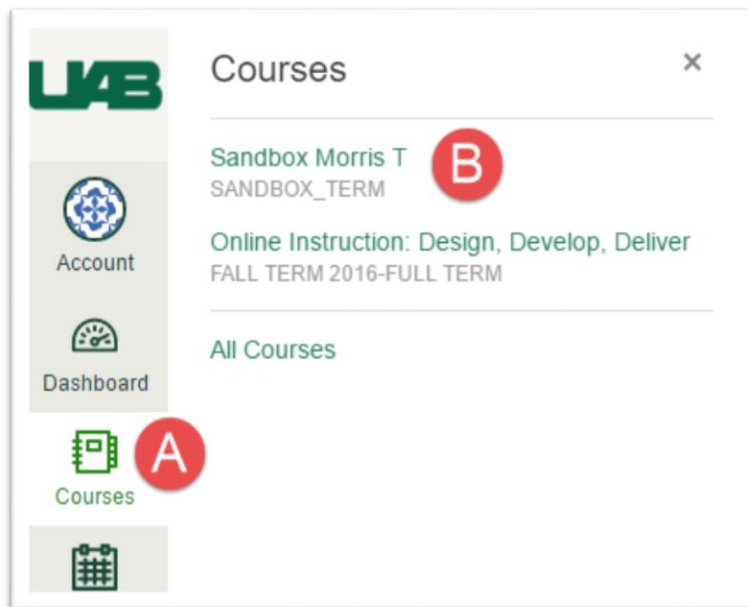


## Canvas Dynamic Syllabus

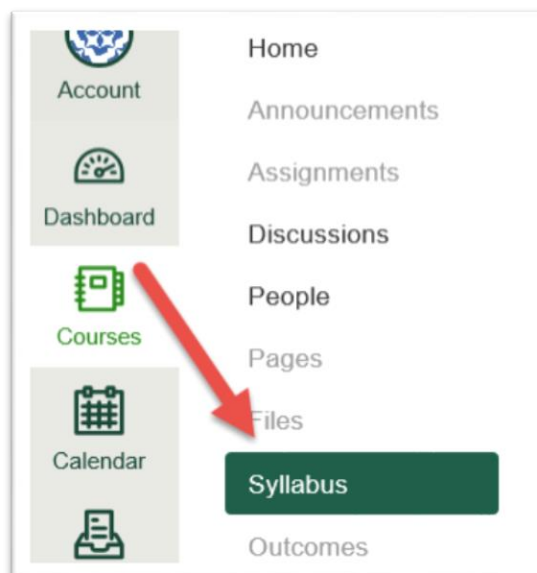
The Dynamic Syllabus in Canvas is a communication tool that allows students to stay up-to-date on their assignments, tests, and quizzes across all of their courses.

### Creating your Dynamic Syllabus

1. Select a course to begin working on your syllabus.
  - a. In Global Navigation on the left, click **Courses** (A), then select the course (B) on the panel that opens.



2. To get to the Dynamic Syllabus, click on **Syllabus** in Course Navigation. The syllabus link is located in Course Navigation on the left.



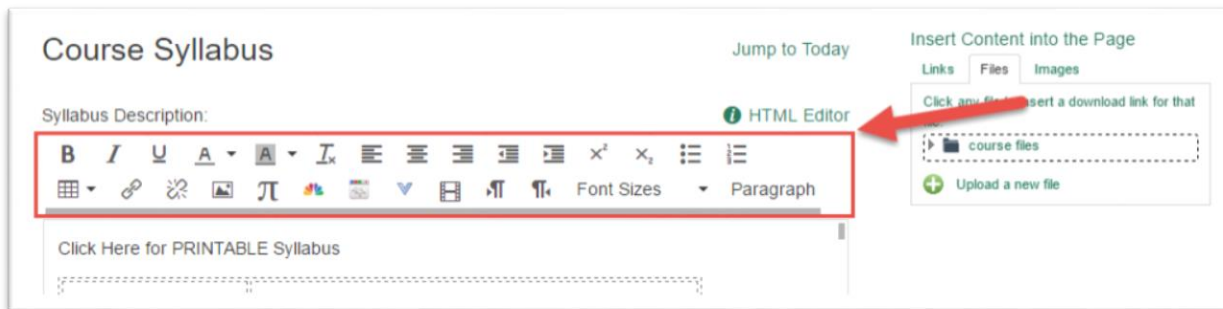
The Syllabus page contains two main areas, the traditional syllabus and the assignment list. If you weight your grades, the percentages will appear below the calendar on the right.



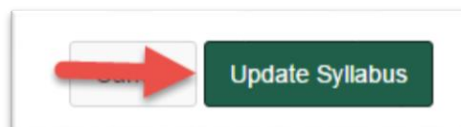
- The top portion (boxed in red), contains the traditional syllabus information such as contact information, grading procedures, policies, topics to be covered, etc,
- The bottom (boxed in green), contains the Dynamic portion. Items are automatically generated based on assignments and events created in your course. (You cannot edit these items from this page.)

## Editing your Syllabus

- To edit the course syllabus (Top portion), click on the **Edit** button located near the top right of the screen. (See image above)
  - Copy (Ctrl + C) and paste (Ctrl + V) your syllabus from Microsoft Word into the rich text editor. You can modify the content and adjust formatting in the rich text editor.

