
[allusers] New Syllabus Template for Fall 2024

1 message

provostatmsu@mail.montclair.edu <provostatmsu@mail.montclair.edu>Mon, May 6, 2024 at 9:26
AMReply-To: provostatmsu@mail.montclair.edu
To: allusers@lists.montclair.edu**OFFICE OF THE PROVOST**

Dear Instructors:

For Fall 2024, we have adopted a new syllabus tool. Montclair Syllabus by Simple Syllabus will be a default course menu item in the Canvas learning management system. Instructors are asked to use this syllabus template, which is found at the “Montclair Syllabus” link in your Fall 2024 Canvas courses.*

What Is Simple Syllabus?

Simple Syllabus is a centralized, template-driven platform that enables instructors to quickly write and publish syllabi within Canvas. Simple Syllabus has pre-set content as well as spaces for you to edit and add your own information. Students report that Simple Syllabus is easy to navigate and the format is much more familiar to web-based access and learning. We are adopting this syllabus system on the recommendation of the University Syllabus Committee, composed of faculty from across the campus and supported by ITDS and OFE.

Why Montclair Syllabus by Simple Syllabus?

- The tool offers students a standard syllabus format that they can readily learn and navigate as they move from course to course.
- The tool allows departments to create a master syllabus template for specific courses with common elements addressed for use in multi-section courses.
- The tool allows your department’s syllabi to be downloaded easily.

- Three semesters of piloting demonstrate that students and faculty approve of the Simple Syllabus tool as a strategy:
 - 77% of students reported it was a useful addition (4% said it was not)
 - 76% of pilot instructors said they would use it again (5% said they would not)
- The tool imports data directly from Banner (course name, description, meeting times, location, and modality).
- The tool provides (instantly) updated standard information – resources – so every syllabus is up-to-date and accurate.

What Do I Need To Do?

- Use the Montclair Syllabus! It is in your Fall 2024 Canvas courses, listed as “Montclair Syllabus” in the left-hand navigation bar.
- Encourage your faculty to use the new tool
- Consider which courses in your department might be usefully “templated,” allowing for easy rollout to new instructors
- Contact ITDS for training and support
 - Website: www.montclair.edu/itds/instructional-tech/simple-syllabus
 - itds@montclair.edu

* The native Canvas Syllabus will also remain a default menu item during this transition period. While we recommend that you engage the easy-to-use Montclair Syllabus for the fall, if you need more time to transition to it, faculty may opt for the static native Syllabus.

Regardless of what you prefer, it is incumbent upon instructors to make a choice and remove one of the two syllabi options – “Montclair Syllabus” or “Syllabus” – from the left-hand navigation of each of their Canvas courses so that students are not confused by the presence of two syllabi.

For Spring 2025, Montclair Syllabus will be the only default Syllabus menu item for all courses.

Thank you for your support.

Junius Gonzales, M.D., M.B.A.

Provost and Senior Vice President for Academic Affairs

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Office of the Provost
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