

Simple Syllabus – Adding a New Component

Simple Syllabus gives you flexibility! While you'll see a set of provided components, you are **not limited** to those. If you need to include something unique for your course, such as special instructions, resources, or program-specific details, you can easily **add a new component**. This feature ensures your syllabus reflects everything your students need, beyond the standard items already included.

Option 1	Option 2
At the top of the page, click the "Add" in the Navigation Menu	At the bottom of the page, click "Add a new component"

Both options will pop open the "Create new component" screen where you will need to enter a name for the component and then click "save."

The new component will appear at the bottom of the Simple Syllabus page.

Create new component

Name *

Coffee Rules

**Required*

Save Cancel

Reordering Components in Simple Syllabus



You can reorder the components by using the "Reorder" option at the top of the page.

You can either drag and drop the component into the new location or use the up and down arrows to move it to the desired location.

Once the component is where you would like it, click the "close" button at the bottom of the list.

Instructor Information

Coffee Rules

Coffee Rules

Teaching Assistants

Close