for Primary Syllabi



Course Lead video guides can be found in the following resources.

- [Course Lead Presentation](#) (Password: simple)
- [Live Course Lead Training Simple Syllabus](#) (password: simple) 8/5

Editing a Primary Syllabus

As course leads, you will have the ability to update and create sections in your assigned Simple Syllabus template. You may choose to copy and paste or write updates on editable sections. Some sections will be locked as they may contain universal information or designated information for the course, such as populating course details like section numbers, delivery modes, or semester lengths. **Note that there is only one primary syllabus for all of your section modalities** (online, hybrid, on-ground, virtual, 15-week, 7-week) so it would benefit you to communicate with other stakeholders on how to address any variances in syllabus language based on course section delivery in the semester.

Two options for these variances include building conditional logic for a specific syllabus section, like course policies, and creating tabs that will contain unique information based on the course section. OR addressing specific information directly in the prime course and using Simple Syllabus to guide students to view that information in the Start Here section.

When you edit a syllabus, it will auto-save and create versions. You can click “Close” to save your progress and exit without submitting the syllabus to the next level. Feel free to click “Preview” to view your version. Do not click “Submit” until you are ready to publish your syllabus to their individual course sections to allow instructors to edit.

Building Conditional Logic in a Syllabus Section

You may be developing syllabi that will need to be distributed to multiple delivery modes and parts of terms. This can be achieved by building in conditional logic to specific sections. Conditional logic creates tabs for a section to distribute to associated codes (see below). Best practice is

creating the variations under the designated section and building the conditional logic to create the correct pathway for the information based on instructional methods and parts of term. There is a placeholder section in the template dedicated to conditional logic addressing full-term and 7-week courses. Please add content to each tab associated with the appropriate instructional method and parts of term. They will distribute to their designated course.

Instructional Method	Code(s)	Part of Term	Code
On ground	CLN, CON, PRA	Full term	1
Hybrid	HYB	First 7-Weeks	6
Virtual	NCM	Second 7-Weeks	7
Online	WEB		

- CLN = Clinical, CON = traditional on ground, PRA = internship
- HYB = Hybrid
- NCM = Virtual
- Online = Web

Deadlines for Prime Syllabi and Course Syllabi

NSCC is taking the Fall 2026 semester to onboard this new tool and process to allow ample time to update all prime syllabi and gain familiarity with the new tool and its functionality. Administrators would like those assigned to update prime syllabi (course leads or assigned stakeholders) to update all prime syllabi by the end of September 2026. Once a prime syllabus is submitted, it is then tasked to the individual course instructor to edit and update their assigned sections. We will ask that all section instructors update their assigned syllabus sections by the end of fall break.

Online Learning and the Teaching Center will offer training opportunities throughout the semester, or you can request a consultation with online.learning@nsc.edu to schedule a virtual meeting.

Knowledge Base and Simple Syllabus Support

Post implementation, placing tickets with our support team will be the best (and fastest!) way to get assistance. You can reach out to support in the following ways:

- Emailing your question to help@simplehighered.com
- Placing a support ticket through our knowledge base, [Simple Guide](#). Using the in-site help form (accessed by clicking the question mark icon in the lower left corner when logged into your Simple Syllabus site)

Our knowledge base, [Simple Guide](#), is a resource that is available to all Simple Syllabus users. It contains helpful documentation and video tutorials covering each area of the app and will be a valuable asset to you as you become proficient in Simple Syllabus.

Simple Guide is also where you can submit support requests when questions arise post-implementation. After your implementation concludes, support tickets are the quickest way to receive assistance from our team. To place a ticket, click **Submit a request** in the top right corner of the page when logged into Simple Guide, or email help@simplesyllabus.com. Our support team at Simple responds in under 15 minutes during normal business hours and can answer questions you may have related to site features, reporting, and role assigning, just to name a few! The support desk is open to any user at your institution. Please note that end-user questions related to best practices or questions that may contain sensitive information or data will be deferred to your administrative team for resolution. An example of this would be if an instructor needed assistance to reset their password.