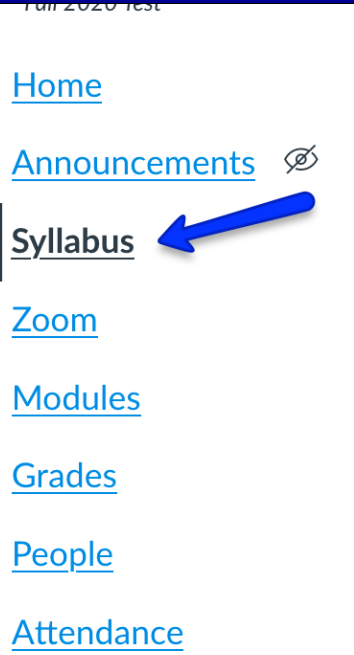
















## Center for Excellence in Teaching and Learning

### Canvas Tip Sheet: Syllabus










The Syllabus tool in Canvas is accessible in the course navigation. You can use the syllabus to add your syllabus file to the course or copy and paste the syllabus into the page. You may add links to assignments or resources.

Steps	Directions	Image
<p>1. Course Navigation Menu</p>	<p>In course navigation, click on Syllabus (the order of the course navigation menu varies based on how you set up your navigation in settings)</p>	 <p>The image shows a vertical list of course navigation items: Home, Announcements (with an eye icon), Syllabus (highlighted with a blue bar and a blue arrow pointing to it), Zoom, Modules, Grades, People, and Attendance.</p>





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<p>2. Course Summary</p>	<p>If you have added assignments to your course, you will see them in the Syllabus, under Course Summary.</p>	<p>Course Syllabus <a href="#">Jump to Today</a> <input type="button" value="Edit"/></p> <p>Welcome to Class!</p> <p>Course Summary: </p> <table border="1"> <thead> <tr> <th>Date</th> <th>Details</th> <th></th> </tr> </thead> <tbody> <tr> <td>Mon Jan 11, 2021</td> <td> <a href="#">Assignment 1</a></td> <td>due by 10pm</td> </tr> <tr> <td>Tue Jan 12, 2021</td> <td> <a href="#">Introduce Yourself</a></td> <td>due by 11:59pm</td> </tr> <tr> <td>Wed Jan 13, 2021</td> <td> <a href="#">Assignment 1</a> (1 student)</td> <td>due by 11:59pm</td> </tr> <tr> <td></td> <td> <a href="#">Quiz 1: Anatomy</a></td> <td></td> </tr> </tbody> </table>	Date	Details		Mon Jan 11, 2021	 <a href="#">Assignment 1</a>	due by 10pm	Tue Jan 12, 2021	 <a href="#">Introduce Yourself</a>	due by 11:59pm	Wed Jan 13, 2021	 <a href="#">Assignment 1</a> (1 student)	due by 11:59pm		 <a href="#">Quiz 1: Anatomy</a>	
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<p>3. Edit</p>	<p>In the top right corner, click Edit</p>	<p>Course Syllabus <a href="#">Jump to Today</a> <input type="button" value="Edit"/> </p> <p>The syllabus page shows a table-oriented view of the course schedule, and the basics of course grading. You can add any other comments, notes, or thoughts you have about the course structure, course policies or anything else.</p> <p>To add some comments, click the "Edit" link at the top.</p>															

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<p>4. Rich Content Editor (RCE)</p>	<p>You will see the rich content editor. This is where you can add content.</p>	<p>Course Syllabus <a href="#">Jump to Today</a></p> <p>Syllabus Description:</p> <p>Edit View Insert Format Tools Table</p> <p>12pt Paragraph <b>B</b> <i>I</i> <u>U</u>   <math>T^2</math> </p>  <p>p     0 words     </p>
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<p>5. Copy and Paste your syllabus content</p>	<p>It is recommended that you add your course syllabus to this page. Copy and paste the content and add a link to the file.</p>	<p>Syllabus Description:</p> <p>Edit View Insert Format Tools Table</p> <p>12pt Paragraph <b>B</b> <i>I</i> <u>U</u> <u>A</u>  <math>T^2</math> </p> <p>Download your course Syllabus</p> <p>Lincoln University</p> <p>----- Program/Department of -----</p> <p>Master Course Syllabus</p> <table border="1" data-bbox="787 690 1470 844"> <tr> <td>Course Title:</td> <td>Course number:</td> </tr> <tr> <td>Credit Hours</td> <td>Prerequisite (s):</td> </tr> </table>	Course Title:	Course number:	Credit Hours	Prerequisite (s):
Course Title:	Course number:					
Credit Hours	Prerequisite (s):					
<p>6. Show Course Summary</p>	<p>Course Summary lists links to all you assignments in Canvas. If you want these links visible in your Syllabus, check this box.</p>	<p><input checked="" type="checkbox"/> Show Course Summary</p> <p></p> <p>Cancel Update Syllabus</p>				
<p>7. Update Syllabus</p>	<p>At the bottom right of the page, click Update Syllabus to save your changes.</p>	<p><input checked="" type="checkbox"/> Show Course Summary</p> <p>Cancel Update Syllabus </p>				

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