UAB eLEARNING AND PROFESSIONAL STUDIES
Knowledge that will change your world

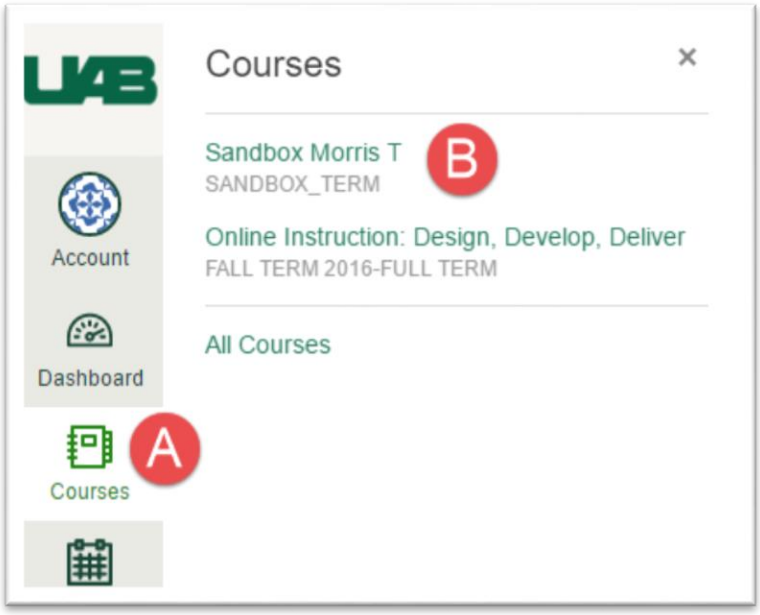
canvas BY INSTRUCTURE

Canvas Dynamic Syllabus

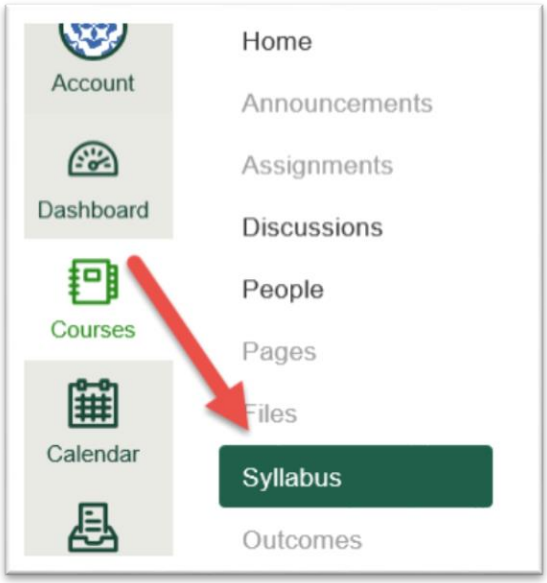
The Dynamic Syllabus in Canvas is a communication tool that allows students to stay up-to-date on their assignments, tests, and quizzes across all of their courses.

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.

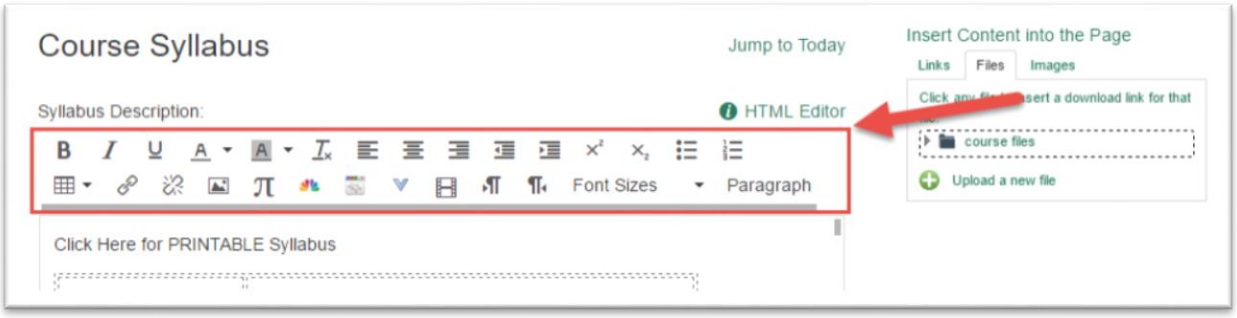


The Syllabus page contains two main areas, the traditional syllabus and the assignment list. If you weight your grades, the percentages will appear below the calendar on the right.

