

Simple Syllabus at Cerritos College

EASILY ADD YOUR SYLLABI TO SIMPLE SYLLABUS!

At Cerritos College, ALL courses must use Simple Syllabus on Canvas. While change can be challenging, there are multiple ways to make Simple Syllabus work for you, so we encourage you to choose the method that feels most comfortable.

WHAT IS SIMPLE SYLLABUS?

Simple Syllabus is an application for syllabus creation. Required elements such as SLOs are automatically populated (correctly), important dates such as withdrawal dates are posted (YES!), and flexible options and choices are provided for virtually all other sections. Users can choose or change suggested language on accessibility, course modality, campus policies and resources, OR users can merely post their liquid syllabus or PDF directly into the application.

WHY SIMPLE SYLLABUS?

Simple Syllabus ensures that SLOs are consistently and accurately included in all course syllabi—something that has not always been guaranteed in the past. The use of Simple Syllabus is a faculty-led initiative that not only supports institutional compliance but also invites instructors to explore the platform's creative potential. As faculty grow more comfortable with the tool, many discover it is surprisingly easy to build and update syllabi for new courses and future semesters.

WHAT ARE MY OPTIONS?

We included four options to create Simple Syllabus on Canvas. You may choose the option that is best for YOU:

- **[Option 1](#)**: For super stars who want to **create their entire syllabus in Simple Syllabus**. This option will eliminate your former word doc, pdf or liquid syllabus, and your entire syllabus will be made with the Simple Syllabus functions.
- **[Option 2](#)**: Copy and Paste from a Word Doc
- **[Option 3](#)**: Link to a Liquid Syllabus
- **[Option 4](#)**: Link a PDF document to Simple Syllabus

Note: Options 2-4 will automatically include the correct SLO's in Simple Syllabus to ensure accuracy, while also allowing you to add additional sections as needed.

WHERE TO START?

This Quick Guide merely provides a JUMP START in the “how to’s” of Simple Syllabus. For many of you, this might be enough to get rolling and complete your Syllabi. If you are interested in additional support, there is a [Cerritos College Simple Syllabus website](#) with extensive written and video tutorials, or stop by the [CTX office](#) for support.

There are a couple of options for getting started with Simple Syllabus. Some people prefer to access Simple Syllabus through Canvas. However, we recommend entering Simple Syllabus through the [Cerritos Portal](#).



Four Options for Completing Simple Syllabus

Option 1: Creating a Syllabus in Simple Syllabus

Before we get started, we suggest having a digital copy of your current syllabus with you. It can be used to copy and paste your usual information right into Simple Syllabus!

1. Login to the [Cerritos Portal](#) to access Simple Syllabus. If the Simple Syllabus tile is missing from your portal, please contact tnfacultyhelp@cerritos.edu.

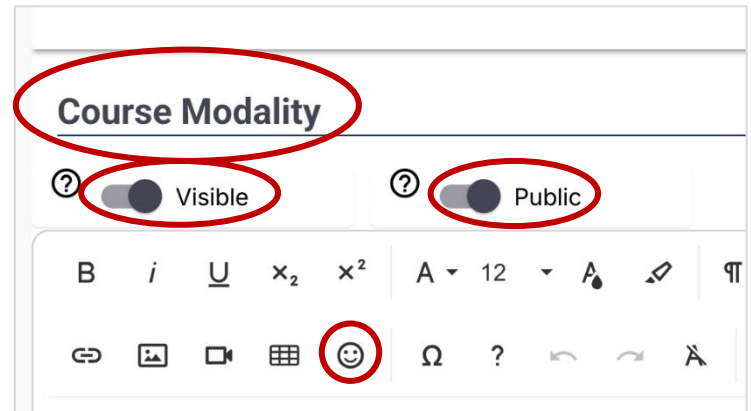


2. Under the **To Do Section**, locate the syllabus you wish to work on and click **Edit**.

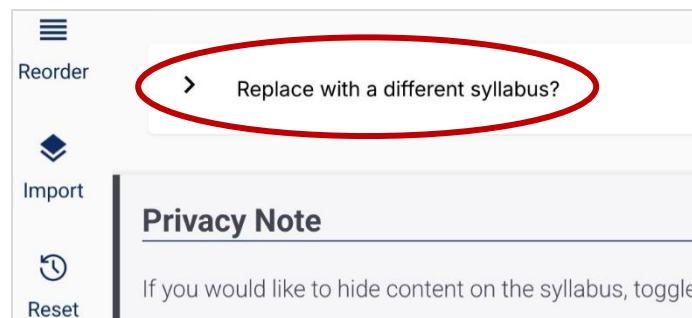
Once in edit mode, you will find auto-populated, unchangeable sections such as **Instructor Name**, **Course Name** and **Section Number**, **SLO's**, **Course Description**, etc., to ensure course accuracy across campus.

3. Now, you can:

- Begin to **toggle sections** you choose as **visible or not** for your students
- **Select prewritten language options** in sections such as AI or SAS statements
- **Edit and Reword sections** that better match your personality
- **Add charts and images** to reflect your course
- **Copy and paste** language directly from your previous syllabus into the related section on Simple Syllabus
- **Change the order** of sections with the use of the **Reorder tab**
- **Insert emoji's** to personalize your page
- **Upload links** to your liquid syllabus or PDF
If you add a link, **ensure your SLOs match the SLOs on Simple Syllabus.**



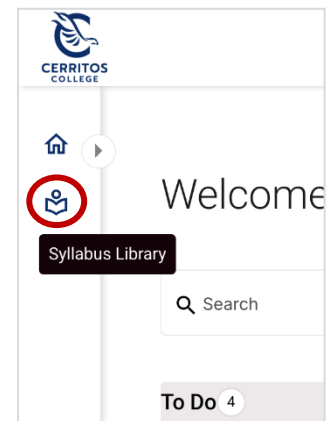
The best news is that once you complete one syllabus, you can use this first one as the model for future syllabi by using the feature “Replace with a differently syllabus.”



