



SIMPLE SYLLABUS MATERIAL IMPORT

Simple Syllabus supports the importing of materials and supplies for automatic embedding into the syllabus. This feature allows an unlimited number of custom data points to describe materials (for example: title, publisher, publication date, author, ISBN). The materials integration files can also be included as part of your institution's recurring data import with Simple, allowing you to automate your materials data feed so that it imports on a daily basis.

Import Strategies

Materials can be imported into Simple Syllabus one of two ways. The first option requires two separate files — a material definition file and a material assignment file. The second option requires a single file which both defines and assigns materials. In general, two separate files are more ideal if there are material records that are associated with multiple syllabi. If material records are largely associated with a single syllabus, then the combined file approach is typically more appropriate. We will explore these two options below in detail.

Option A: Definition and Assignment Files

This option requires the use of a definition file as well as an assignment file. Each file is described below.

Material Definition File

This file defines materials for importing into Simple, but it does not include any references to the courses or sections that the materials should be associated with. This file has the following requirements:

- **Unique material ID** - The file must have a single column that contains a value which must be unique among all materials imported into Simple. It uniquely identifies the material.
- **Material attributes** - These columns define the material using your institution's data points for materials. There is no limit to the number of attributes that can be associated with a material.

Example material definition file:

ID	Title	Authors	Publisher	Publication Date
4856	Calculus	Briggs, Cochran, Gillett, Schulz	Pearson	May 2018
9375	Patterns for College Writing	Kirszner, Mandell	Bedford/St. Martin's	September 2017

Material Assignment File

This file informs Simple which materials are assigned to which courses or sections. It consists of a course or section identifier as well as the material id. The materials will be assigned and auto-populate into any syllabi of the referenced course or section. A single material may be associated with multiple courses and sections, allowing the same material to be embedded in multiple syllabi.

Example material assignment file:

Section SIS ID	Material ID
202019.394764	4856
202019.394385	4856
202019.339475	9375

Option B: Combined File

This option consists of a single file that combines the material definition file with the material assignment file, and it requires all columns of the two files. With this format, a material is defined and assigned to a course or section on a single row of the import file. If a material is used in multiple courses or sections, then the material may be duplicated on the file.

Example combined material file:

Section SIS ID	Material ID	Title	Authors	Publisher	Publication Date
202019.394764	4856	Calculus	Briggs, Cochran, Gillett, Schulz	Pearson	May 2018
202019.394385	4856	Calculus	Briggs, Cochran, Gillett, Schulz	Pearson	May 2018
202019.339475	9375	Patterns for College Writing	Kirszner, Mandell	Bedford/St. Martin's	September 2017

Component Identifier

By default, imported materials will auto-populate into all material components of the syllabus. If your syllabi contain more than one material component, then the materials will need to be assigned to the appropriate component. This can be done by supplying the component's name or ID (you may contact support to get component IDs) as an extra column in the import file.