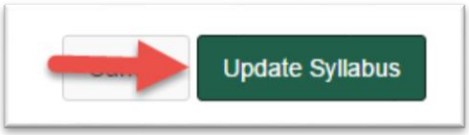
- The top portion (boxed in red), contains the traditional syllabus information such as contact information, grading procedures, policies, topics to be covered, etc,
- The bottom (boxed in green), contains the Dynamic portion. Items are automatically generated based on assignments and events created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

Editing your Syllabus

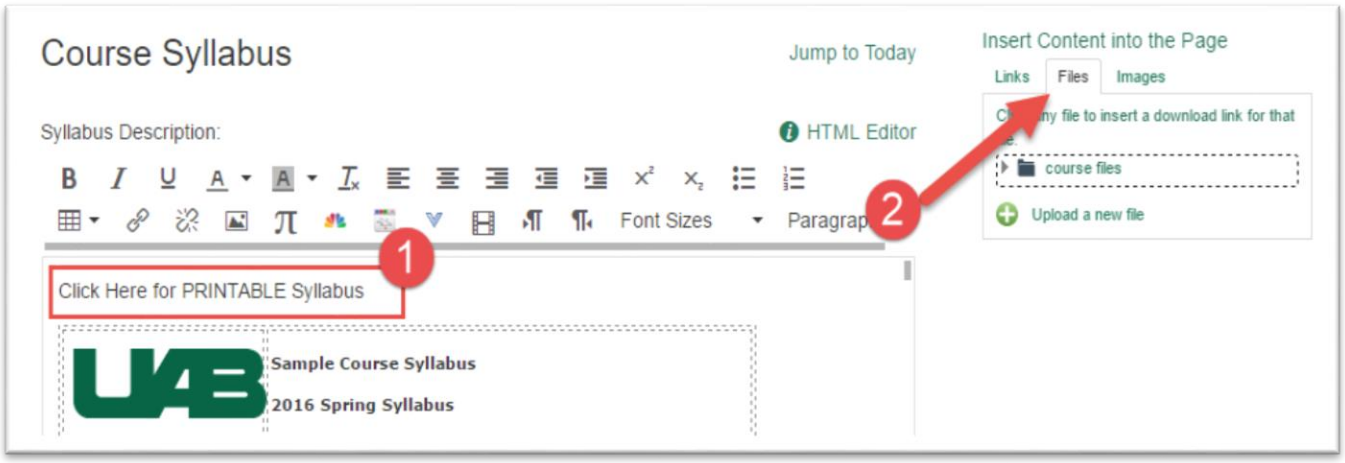
A. To edit the course syllabus (Top portion), click on the **Edit** button located near the top right of the screen. (See image above)
   1) Copy (Ctrl + C) and paste (Ctrl + V) your syllabus from Microsoft Word into the rich text editor. You can modify the content and adjust formatting in the rich text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



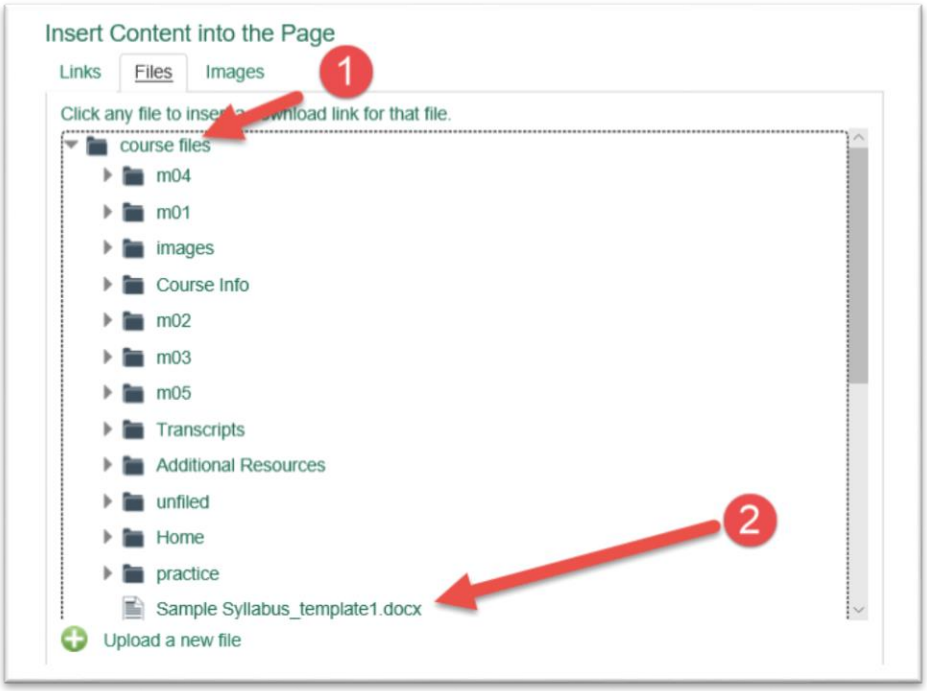
   2) When you are done, click **Update Syllabus**



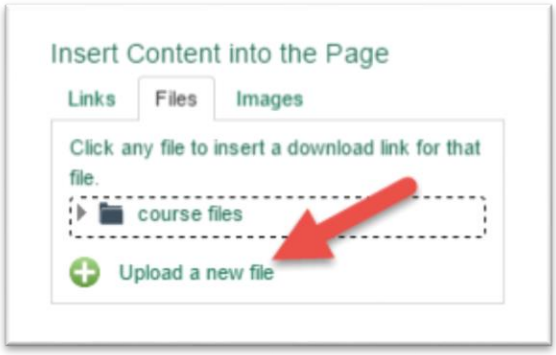
B. If you want to include a Printable Syllabus
   1. Click **Edit.** Same button as above.
   2. Type your text – **Example - Click Here for PRINTABLE Syllabus.** Make changes to the text using the **rich text editor** (italics, bolt, etc)
   3. Highlight the text you want to link