4. You also have the option to make your syllabus visible to other faculty or not. It is up to you! See the Simple Syllabus - [Who Sees What Quick Guide](#) for more information on this.

5. Click **SUBMIT** to publish your syllabus on Canvas.

For more GREAT IDEAS and examples, look around the **Simple Syllabus Library** to see public syllabi posted by your esteemed colleagues.



Option 2: Copy and Paste from a Word Document to Simple Syllabus

1. Login to the [Cerritos Portal](#) to access Simple Syllabus.
If the Simple Syllabus tile is missing from your portal, please contact tnfacultyhelp@cerritos.edu.
2. Under the **To Do Section**, locate the syllabus you wish to work on and click **Edit**.
3. Update the **Instructor Contact Information** and **Required Course Materials**. Those two boxes have a red highlighted box, indicating that both are mandatory to complete prior to submission. Remember to **Save** each component.
4. To add a new, empty component click on the **Add Component** button found in the navigation section to the left. Name it something like your class name syllabus. This is where you will paste your previously made in Word syllabus.
5. Use the **Reorder** button to move your new component to the top of the list.
6. Open your Word document, press **Ctrl + A to select all**, then **Ctrl + C to copy**.
7. Return to Simple Syllabus and locate the empty textbox you added in step 4.
8. **Click in the textbox**, then press **Ctrl + V to paste** the full content. **Note:** If your **word doc included SLO's and Course Description, please delete that information**. Simple Syllabus will automatically post the most current and accurate information for you.
9. Lastly, click on the **Visible Toggle** to make each component you are not using **Invisible** to your students. For more information, please refer to [Who Sees What Quick Guide](#).
10. **Click Submit** publish your Syllabus



Option 3: Link to a Liquid Syllabus

1. Login to the [Cerritos Portal](#) to access Simple Syllabus.
If the Simple Syllabus tile is missing from your portal, please contact tnfacultyhelp@cerritos.edu.
2. Under the **To Do Section**, locate the syllabus you wish to work on and click **Edit**.
3. Update the **Instructor Contact Information** and **Required Course Materials**. Those two boxes have a red highlighted box, indicating that both are mandatory to complete prior to submission. Remember to **Save** each component.
4. To add a new, empty component click on the **Add Component** button found in the navigation section to the left. Name it something like your class name syllabus. This is where you will paste your Liquid syllabus.
5. Use the **Reorder** button to move your new component to the top of the list.
6. Open your Liquid Syllabus in a new tab, then **Copy the URL address**.
7. Return to Simple Syllabus and locate the empty textbox you added in step 4.
8. In the component editor, use the **Insert Link button** to embed the link.
9. A popup box will appear to add the **URL** and **Text** (aka title of link). Next, **check the box** "Open in a New Tab." Once you finish, **click Insert**.
10. Add 1–2 sentences to inform students that the link opens an external site (e.g., Google Docs or Google Sites). **For example:** This link opens to an external website and will take you outside of the current platform to view your Class Liquid Syllabus.



Note: If your **Liquid Syllabus** included **SLO's** and the **Course Description**, please delete that **information**. Simple Syllabus will automatically post the most current and accurate information for you.

11. Lastly, click on the **Visible Toggle** to make each component you are not using **Invisible** to your students. For more information, please refer to [Who Sees What Quick Guide](#).
12. **Click Submit** publish your Syllabus

Option 4: Link a PDF document to Simple Syllabus

1. In Adobe, open the PDF file you want to link.
2. You should ensure SLO's and the Course Description are NOT included on your pdf file. If so, please remove that information. Simple Syllabus will automatically post the most current and accurate information for you.
3. **Click Share** in the top right corner and **click the link icon** that says "Create link to share." This link will automatically be copied to your clipboard.
4. Login to the [Cerritos Portal](#) to access Simple Syllabus.
If the Simple Syllabus tile is missing from your portal, please contact tnfacultyhelp@cerritos.edu.
5. Under the **To Do Section**, locate the syllabus you wish to work on and click **Edit**.
6. Update the **Instructor Contact Information** and **Required Course Materials**. Those two boxes have a red highlighted box, indicating that both are mandatory to complete prior to submission. Remember to **Save** each component.
7. To add a new, empty component click on the **Add Component** button found in the navigation section to the left. Name it something like your class name syllabus. This is where you will paste your link to your pdf.
8. Use the **Reorder** button to move your new component to the top of the list.
9. In your new component, click the **Insert Link button** to embed the link.
10. A popup box will appear to add the **URL** and **Text** (aka title of link). Next, **check the box** "Open in a New Tab." Once you finish, **click Insert**.
11. Add 1–2 sentences to inform students that the link opens an external site. **For example:**
This link opens to an external PDF and will take you outside of the current platform to view your Class Syllabus.
12. Lastly, click on the **Visible Toggle** to make each component you are not using **Invisible** to your students. For more information, please refer to [Who Sees What Quick Guide](#).
13. **Click Submit** publish your Syllabus.

