

Checklist:

At least *fourteen* days prior to the start of the course, please make sure to review and update the following items in Canvas and Simple Syllabus:

Canvas:

- Course Home
- Activity Availability Dates & Due Dates
- Instructor Bio
- Complete Honorlock Proctoring Setup
- Quiz/Exam Settings
- Review Course Materials
- Publish Your Canvas Course

Simple Syllabus:

- Faculty Information (optional)
- Course Overview (required)
- Faculty Policies (required)
- Adjust Course Schedule
- Course Learning Activities and Due Date Summary (in Canvas)
- Publish Your Syllabus (Required)

Canvas:

Course Home

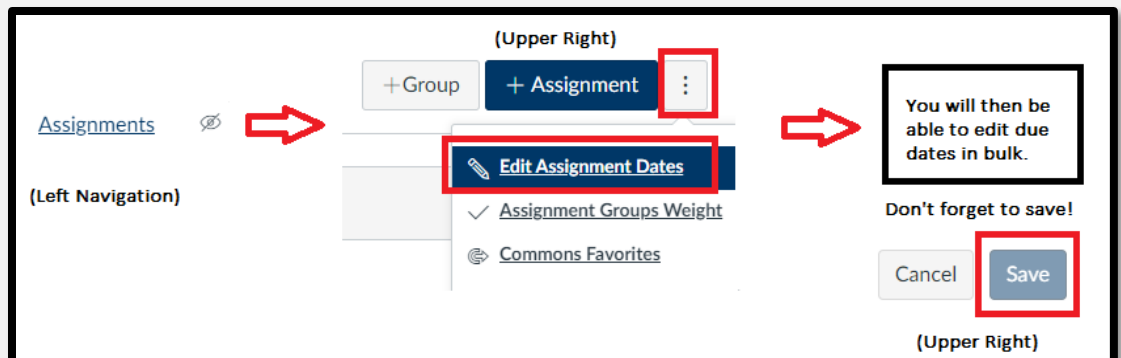
Update your instructor information located on the course Home page. Use the template provided.

To Edit. To edit the Home page, click on the “Edit” button located on the top of the page. Scroll down until you see “Your Instructor”. Only edit the text next to Name, Phone, E-mail, and Semester. Once you are finished, click “Save”. Remember to direct students only to your Canvas Inbox for communication.

Your Instructor	
Name	First & Last Name
Phone	732-255-0400 ext.
E-mail	Canvas Inbox Only
Semester	2022SP

Activity Availability Dates & Due Dates

To Set: Navigate to “Assignments” located in the left navigation in Canvas. Then click the three stacked dots in the upper right corner. This will enable a drop-down list. Please select “Edit Assignment Dates.” You will see a list of assignments that you can edit in bulk. Please add a “Due At”, “Available From”, and Available Until” date for each assignment. Remember to click “save” in the upper right corner when you are finished. Remember- the “Introduction Discussion” and “Orientation Quiz” should be due prior to census.



The screenshot shows the Canvas interface for the 'Assignments' page. On the left, the 'Assignments' link is highlighted in the navigation menu. In the main content area, the '+ Assignment' button has a three-dot menu icon next to it, which is highlighted with a red box. A red arrow points from this menu to a dropdown menu where 'Edit Assignment Dates' is selected and highlighted with a red box. Another red arrow points from the dropdown menu to a callout box that says 'You will then be able to edit due dates in bulk.' Below this, there is a 'Don't forget to save!' reminder and a 'Save' button highlighted with a red box. The 'Upper Right' and 'Upper Right' labels indicate the location of the menu and the save button respectively.

□ Complete Honorlock Proctoring Setup

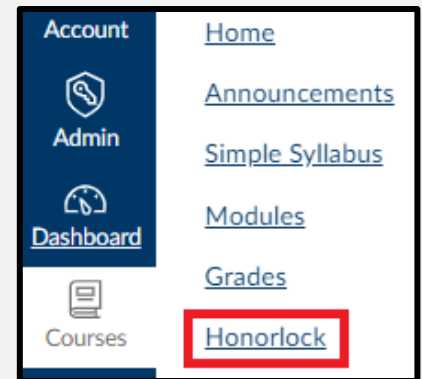
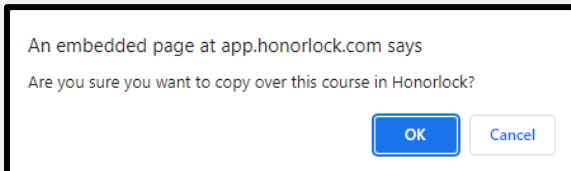
All courses use Honorlock Proctoring in e-Learning. Instructors are responsible for ensuring that Honorlock is setup for their course. To set up Canvas Proctoring follow these steps:

Step 1: Navigate to “Honorlock” in the left navigation panel.