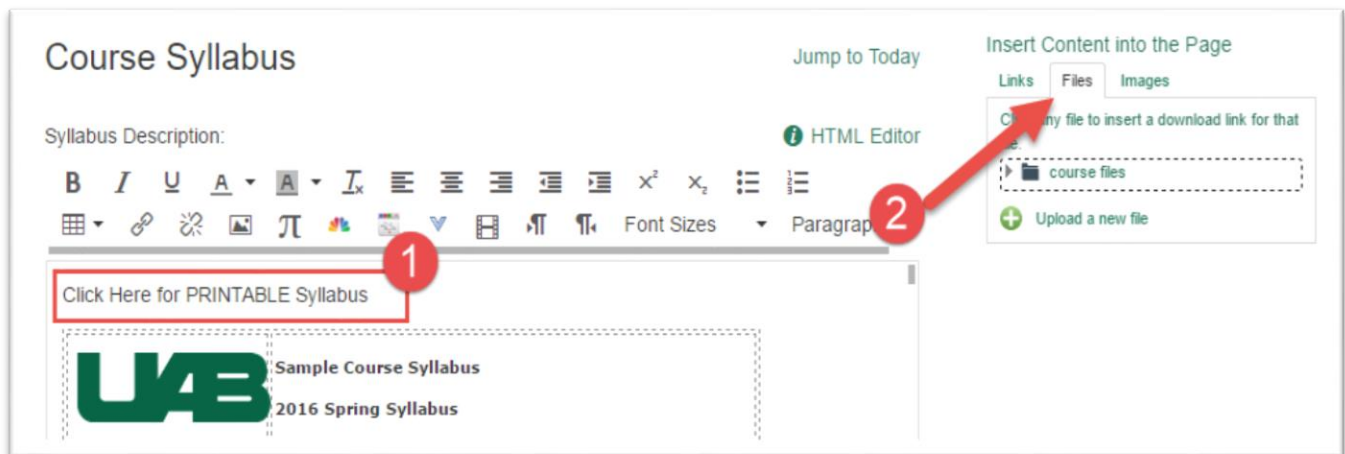


- When you are done, click **Update Syllabus**



B. If you want to include a Printable Syllabus

1. Click **Edit**. Same button as above.
2. Type your text – **Example - Click Here for PRINTABLE Syllabus**. Make changes to the text using the **rich text editor** (italics, bolt, etc)
3. Highlight the text you want to link

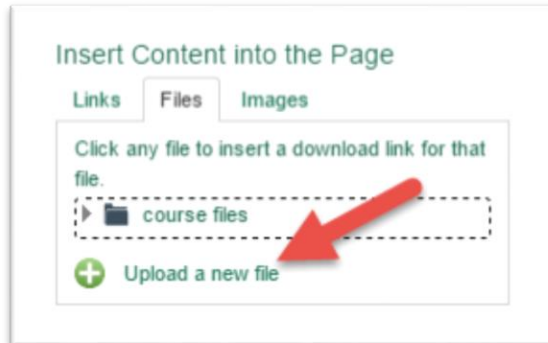


4. Click the **File** tab,

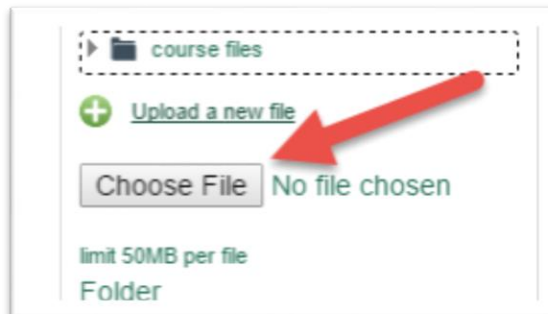
- a. If your syllabus is already in your course files, just locate it under course files and click on it.  
Your highlighted text will flash and then be linked to that file.



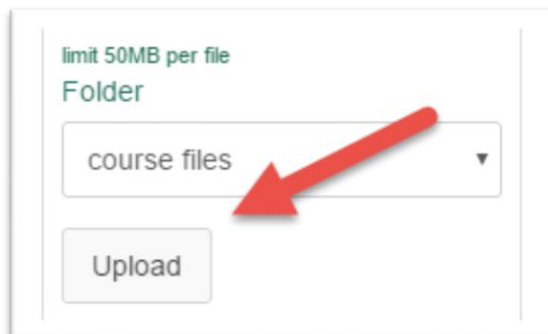
- b. If your syllabus is saved on your computer
- i. click **Upload a New File**.



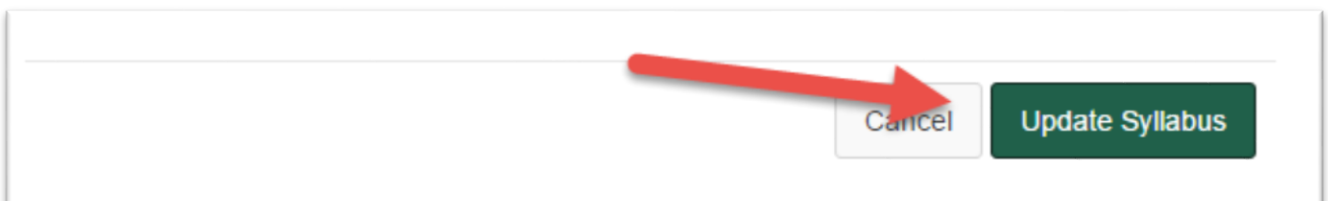
- ii. Click **Choose File** (located below Upload a new file). Locate the file on your computer.



- iii. Once you have selected the file from your computer, Click **Upload** and your highlighted text will flash indicating the text is now linked to the file.



5. Click **Update Syllabus** located at the bottom right to save the changes.



## Setting up the Dynamic Syllabus.

The dynamic syllabus (the bottom section boxed in green) is automatically created when you add assignments, discussion, quizzes, and events to your course.

