

CSM: How to Import the Accessible Syllabus Template from Canvas Commons

Below are instructions on how to import and edit the CSM: Syllabus page template from Canvas commons into your own SMCCCD Canvas courses.

Recommended language for the Syllabus link in Canvas

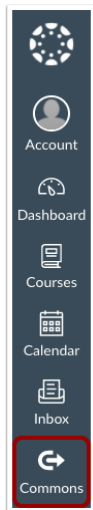
Since the syllabus serves as a contract between you and the student, we recommend using the language below on the “Syllabus” link in Canvas and then [hyperlinking to a separate “Official Syllabus” page](#) in your course.

- This page includes both your official course syllabus and a list of Canvas assignments as they are assigned by your professor, called the course summary.

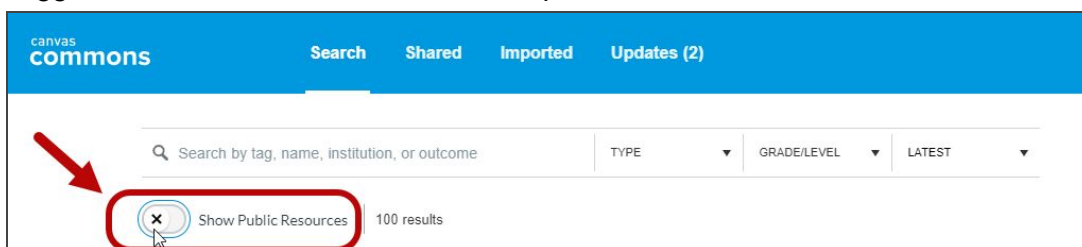
Please read the syllabus carefully. It is not only a contract between a teacher and student, but it is also a map to help you navigate through this course.

Steps for Importing the CSM: Syllabus Template from Canvas Commons

1. In Global Navigation, click the **Commons** link.



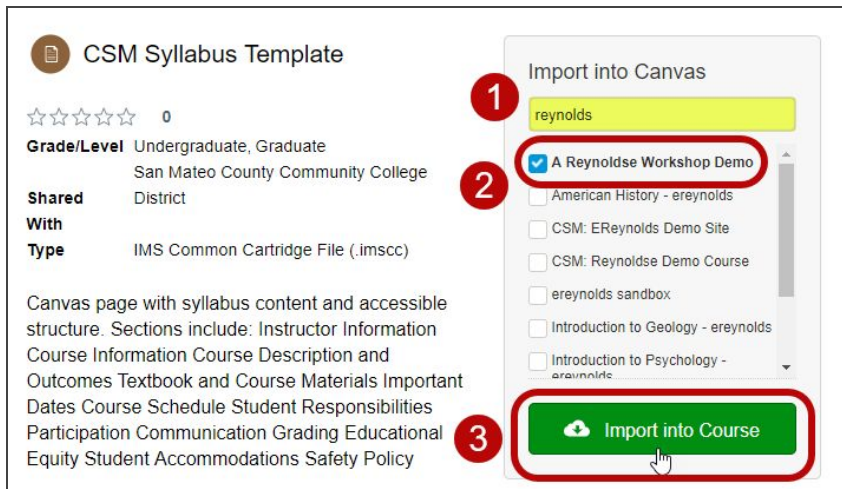
2. Toggle off the “Show Public Resources” option.



3. Click on the “CSM: Syllabus Template” link.



4. Search for the course(s) to which you would like to import the resource [1], or select the course(s) from the list [2]. Then, click the **Import into Course** button [3]. Please note that it may take a while to see changes in your course.