Step 2: Copy the Honorlock settings into your course by clicking the blue “Copy Honorlock Exam Settings” button.



Step 3: Click the blue “Ok” button to confirm the copy.



Step 4: All Honorlock setting will come over with the copy for *Canvas Proctored assessments*. Check that the Honorlock Assessments listed in your Simple Syllabus are enabled for proctoring in your course. **Instructors are not permitted to add, alter, or adjust the assessments being proctored or the proctoring settings.**

Third-Party Proctoring courses will require additional setup from the Faculty. Please refer to the help text embedded **in your Simple Syllabus** and follow the instructions to complete the setup of Honorlock in your course if it is a Third-Party course (ACCT-121, EDUC-178, ENGR-221, ENGR-222, HEHP-225, MATH-023, MATH-161, MATH-165, MATH-181, MATH-270).

□ Quiz/Exam Settings

For each course quiz/exam, as the instructor, you have the option to allow students to see their responses and view the correct answers. To edit these settings, please follow these steps,

Step 1. Click on Modules, located on the course navigation.

Step 2. Click on the appropriate quiz/exam.

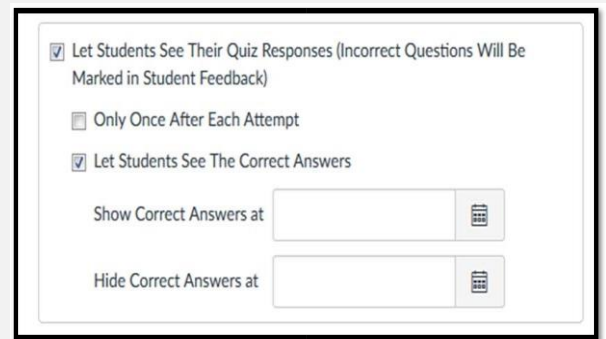
Step 3. Select “Edit”, located on the top of the page.

Step 4. Under Options, please check the appropriate settings based on your course policies.

**Instructors have the option to adjust these settings*

based on their course. If you feel that students

should not be able to view their answers, you may keep the correct answers hidden.



□ Review Course Materials

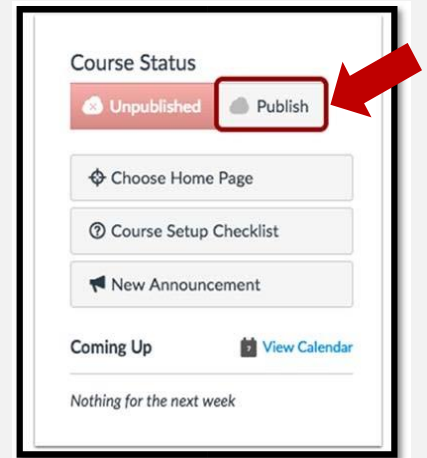
Please take the time to ensure that all content items are present in the course. If the course schedule mentions an item that is not located in one of the modules, please notify the eLearning Department by emailing elarninghelp@ocean.edu. It is also important that you report any broken videos or links to [elarninghelp](mailto:elarninghelp@ocean.edu) as well.

□ Publish Your Canvas Course

Please make sure to publish your course 14 days prior to the session start date. If you fail to Publish your course, students will not be able to access the course or the course content.

Step 1. Open your course and view the Course Home Page. In the Sidebar, click the *Publish* button.

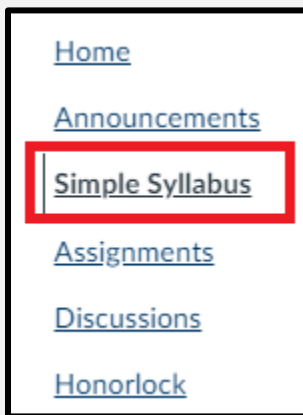
Step 2. Ensure that all module content is published. This can be done by going to each Module in the course and clicking on the cloud icon. If the icon displays “green”, the content is published.



Simple Syllabus:

Please access the Simple Syllabus Faculty Training by using the password *simple* [here](#).

Simple Syllabus Support:



Access: Click “Simple Syllabus” in the Canvas left navigation to access your syllabi.

Email: support@simplesyllabus.com

Searchable [Knowledgebase](#)



In Simple Syllabus select the icon in the top right corner to submit a support ticket.

Please note, you can not publish your syllabus without adding content to the required sections. To save your changes, see directions below about “Publishing Syllabi”

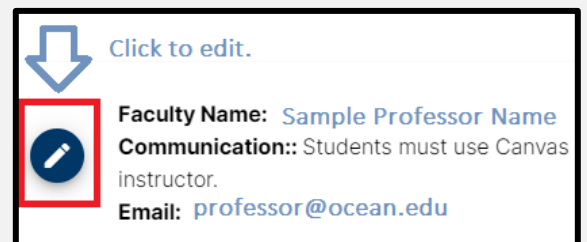
Access Simple Syllabus from the left navigation in your Canvas Course.