The screenshot shows the 'Course Syllabus' page in Canvas. A red box highlights the top section, which contains a table-oriented view of the course syllabus. A red callout bubble points to this section with the text 'The portion contains the traditional syllabus.' A green arrow points to the 'Edit' link with the text 'Click here to edit'. Below the red box is the 'Assignments Summary' section, which is highlighted with a green box. A green callout bubble points to this section with the text 'The portion contains the Dynamic Syllabus.' To the right of the syllabus section is a calendar for August 2016.

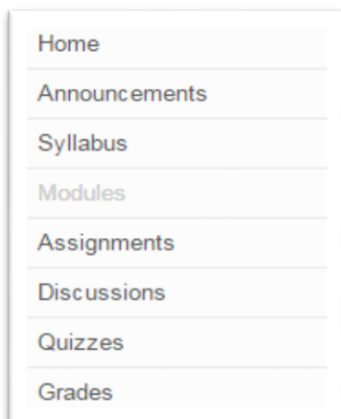
August 2016						
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

## Adding items to the Dynamic Syllabus: Assignments, Discussions, and Quizzes

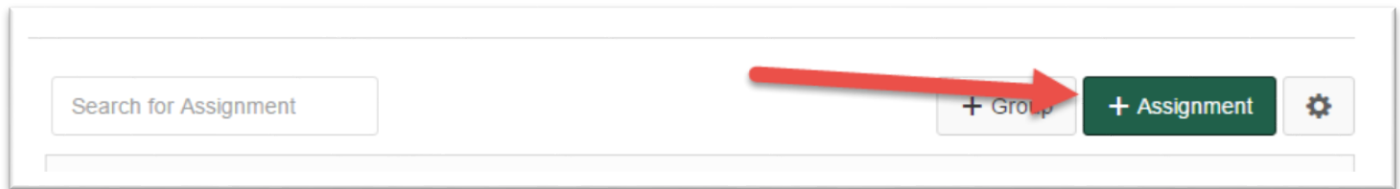
### I. Assignments

Assignments in Canvas can be used to challenge students' understanding and help assess competency by using a variety of media. The Assignments page will show your students all of the Assignments that will be expected of them and how many points each is worth. To access and set up assignments follow directions below:

- Click **Assignments** tab in the **course navigation menu**

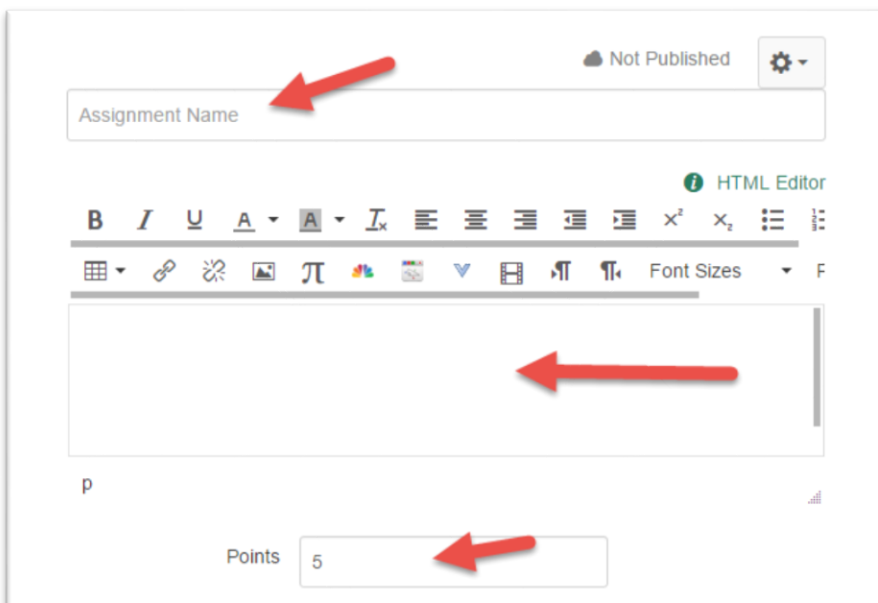


b. Click **+Assignment** tab



A horizontal toolbar with a search box on the left labeled "Search for Assignment". To the right of the search box are two buttons: "+ Group" and "+ Assignment". A red arrow points from the right edge of the toolbar to the "+ Assignment" button.

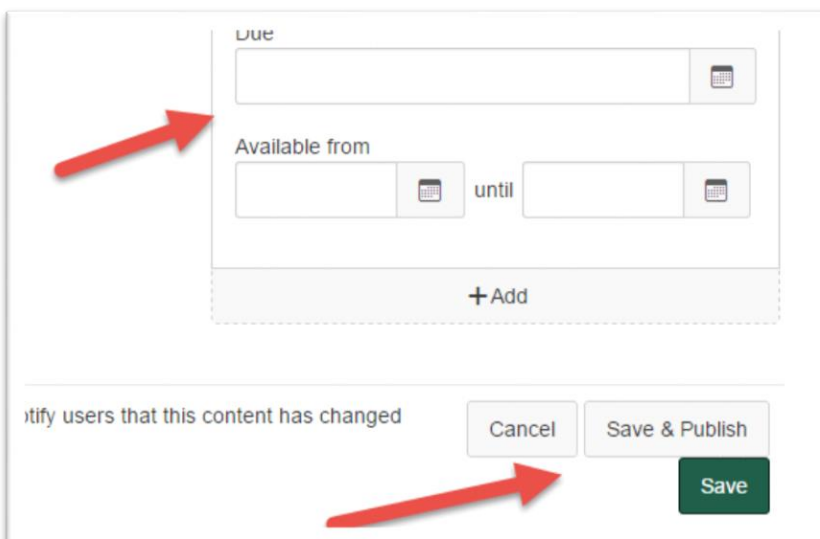
c. Give your assignment a name, add details, and give it a point value.