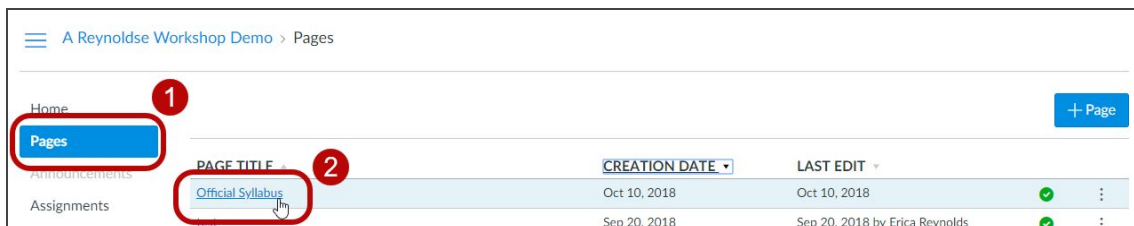


5. To view the imported syllabus template, navigate to one of the selected courses and click on Pages in Course Navigation. You should see the “Official Syllabus” Page under your list of pages.



To Edit the Syllabus Template

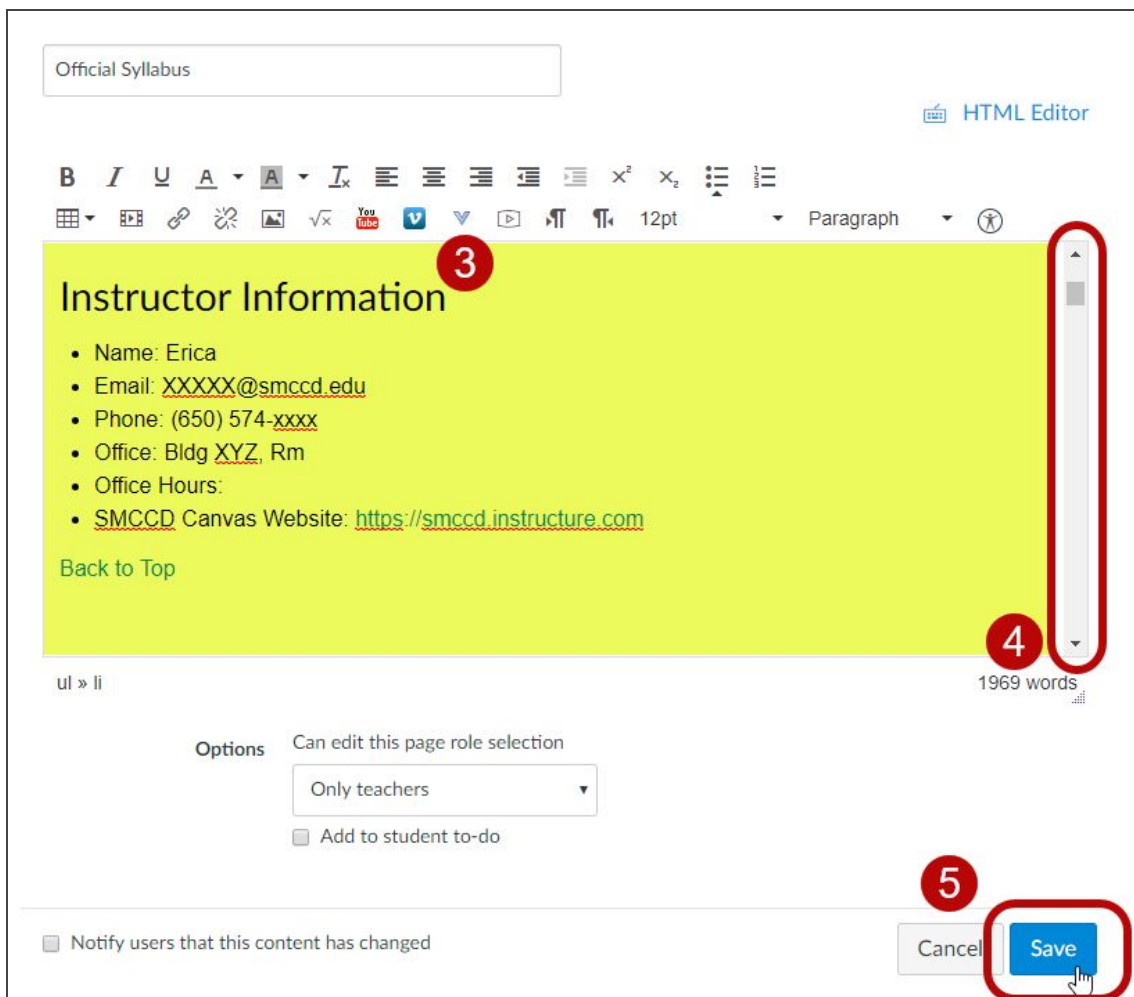
1. Click on the **Pages** link [1], in the Course Navigation menu and then click on the “**Official Syllabus**” title link [2].



