

CLAYTON STATE UNIVERSITY

*Center for Excellence in
Learning and Teaching*

Accessing your Syllabi in an XLS course

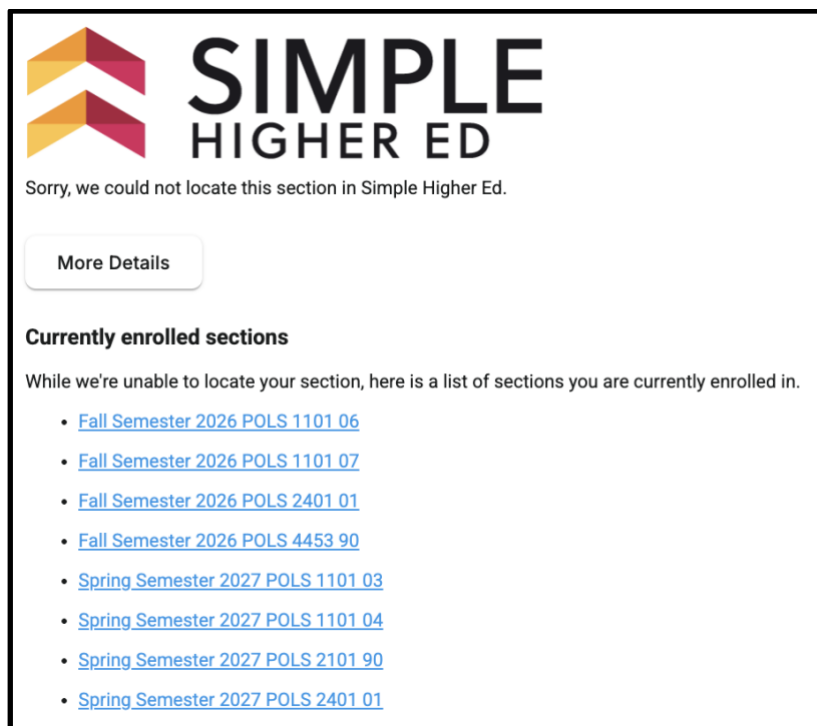
There are a few options to view your Simple Syllabus section offerings.

Accessing your Syllabi on the Homepage (Option 1)

1. [Log in to D2L](#)
2. On the D2L homepage, select the "Simple Syllabus" link.



3. You'll then see a list of all your assigned offerings.



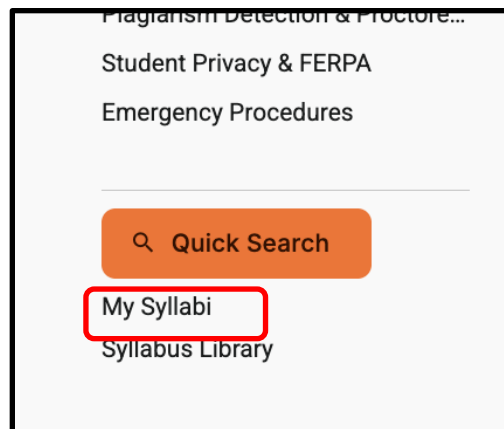
4. You can select the offering that you want to edit from that window.

Accessing your Syllabi from any of your available course offering (Option 2)