A form for creating a new assignment. At the top right, it says "Not Published" with a gear icon. Below this is a text input field labeled "Assignment Name" with a red arrow pointing to it. Underneath is an "HTML Editor" with various formatting tools (bold, italic, underline, text color, background color, link, unlink, list, indent, outdent, etc.) and a large text area for content. A red arrow points to the text area. At the bottom, there is a "Points" label and a text input field containing the number "5", with a red arrow pointing to it.

d. Scroll down and modify other settings as desired.

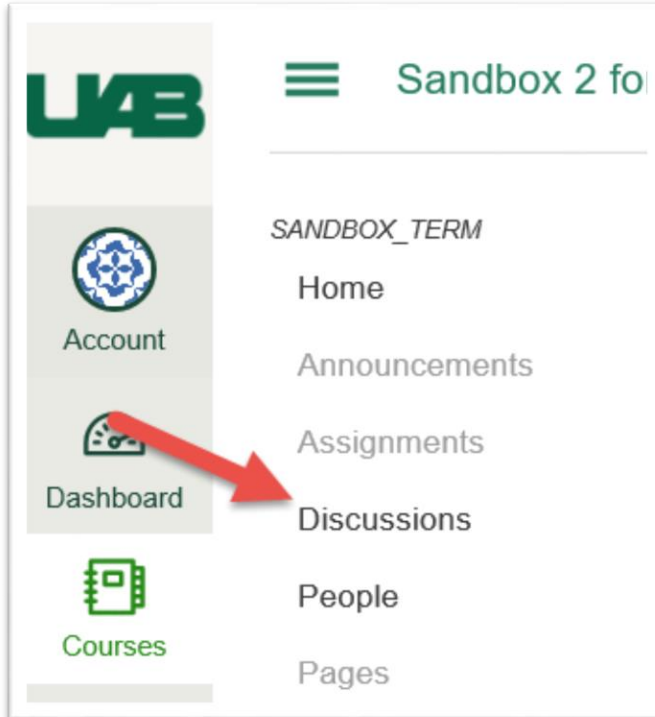
e. At the bottom, add a due date and click **Save**



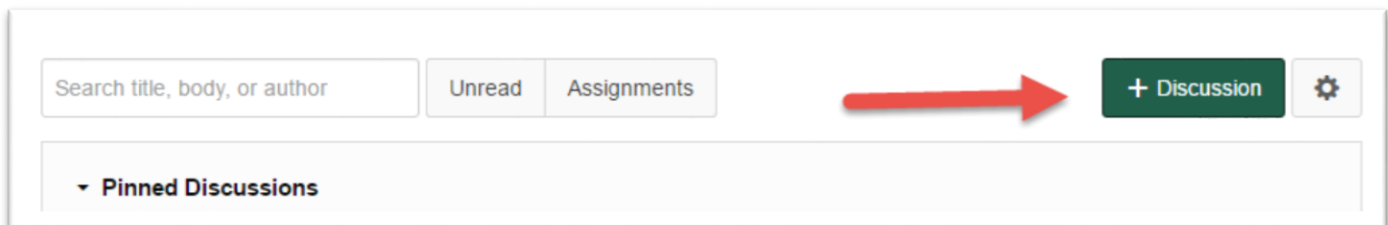
A section of the form for setting dates. It has a "Due" label and a date input field with a calendar icon. Below this is an "Available from" label and two date input fields with calendar icons, separated by the word "until". A red arrow points to the "Due" date field. Below the date fields is a "+ Add" button. At the bottom of the section, there is a checkbox labeled "Notify users that this content has changed". To the right of the checkbox are three buttons: "Cancel", "Save & Publish", and a green "Save" button. A red arrow points to the "Save" button.

## II. Adding Discussions

- a. Click **Discussions** tab in the **course navigation menu**



- b. Click **+Discussions** tab



- c. Enter your discussion title (A) and description (B), check Graded box (C), add your points possible (D), enter a due date (E), and click **Save** (F).
  - i. See image on the next page
  - ii. **For the discussion to appear in the dynamic syllabus, Graded must be checked.**  
**The point value may be set from 0 to whatever value you desire.**

Not Published

Topic Title A

HTML Editor

**B**

p

Attachment Choose File No file chosen

Options

- ☐ Allow threaded replies
- ☐ Users must post before seeing replies
- ☐ Enable podcast feed
- ☒ Graded C
- ☐ Allow liking

Points Possible 0 D

Display Grade as Points

Assign

Assign to

Everyone ×

Due

E

Available from

until   F

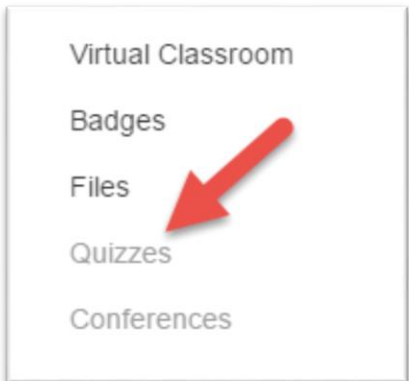
+ Add

Cancel Save & Publish Save

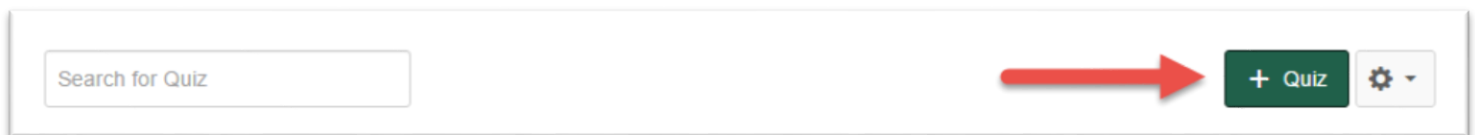


### III. Quizzes



- a. To add a quiz to a course, click on Quizzes located in course navigation



- b. Click **+Quiz** tab




- c. Title your quiz (A), add directions (B), select the type of quiz (C), enter a due date (D), and Click save (E).
  - i. There are other optional settings in-between steps C and D.