2. Click the Edit button located in the upper-righthand corner of the screen.

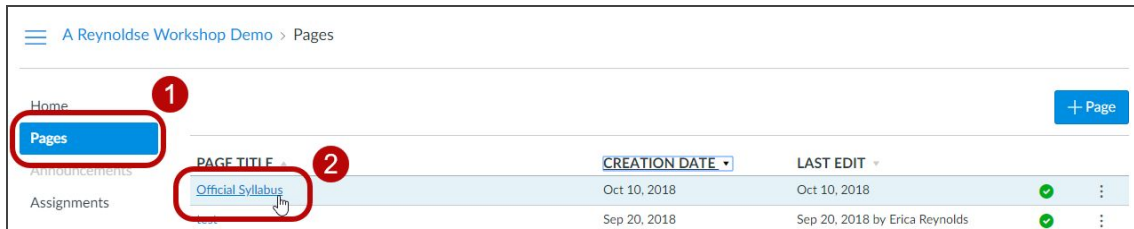


3. Add or edit your own text inside the rich content editor [3] while using the scrollbar [4] to the left to move up and down the syllabus page. Click the **Save** button [5] to save your changes.



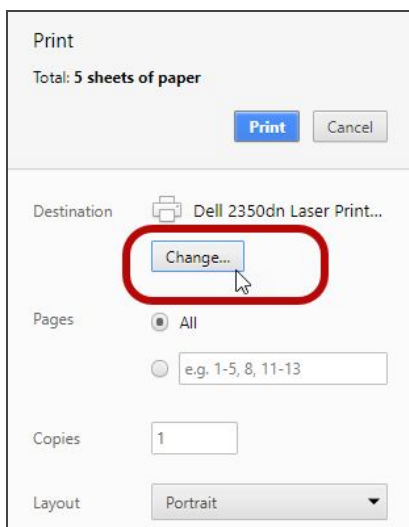
To Print a PDF of the Syllabus page from Google Chrome

1. Click on the **Pages** link [1], in the Course Navigation menu and then click on the **“Official Syllabus”** title link [2].

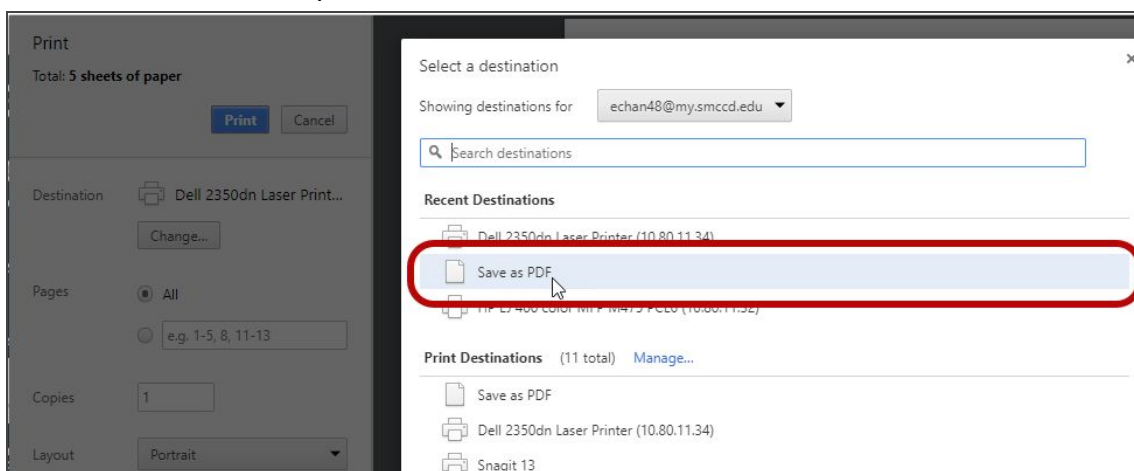


2. Right-click on the **“Official Syllabus”** page and select the **Print** option. Or, use the following keyboard shortcuts:
 - Windows users: press Ctrl+P on your keyboard
 - Mac users: press Command+P on your keyboard

