

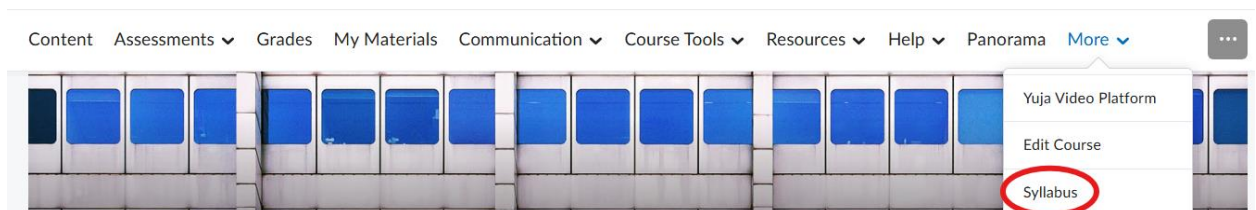
Simple Syllabus NSCC Instructor Guide

We will be moving to a new syllabus system 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 in 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 cascade 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.



For Instructors, login to D2L, access a course and click the Syllabus button in the course navigation, likely under the “More” 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. Your course leads are responsible for constructing the prime syllabi and you are responsible for completing any remaining syllabus information. If you see an error message, please email online.learning@nscc.edu.

- Here is the link to our [Simple Syllabus Instructor Recording](#) (password: simple).

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 NSCC Simple Syllabus once authenticated. For instructors, you should only need to access your course, and then the Syllabus button in the navigation. For course editors, you can log into D2L, and under more you will see two links.

1. (First) 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 should complete their assigned primary syllabus first.
2. (For Assigned Leads) 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).
3. Prime Syllabus Editors should refer to the Content Editor Guide for reference.

Accessing your Assigned Syllabi

Faculty leaders have been assigned to update syllabus content in the Simple Syllabus system. To allow course instructors to edit their section syllabus, course editors must complete their assigned primary syllabus first. Contact your course lead or maintainer if needed.

The “Syllabus” link in your course is the LTI tool in your course navigation that allows instructors to view and edit their assigned individual course syllabi.

Content
Assessments
Grades
My Materials
Communication
Course Tools
Resources
Help
Panorama
More



Sorry, we could not locate this section in Simple Higher Ed.

More Details

Currently enrolled sections

While we're unable to locate your section, here is a list of sections you are currently enrolled in.

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Select your assigned syllabus and edit available sections. When you are ready for students to view, click Submit.

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.

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.