Points 0  Not Published 

Details Questions **A**

Unnamed Quiz

Quiz Instructions:  HTML Editor


**B**

Quiz Type Graded Quiz **C**

Assignment Group Assignments

Assign

Assign to

Everyone 

Due

Available from

until

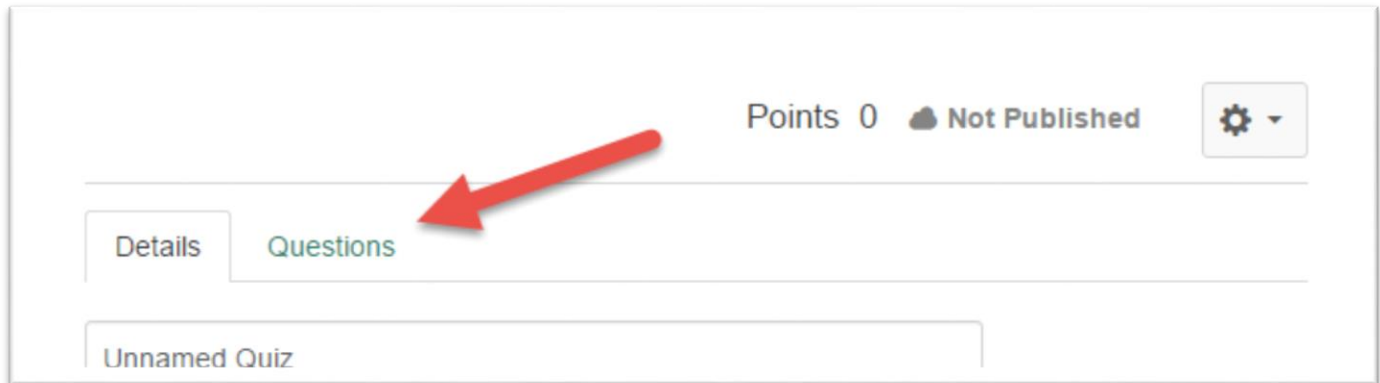
**E**

+ Add

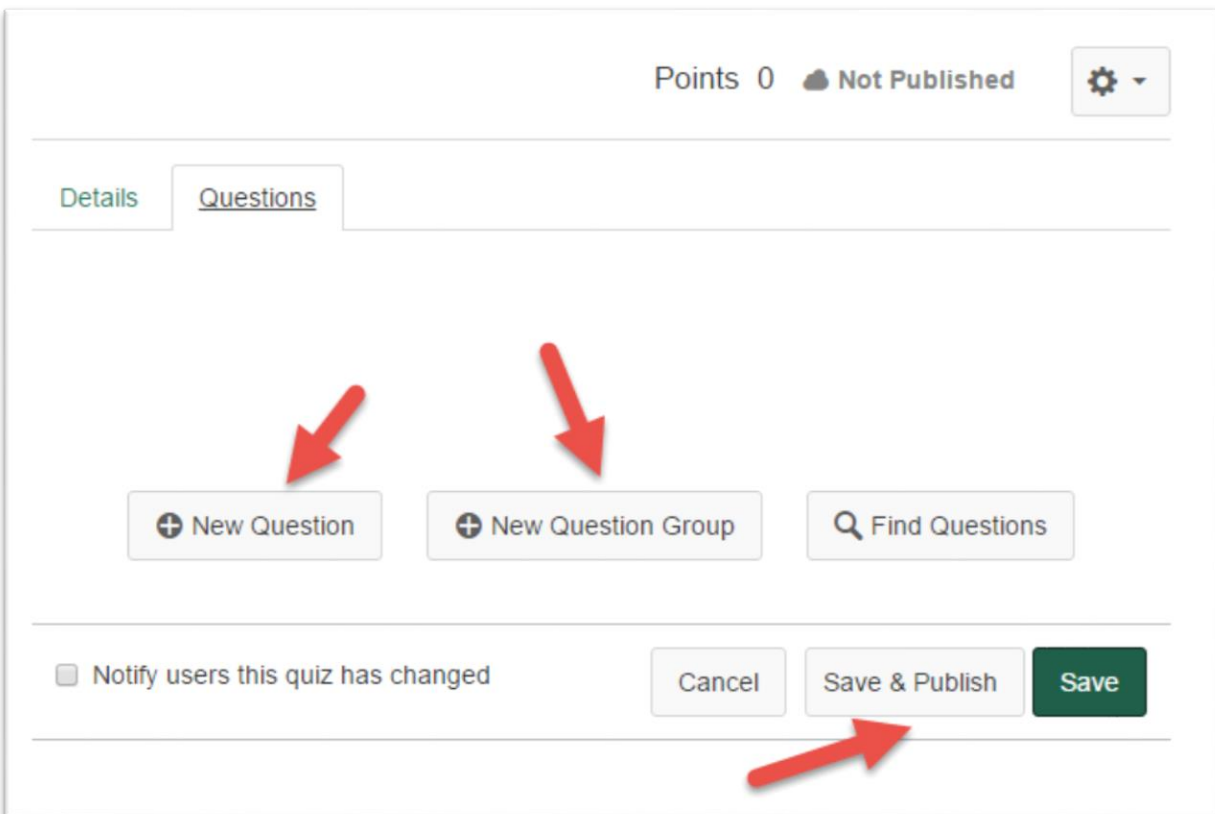
☐ Notify users this quiz has changed

Cancel Save & Publish **Save**

C. To add questions, click on the questions tab at the top.



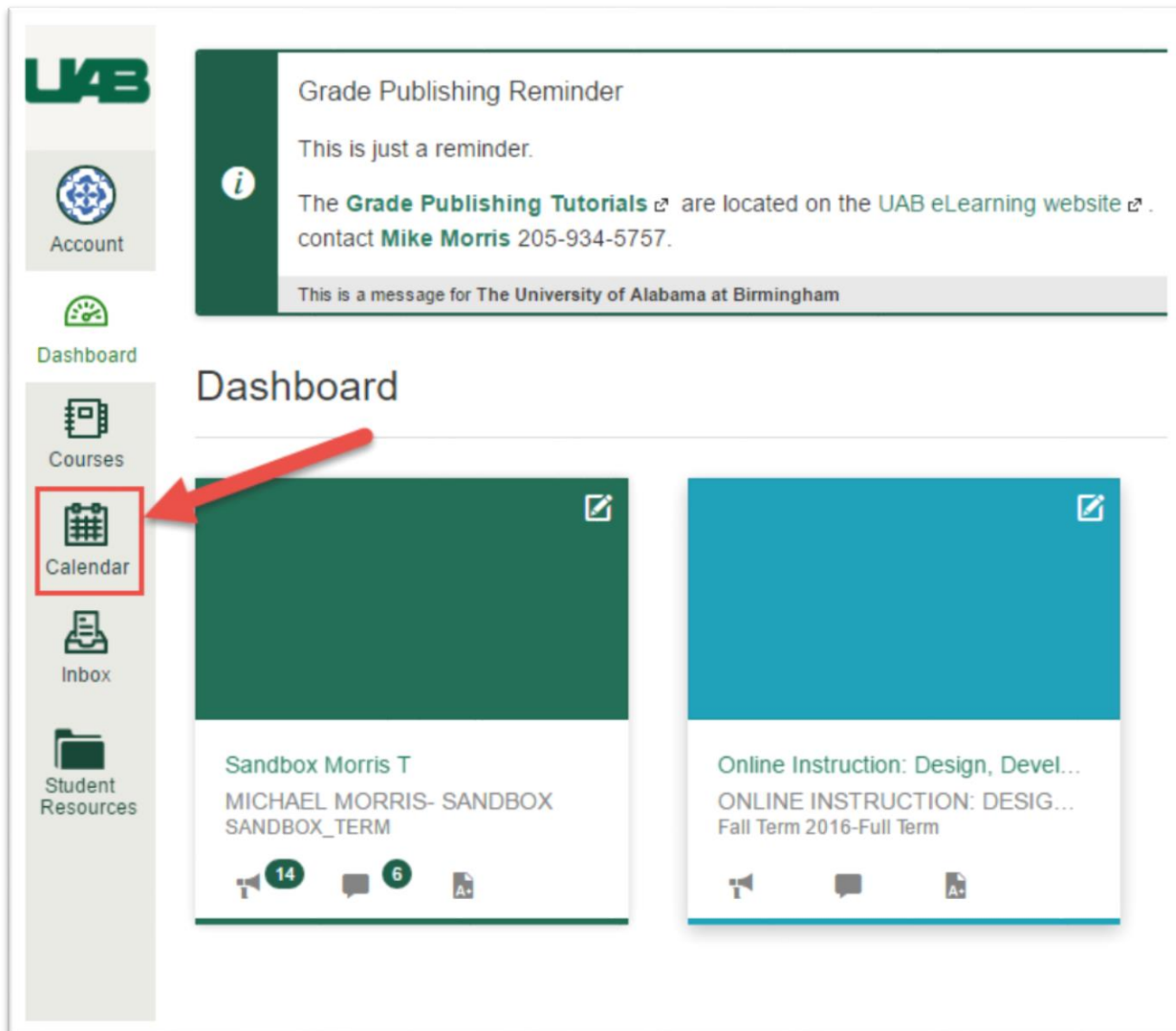
D. Click either on the + New Question or + New Question Group to start adding questions. Make sure to click **Save** when you are done.



E. There are multiple question types available to choose from and the majority are automatically graded. Please visit the [Canvas guides](#) or contact [Michael Morris](#) for more information on quizzes in Canvas.

## Creating Events

Course events are created from the calendar located on the left in global navigation. Events are ungraded items that appear in the Dynamic Syllabus. These are typically used for events such as performances, shows, related lectures, museum events, etc.



The screenshot displays the UAB Canvas dashboard. On the left is the global navigation menu with icons for Account, Dashboard, Courses, Calendar, Inbox, and Student Resources. The 'Calendar' icon is highlighted with a red box, and a red arrow points to it from the right. The main dashboard area features a 'Grade Publishing Reminder' message at the top, followed by the 'Dashboard' title. Below the title are two course cards: 'Sandbox Morris T' and 'Online Instruction: Design, Devel...'. Each card shows the course name, instructor, term, and notification counts for announcements, messages, and assignments.

**Grade Publishing Reminder**

This is just a reminder.

The **Grade Publishing Tutorials** are located on the [UAB eLearning website](#). contact **Mike Morris** 205-934-5757.