□ Faculty Information (optional)

Please note, this section is not public in the Syllabus Library and this information will only be visible to enrolled students.

In Simple Syllabus you will notice your name and email are automatically populated here.

In this section, adding your Faculty Bio is required. Share information about your educational background, academic accomplishments, research interest, teaching pedagogy, and a photo. Please refrain from sharing information this is too personal, political or religious beliefs.



You can utilize this section to add optional office hours, phone number, or additional information by clicking the pencil in the blue circle. You are also able to edit your Faculty Name if you prefer.

□ Course Overview (required)

Add an overview of the course which should include the number of learning activities such as discussions, assignments, assessments, labs and other applicable information regarding the course. In the past you may have posted an announcement providing your perspective of the “broad overview” of the course. Please note, Simple Syllabus is HTML Rich Text enabled and you have the ability to add hyperlinks and embed videos.

□ Faculty Policies (required)

Update the Faculty Policies section in Simple Syllabus.

Step 1. Click on Simple Syllabus, located on the course navigation.

Step 2. In Simple Syllabus, scroll to the Faculty Policies Section and input information. This content component is rich text enabled.

□ Student Supplemental Materials and Resources (optional)

This optional area is reserved for Faculty to input any additional resources you want to make students aware of to supplement the course content.

□ Adjust Course Schedule

The suggested Course Schedule will automatically be populated into Simple Syllabus for you. However, this section is editable by the Faculty. With this new feature, we wanted to provide increased flexibility for you to set due dates that align with the start day of the term. Each term you will be provided a *suggested* Instructional Calendar for your planning purposes. However, if you choose not to use the suggested weekly outline, you are able to adjust the Course Schedule in Simple Syllabus to reflect your assignment due dates accordingly. We hope you and your students benefit from this increased flexibility to accommodate the varying start day of our terms.

Instructional Calendars:

- [2023SP Instructional Calendar](#)
- [2023L1 Instructional Calendar](#)
- [2023SQT Instructional Calendar](#)
- [2023L2 Instructional Calendar](#)

9/7/2022- 10/27/2022				
Week #	Start Day	Start Date	End Day	End Date
Week 1	Wednesday	9/7/2022	Tuesday	9/13/2022
Week 2	Wednesday	9/14/2022	Tuesday	9/20/2022
Week 3	Wednesday	9/21/2022	Tuesday	9/27/2022
Week 4	Wednesday	9/28/2022	Tuesday	10/4/2022
Week 5	Wednesday	10/5/2022	Tuesday	10/11/2022
Week 6	Wednesday	10/12/2022	Tuesday	10/18/2022
Week 7	Wednesday	10/19/2022	Thursday	10/27/2022

□ Course Learning Activities and Due Date Summary (in Canvas)

The due dates section of Simple Syllabus is a data pull directly from Canvas. Instructors will still set and adjust due dates in **Canvas**. They will be reflected here in the syllabus which will refresh nightly. (see image below)

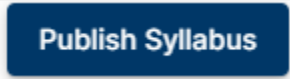
*This content in Simple Syllabus will automatically populate after you set the due dates in Canvas. This feed will update nightly in case you make any adjustments to due dates (which will be made in Canvas).			
Due Date	Assignment	Assignment Type	Points
7/21	Orientation Quiz	Quiz	20
7/21	Introduction Discussion	Discussion	100

(Revised 1/4/2023)

□ Publish Your Syllabus (Required)

Once you have completed the required section (Course Overview and Faculty Policies) and added information into the two optional sections if you choose, you are ready to publish your syllabus. Publishing the syllabus is required and makes it visible to students. Once published, students will be able to view the syllabus both inside Canvas as well as access it from their student dashboard or the Syllabus Library. All syllabi must be published by the course publication deadline which now applies to both publishing your Canvas Course as well as your Simple Syllabus.

To publish your syllabus, please scroll to the end of the syllabus and select the blue “Publish Syllabus” button. You must publish both your Canvas Course *and* Syllabus by the communicated deadline.



Publish Syllabus

□ Important Reminders

- Please DO NOT remove or modify the picture slideshow located on the Canvas Course Home Page. If the slideshow is accidentally deleted, please contact the eLearningHelp@ocean.edu.
- Please DO NOT remove or modify course content templates or colors in your course(s). Course templates and colors were approved by the eLearning Department to ensure that all online courses have the same user experience.
- Faculty will need to publish both their Canvas Course **and** Simple Syllabus by the publication due date. If you have any questions or concerns regarding the content found in the Syllabus, please contact e-Learning Admin.



Technical Questions

To report canvas, technical, or design-related issues in your course, please contact our Tech team at eLearningHelp@ocean.edu.



Academic Questions

For non-technical and academic questions, we will direct you to the appropriate person on our team when you email eLearningAdmin@ocean.edu.