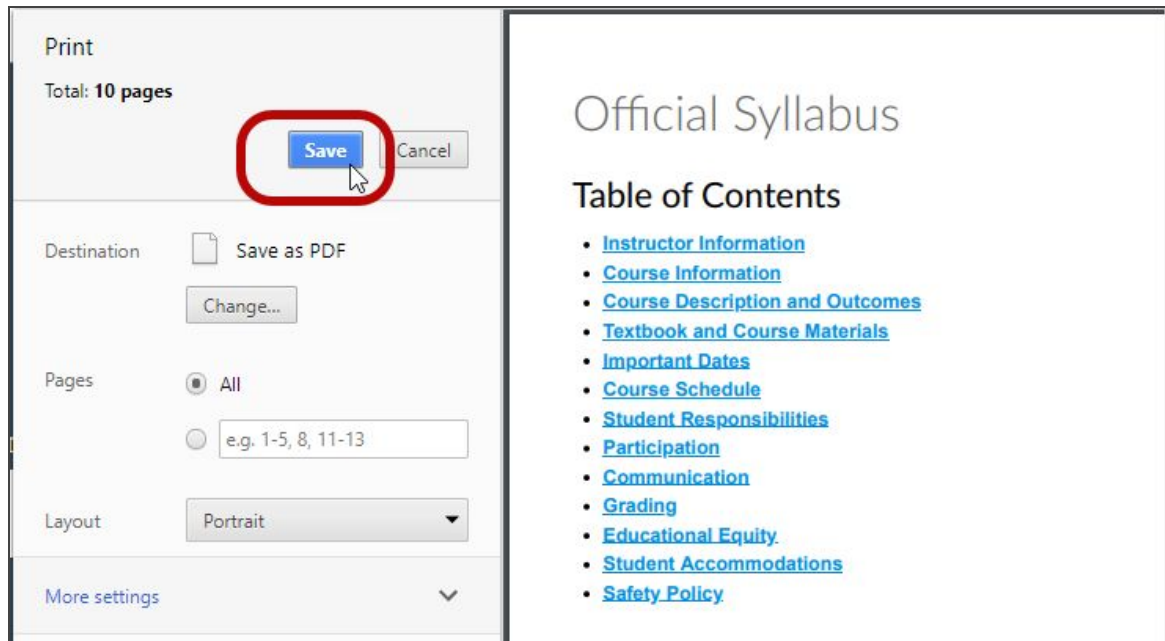
3. In the Print window, click the **Change** button to change the destination of the web-page.



4. Select a **Save as PDF** option.



5. Click the **Save** button to save this PDF file to your computer.



The image shows a print dialog box on the left and a syllabus page on the right. The print dialog box has a 'Print' title and 'Total: 10 pages'. It features a 'Save' button (highlighted with a red circle) and a 'Cancel' button. Below these are settings for 'Destination' (Save as PDF), 'Pages' (All), and 'Layout' (Portrait). The syllabus page is titled 'Official Syllabus' and contains a 'Table of Contents' with the following items:

- [Instructor Information](#)
- [Course Information](#)
- [Course Description and Outcomes](#)
- [Textbook and Course Materials](#)
- [Important Dates](#)
- [Course Schedule](#)
- [Student Responsibilities](#)
- [Participation](#)
- [Communication](#)
- [Grading](#)
- [Educational Equity](#)
- [Student Accommodations](#)
- [Safety Policy](#)