This is a message for The University of Alabama at Birmingham

### Dashboard

**Calendar**

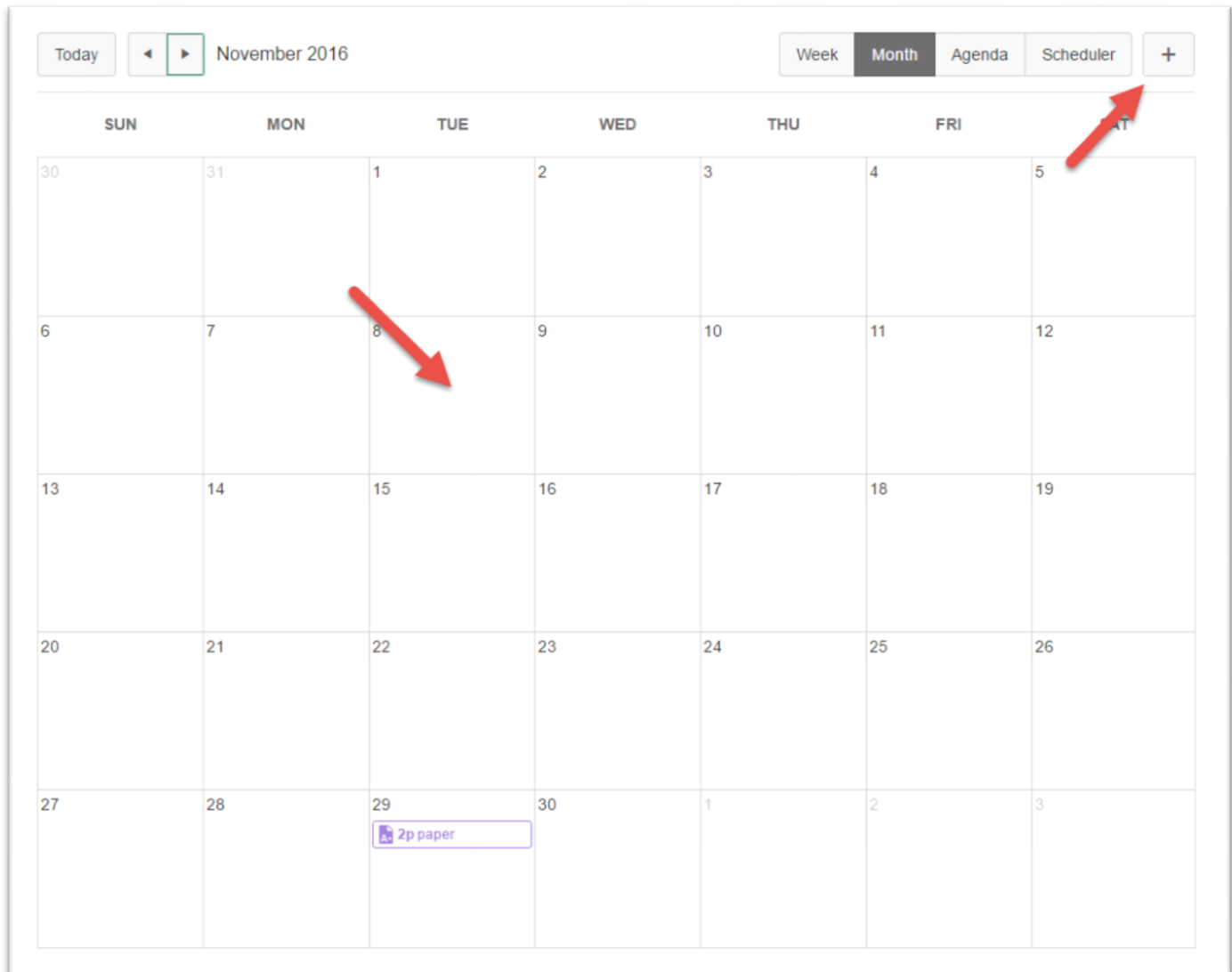
**Sandbox Morris T**  
MICHAEL MORRIS- SANDBOX  
SANDBOX\_TERM

14 6 A+

**Online Instruction: Design, Devel...**  
ONLINE INSTRUCTION: DESIG...  
Fall Term 2016-Full Term

A+

To create an event, click on the day or the plus button located in the upper right side of the screen.



When you click on a day or the plus button, a window will appear over the calendar allowing you to create the event. Title your event and modify the information as needed. Be sure to click on the Calendar drop down so that the event is added to the correct course.

## Edit Event ×


Event

Assignment

Title:

Date:

Nov 17, 2016



Thu Nov 17, 2016

From:

to

Location:

Calendar:

Michael Morris

Michael Morris

Online Instruction: Design, Develop, Deliver Sandbox Morris D

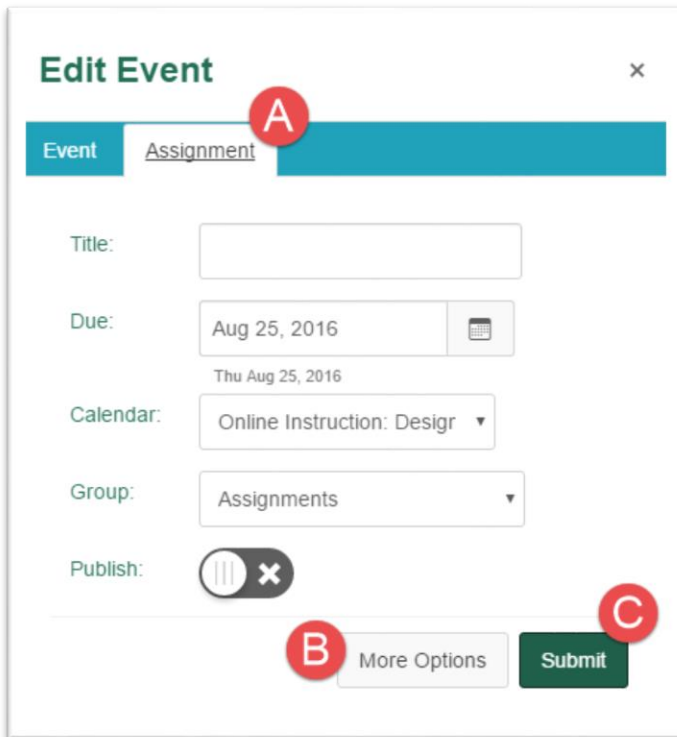
Sandbox Morris T

3D Online Instruction: Design, Develop, Deliver FA2016 HY 300-2E The Historian's Craft

SU2016 HCM 421-HP Intro to LTC Administration

SU2016 HY 656-RG Enlightenment & French Rev

You also have the option of creating an assignment from this view by clicking on the Assignment tab (A). To access further options, click on More Options (B). Be sure to click Submit (C) to create your event. If you choose More Options, you will be brought to a new window with the rich text editor allowing more information as well as links, media, and files to be added. Be sure to click Create Event when you are done.



