

Simple Syllabus – College NOW Course Requirements

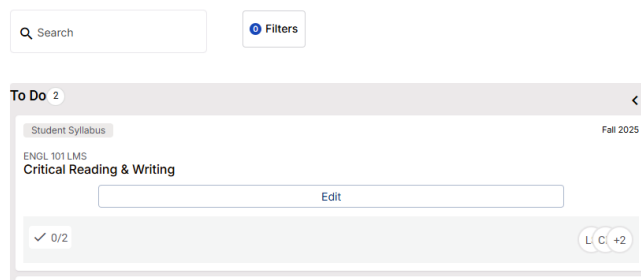
Due May 8 – Fall 2026 and Yearlong Courses

Due Dec 11 – Spring 2027 courses (available in Simple Syllabus mid-October)

- 1) Access heartland.simplesyllabus.com using your HCC Username and Password.

On your dashboard will be 1 section for each course you are scheduled to teach in the **FALL 2026** or **YEARLONG** format, as confirmed by your high school. Contact EarlyCollege@heartland.edu if you do not see the course(s) you are expecting to see

Welcome back, Lisa. You have 2 tasks to complete



- 2) Click *Edit* to begin. Content from the Master Syllabus is included and “locked” in your syllabus. This information will automatically update if changes are made to the overall course master.
- 3) Complete the instructor components as noted in the checklist below:
 - a. Required components are outlined in Orange in Simple Syllabus.
 - b. Optional components are also available should you choose to use them. Unused components will not appear in your published syllabus
 - c. Content can be copy/pasted from a different source or created directly in the component text boxes
 - d. **Instructor Information Component:** If you do not yet know the meeting schedule for your course, list TBA to complete the requirement and submit your syllabus. This can be updated in the fall.
- 4) When all required sections are complete and Accessibility Tracker has cleared, the Submit button will appear at the bottom of the screen. Click this to send for approval.
- 5) Watch your *heartland.edu* e-mail for confirmation from Simple Syllabus and any feedback from the reviewer.
- 6) When you return in August you will log in to Simple Syllabus and complete any additional section(s) that have been confirmed through schedules and rosters from your school. You will be able to submit those easily by importing content from your previous syllabus.

Contact HCCTLC@heartland.edu for assistance using Simple Syllabus

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Component	Status	Instructor Requirements
Header: Division, Course Prefix, Number, Title	Locked	--
Syllabus Details (Credit, Contact Hours, IAI Status)	Locked	--
Prerequisite	Locked	--
Catalog Description	Locked	--
Instructor Information	Required	Enter
Textbooks or Materials <i>Contact your academic administrator if you have questions on allowable textbooks/materials</i>	Required	Enter/Edit
Course Transferability	Locked	--
*Learning Outcomes and Assessment Instructions	Information	--
Essential Competencies	Locked	--
Learning Outcomes	Locked	--
Range of Assessment Methods	Required	Edit with section-specific Assessments within allowable range
<i>Program Outcomes (if listed)</i>	<i>Optional</i>	--
Course/Lab Outline	Locked	--
*Directions for Method of Evaluation Instructions	Information	--
Method of Evaluation	Required	Edit with section-specific methods & assignment weights
Grading Scale	Locked	--
Required Writing & Reading	Locked	--
*Course Calendar Instructions	Information	--
Course Schedule	Required	Enter/Update Weekly Schedule
Attendance and Participation	Required	Enter
Late Work/Deadlines	Required	Enter
Census Day Withdrawal Policy	Required	Create (see sample policies)
Mid-Term Withdrawal Policy	Required	
Academic Policies and Student Handbook	Locked	--
Student Access and Accommodation Services	Required	Specific for CNOW
Student Support Services	Required	--
Syllabus Disclaimer	Required	Enter