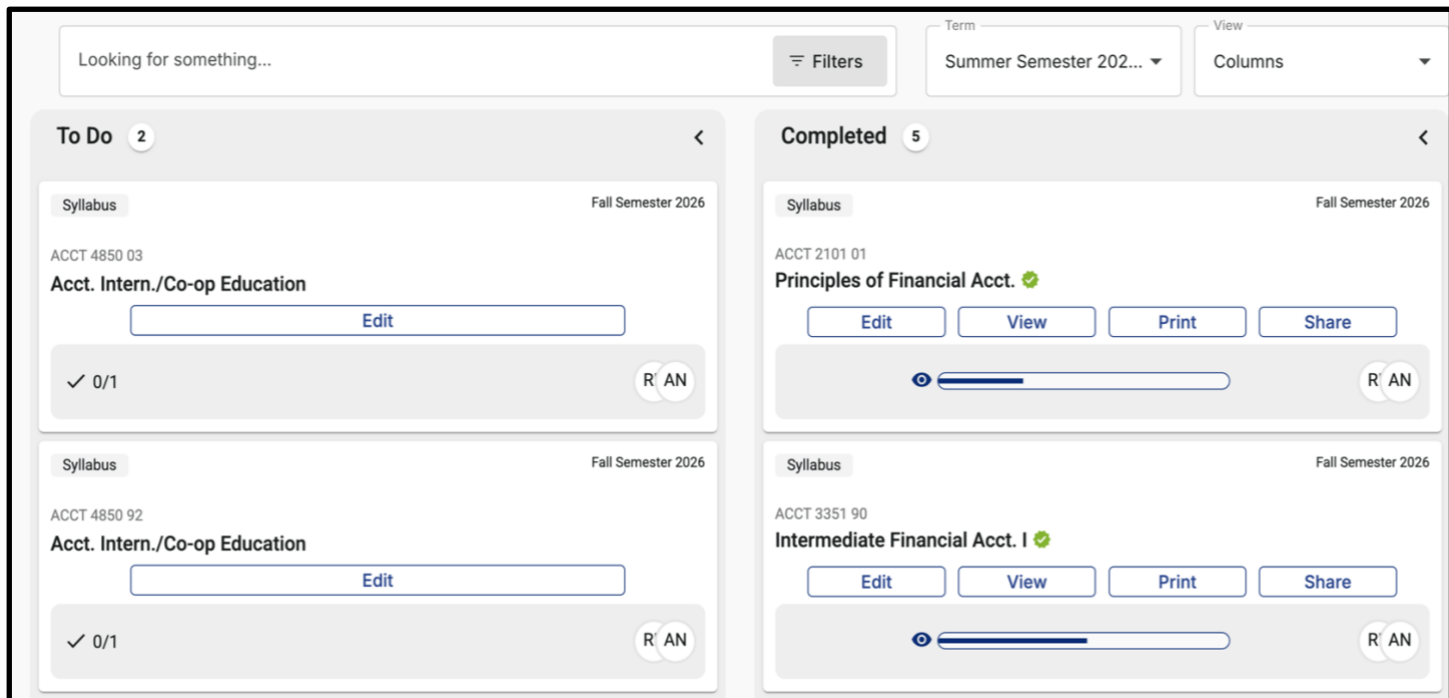
1. [Log in to D2L](#)
2. **Open a course**
3. **Select "Simple Syllabus" in the navbar** (If it is not located in the navbar here are the steps for "[Adding Simple Syllabus to the Navbar](#)")



4. **Open the syllabus**
 - (You'll be promoted to complete one of the syllabus for the XLS course but once it's submitted towards the bottom of the screen you will see a navigation panel on the left side)
5. **On the Navigation Panel scroll down and select "My Syllabi"**

