

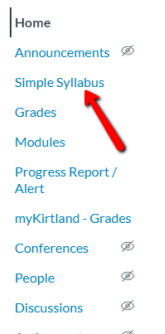


## Kirtland Community College Simple Syllabus Quick Reference

Public Syllabi Library: <https://kirtland.simplesyllabus.com/>

CTL Simple Syllabus Training Video: <https://youtu.be/-ifiaOAV7yg>

1. Simple Syllabus is accessed through your Canvas course shells for an active term.



2. Start at the top of the Simple Syllabus page and work towards the bottom of the template. You must add to all required fields. There are optional fields available as well for your use. You can copy and paste directly from your previously used syllabi.
3. The template AutoSaves like a Google Doc. **Click Submit only when you are ready to send to your Dean/ Director:**

Comment  
all done!

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Submit

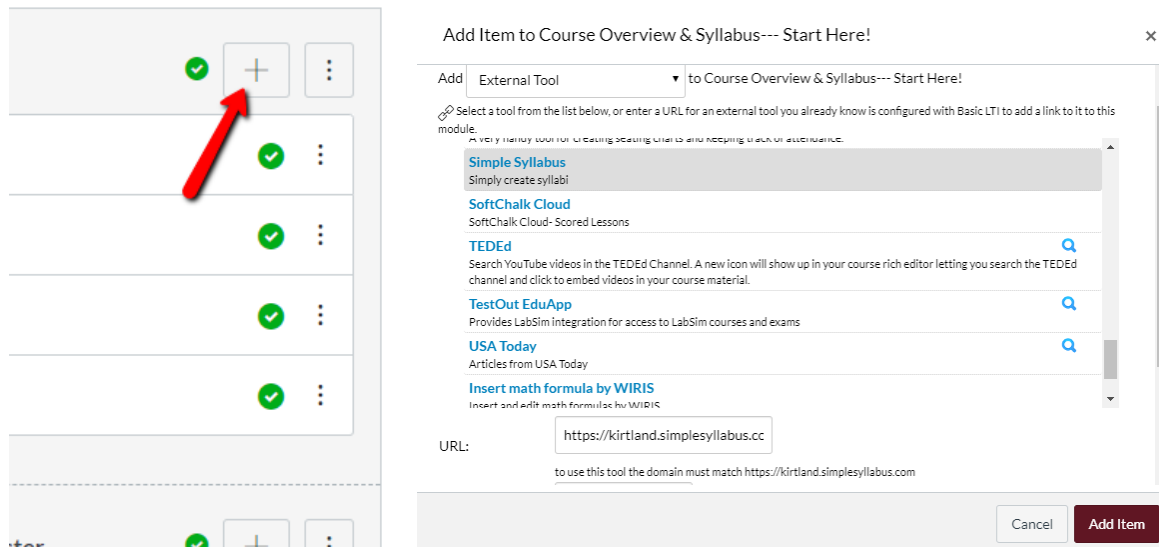
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**History**

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*This syllabus has not yet been submitted.*

#### 4. To add a link to the syllabus to a course module:

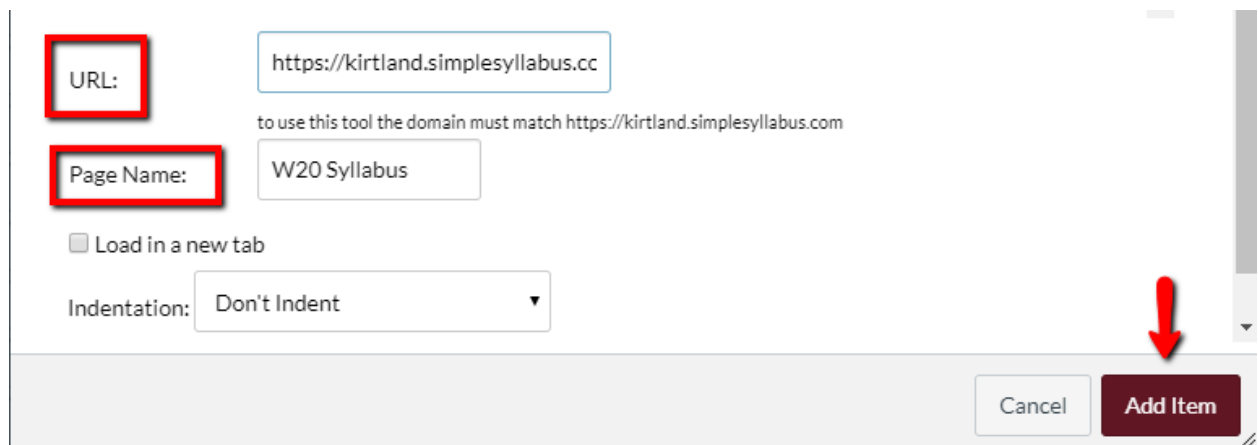


Click + within a module. Click Add External Tool> Simple Syllabus.

**Important:** At the end of the URL in Add External Tool type :"/syllabus".

The URL should read: <https://kirtland.simplesyllabus.com/ui/lti/syllabus>

Name the Page Name (Semester and Title) and click Add Item.



Your Syllabus will now appear in your module once it is published! It is also accessible through the Simple Syllabus Navigation link.