### Edit Event

Event

Assignment A

Title:

Due:

Aug 25, 2016

Thu Aug 25, 2016

Calendar:

Online Instruction: Design

Group:

Assignments

Publish:

☐
☒

More Options B

Submit C

Once you add all your assignment, discussion, quizzes, and calendar with their due dates. Canvas will automatically populate the syllabus section under Calendar List View.

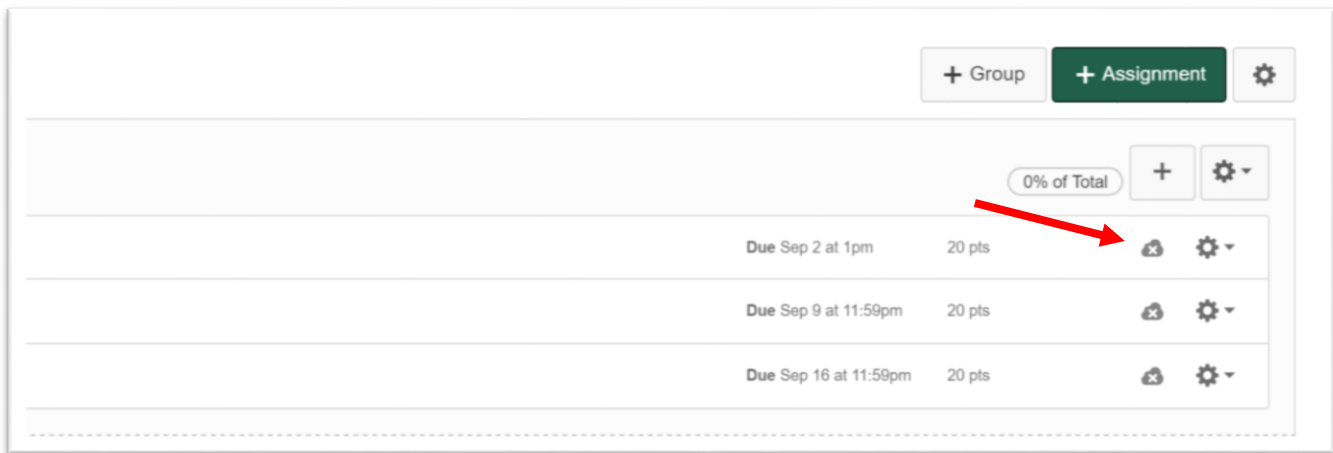
### Assignments Summary:

Date	Details
Thu Jun 12, 2014	 Training 10am to 11am
	 Training 10am to 11am
Thu Jul 21, 2016	 Presidents Quiz due by 11:59pm

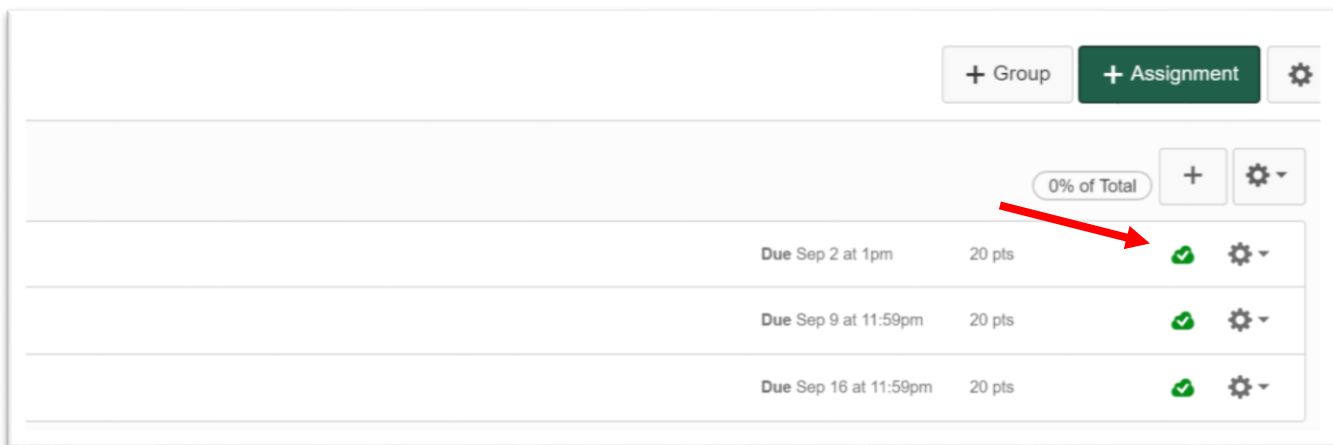
## Please note:

Only **published** assignments will appear in the dynamic syllabus. To ensure compliance with the dynamic syllabus, assignments must be published individually.

From the assignments page, if you see Gray Clouds with an X, those assignments are not published and cannot be viewed.



To publish each assignment, click on the Gray Cloud icon associated with each assignment. The assignment will be published when the icon turns green as shown in the following screenshot.



You can restrict access to the assignments by changing the “Available From” and “Until” dates for each assignment.

**Also note:** Publishing the course will not automatically publish your assignments.