

The Syllabus Tool in Canvas makes it easy to communicate to your students exactly what will be required of them throughout the course in chronological order. Using the Syllabus tool you can post a brief course description, instructor information, as well as a link to the complete course syllabus file in the form of pdf or Word document. **It is recommended that faculty set the Syllabus as the course home page.**

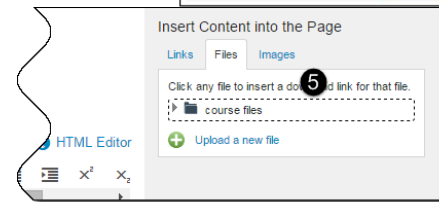
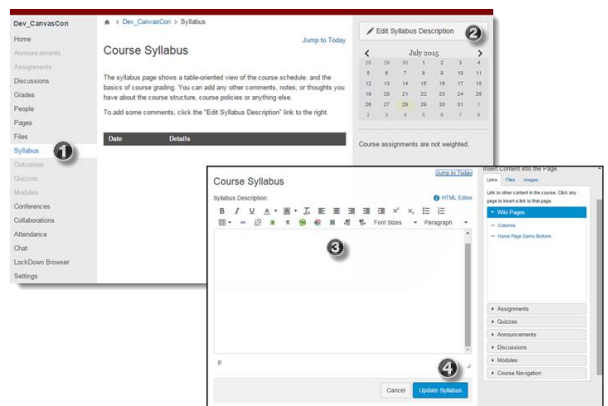
Any course assignment or event will be listed in the bottom half of the Syllabus page with the undated items appearing at the bottom. Undated items will be listed in alphabetical order. Changes to these dated events can be made in both the Assignments and Calendar features and will be automatically updated in the Syllabus.

The Calendar and Weighted Assignment Groups section will display information about course events and grading.

### To edit the Syllabus Description:

Editing the Syllabus allows you to link files, images, other course content in your Syllabus Description by uploading them using the Content Selector.

1. In Course Navigation, click the Syllabus link.
2. Click the Edit Syllabus Description button.
3. Edit the syllabus description using the Rich Content Editor.
4. Once you have completed your Syllabus Description, click Update Syllabus.
5. To link to a file, you can use Files from the Content Selector. There you can upload a new file or select a file you have uploaded previously.



### To set the Home Page to the Syllabus Tool:

1. Click Home from the course menu
2. Click Choose Home Page link
3. Select Syllabus
4. Click Save

