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 SMCCD 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 <u>hyperlinking to a separate "Official Syllabus" page</u> 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.

A Reynoldse \	Workshop Demo > Pages				
Home				+	– Page
Pages Announcements	PAGE TITLE	CREATION DATE V	LAST EDIT		
Assignments	Official Syllabus	Oct 10, 2018	Oct 10, 2018	0	:
	Next	Sep 20, 2010	Sep 20; 2010 b ; Erica Reynolds	•	-

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].

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Home	0			-	– Page
Pages Announcements	PAGE TITLE 2	CREATION DATE •	LAST EDIT		
Assignments	Official Syllabus	Oct 10, 2018	Oct 10, 2018	0	:
Assignments		Sep 20, 2018	Sep 20, 2018 by Erica Reynolds	0	:

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.

Official Syllabus			i HTML Editor
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Instructor Int Name: Erica Email: XXXXX@sr Phone: (650) 574-2 Office: Bldg XYZ, F Office Hours: SMCCD Canvas W Back to Top	nccd.edu xxxx		
ul » li Options	Can edit this page role selection Only teachers Add to student to-do		1969 words
Notify users that this control	ntent has changed		Cancel Save

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].

A Reynoldse V	Vorkshop Demo > Pages				
Home	1				- Page
Pages Announcements		CREATION DATE .	LAST EDIT		
Assignments	Official Syllabus	Oct 10, 2018	Oct 10, 2018	0	:
Assignments	tusi di	Sep 20, 2018	Sep 20, 2018 by Erica Reynolds	0	:

- 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.

Print Total: 5 sheets of paper	
Destination	Print Cancel
Pages	Change
Copies	1
Layout	Portrait 💌

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

Print Total: 5 sheets	of paper Print Cancel	Select a destination Showing destinations for echan48@my.smccd.edu Q Search destinations	×
Destination	Change	Recent Destinations	
Pages	 All e.g. 1-5, 8, 11-13 	Save as PDF The craob color Mit P Mit (3 Peter (10.00.11.32) Print Destinations (11 total) Manage	
Copies	1	Save as PDF	
Layout	Portrait	Dell 2350dn Laser Printer (10.80.11.34)	

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

Print		
Total: 10 pages		Official Syllabus
	6	Table of Contents
Destination	Save as PDF	Instructor Information
	Change	<u>Course Information</u> <u>Course Description and Outcomes</u> <u>Textbook and Course Materials</u>
Pages	All	Important Dates Course Schedule Student Responsibilities
	e.g. 1-5, 8, 11-13	Participation Communication
Layout	Portrait 💌	Grading Educational Equity.
More settings	~	Student Accommodations Safety Policy