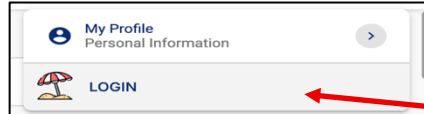
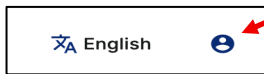


Administrator Tracking in Simple Syllabus

Deans & Associate Deans – may access syllabi tracking for the entire college.
Department chairs – may access syllabus tracking for their departments.

To access tracking in Simple Syllabus for your area, follow these instructions.

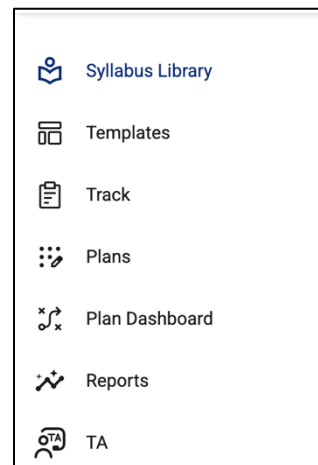
- Go to the [Simple Syllabus Library](#)
- Click on the **icon** in the upper right-hand corner and then choose **Login**



- Login and authenticate using your Clayton State login credentials.
- Once logged in, you are now on your Simple Syllabus administrator dashboard.
- You should see a vertical tool bar on the left. If you click on the **caret**, you will expand the tool bar.



Expanding will show you
what the icons represent.



- Click on the **Track** icon that looks like a clipboard.

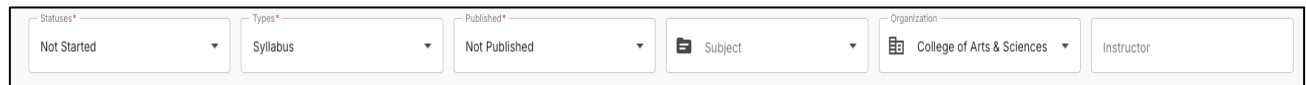


Tracking via Excel Spreadsheet

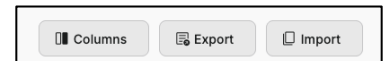
- In order to track your specific areas, you must set your filters accordingly.



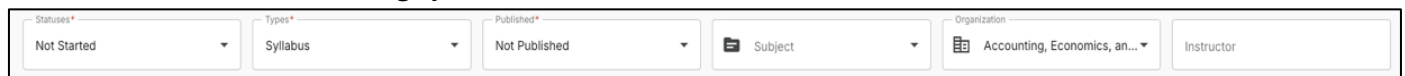
- Ensure that the term is set to the current term (i.e. Fall 2026)
- Click on Filters at the end of the “Looking for something” search bar.
- Let’s say for example that you are the Dean or Associate of the College of Arts and Sciences and you want to see how many syllabi have not been started for the entire College of Arts and Sciences:
 - You would change your filters to this:



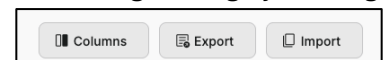
- Statuses: Not Started
- Types: Syllabus
- Published: Not Published
- Subject: *no change here*
- Organization: College of Arts and Sciences
- Instructor: *no change here*
- You will then see a list of all courses without a published syllabi for the College of Arts and Sciences.
- You can export that report into an Excel spreadsheet for additional viewing/sorting by clicking on the Export button to the right of the Filter:
- The spreadsheet will be downloaded to your computer.



- Let’s say for example, you are the Department Chair for the department of Accounting, Economics, and Finance and you want to see all syllabi that have not been published for your department:
 - You would change your filters to this:



- Statuses: Not Started
- Types: Syllabus
- Published: Not Published
- Subject: *no change here*
- Organization: Accounting, Economics, and Finance
- Instructor: *no change here*
- You will then see a list of all courses without a published syllabi for the department of Accounting, Economics, and Finance
- You can export that report into an Excel spreadsheet for additional viewing/sorting by clicking on the Export button to the right of the Filter:
- The spreadsheet will be downloaded to your computer.



- Let's say for example, you want to see all syllabi that have not been published for the subject of MATH:
 - You would change your filters to this:

Statuses*	Types*	Published*	Subject	Organization	Instructor
Not Started	Syllabus	Not Published	MATH	Clayton State University	

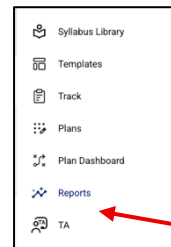
- Statuses: Not Started
- Types: Syllabus
- Published: Not Published
- Subject: MATH
- Organization: Clayton State University
- Instructor: *no change here*
- You will then see a list of all the MATH courses without a published syllabi.
- You can export that report into an Excel spreadsheet for additional view/sorting by clicking on the Export button to the right of the Filter:
- The spreadsheet will be downloaded to your computer.

Columns	Export	Import
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- You can change/combine the filtering to represent your specific needs. The filters options are:
 - **Statuses:** Not started, In progress, Awaiting approval (coming Spring 2027), Completed, Inactive
 - **Types:** Syllabus, Course Master (coming Spring 2027)
 - **Published:** Published, Not Published
 - **Subject:** All CSU subject codes (i.e. MATH, ACCT, ECON, ... etc.)
 - **Organization:** Clayton State University, Colleges, and Departments
 - **Instructor:** this is an editable field for typing in a name

Reports Option

- There is also a Reports option on the left navigation bar:
- The reports on this page include:
 - [Document Status Report](#) - (video resource)
 - Evidence Reports (not explored yet)
 - [Syllabus Collection](#) - (video resource)
 - [Learning Objective Usage](#) - (video resource)
 - used to identify all courses that include a particular learning objective. Use filters to narrow down results. The report is exportable to a CSV format.
 - Content Comparison - used to compare syllabi across campus. Use filters to narrow results.
 - Context Export - used to export specific components of syllabi across campus. Use filters to narrow results.
 - Continuous Improvement Reports (not explored yet)
 - Content Quality: Length - used to gather word counts of syllabus components. Use filters to narrow results.



Please let us know if we can answer any reporting questions.