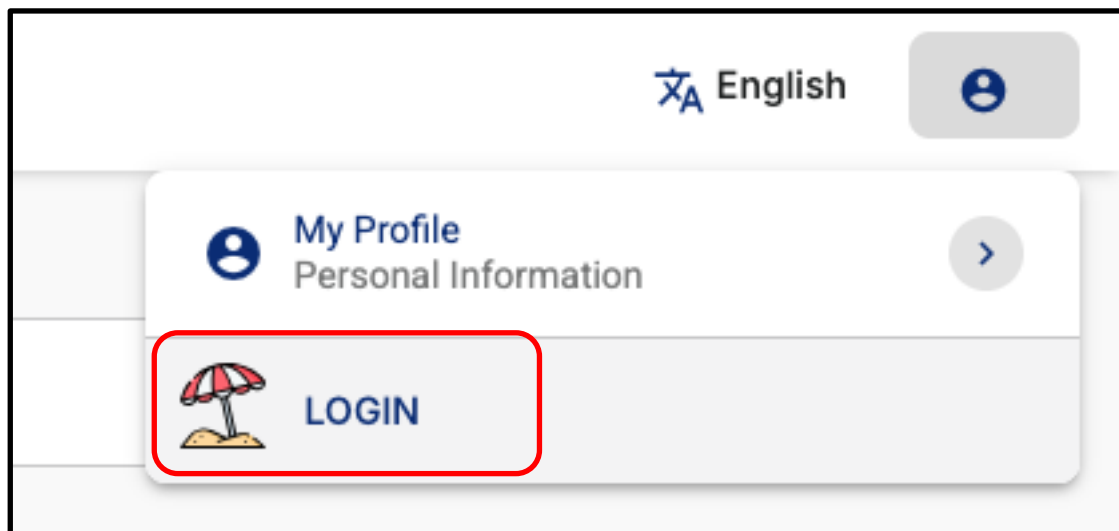


6. Here you'll see the progress dashboard of all your current Syllabi.

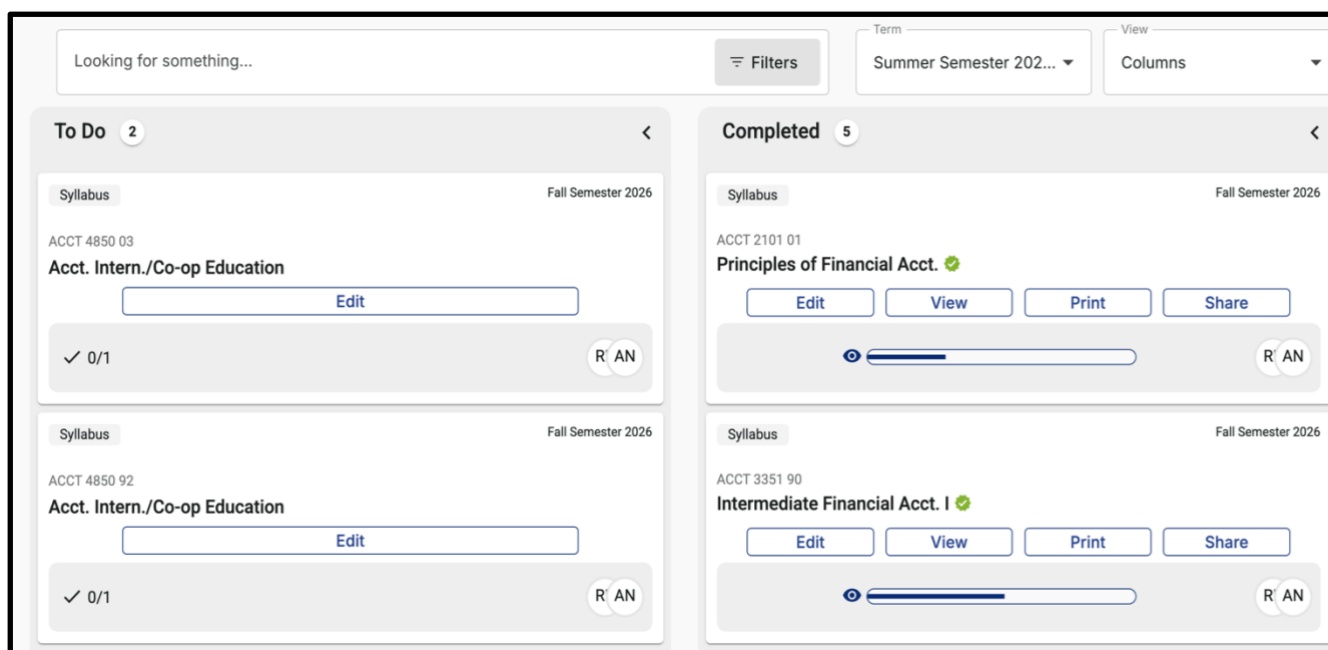


Go Directly to Simple Syllabus (Option 3)

1. Go to the [Simple Syllabus website](#)
2. Click the account icon in the top right corner and Log In using you CSU Credentials



3. You can now see the progress dashboard of all your current Syllabi.



Important Note: Students will only see the syllabus section for the course section in which they are currently enrolled.

Example of a Student's perspective: English Composition I XLS CO

Section 1 would see this syllabus



Section 1LS would see this syllabus



Need Help with Simple Syllabus?

Support is available in a variety of ways. Our online help documents here are a great first step. If you need more assistance, we're happy to help by **email**, **phone**, or **in person**.

Contact us at 678-466-4190, email CELT@clayton.edu, or [Book a Consultation](#) to get personalized support.