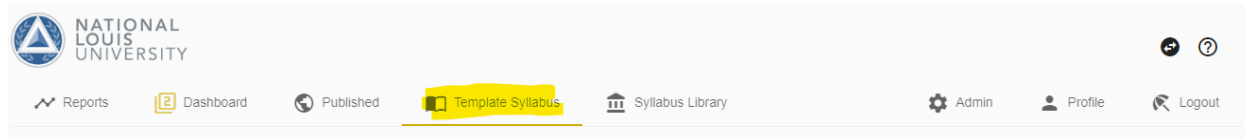
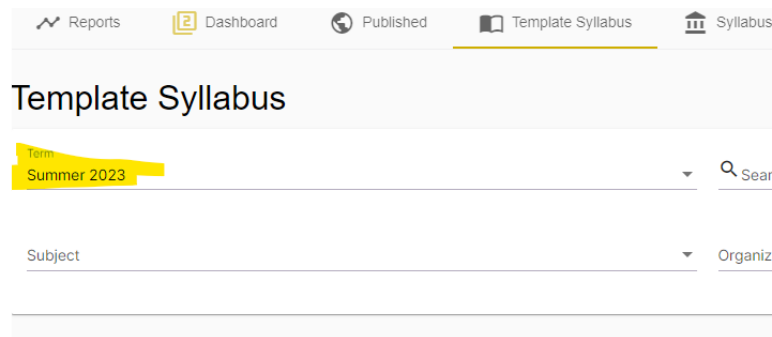


Simple Syllabus Admin Panel – College Designers

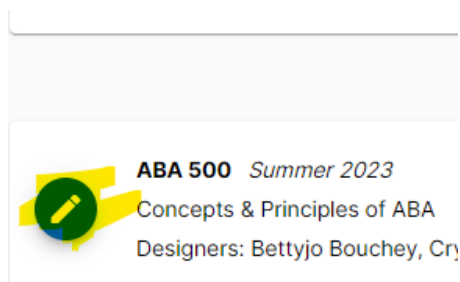
1. Go to [Simple Syllabus Admin Login](#)
2. Go to Template Syllabus



3. Choose the term you want to make a change for (note: the change will be made for that term and all terms forward)



4. Choose the course's syllabus template you want to make a change to by clicking the pencil icon next to it



5. Pan through the syllabus to the area you would like to make changes to and make that change (note: there are several locked content areas, so college designers can only make changes to the boxes available to them). See below for requested changes to those locked areas.
6. Complete the change
7. Scroll all the way to the bottom and **press submit** (note: the change will not be made unless that submit is pressed)

Once submitted, that affected area **will automatically update to all syllabi in CRNs for the affected term and it MAY override items that the faculty have entered if course copy has already been completed and faculty have started to prep courses**, so please be mindful of making these types of changes.

For requests to be made to locked areas, please meet with your College Dean, and once you have agreed, submit the request here: [Simple Syllabus Content Governance Change Request](#)