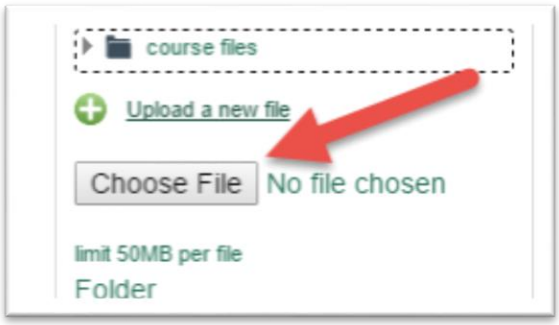
   4. Click the **File tab,**
      a. If your syllabus is already in your course files, just locate it under course files and click on it. Your highlighted text will flash and then be linked to that file.



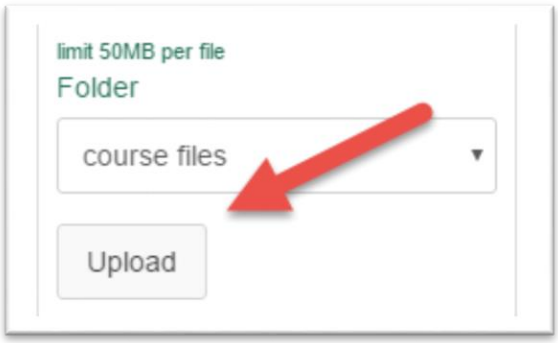
b. If your syllabus is saved on your computer
   i. click **Upload a New File.**



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



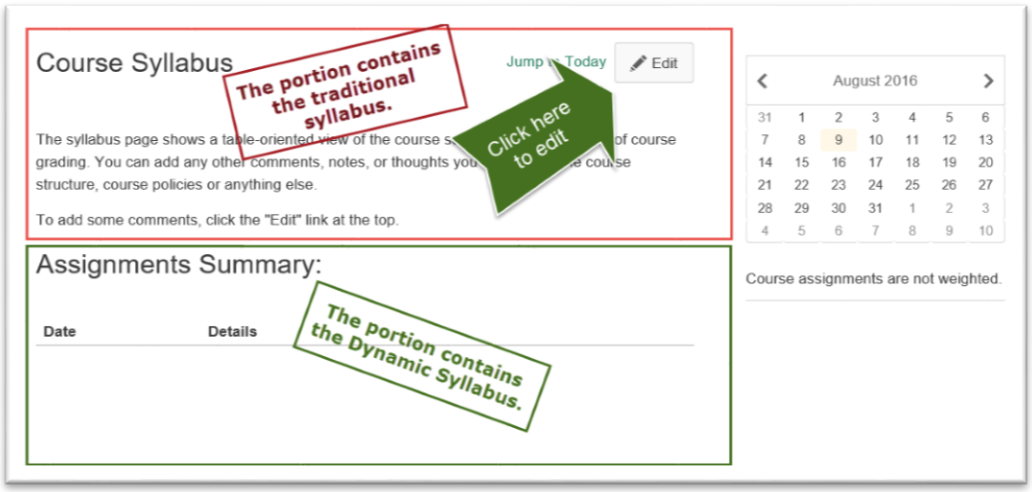
   iii. Once you have selected the file from your computer, Click **Upload** and your highlighted text will flash indicating the text is now linked to the file.



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.

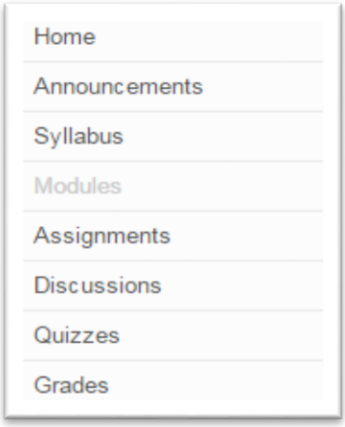


Adding items to the Dynamic Syllabus: Assignments, Discussions, and Quizzes

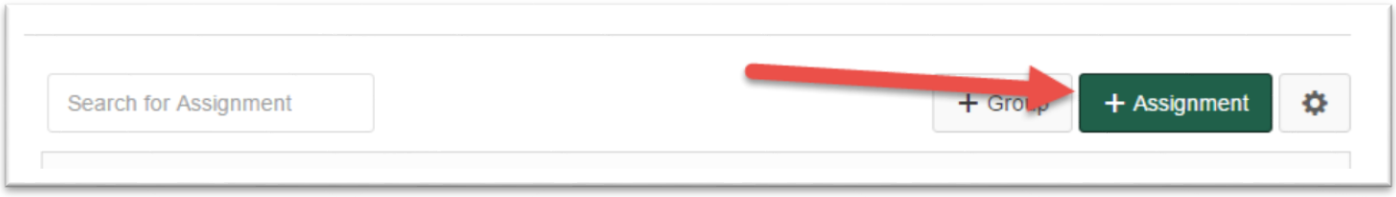
I. Assignments

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:

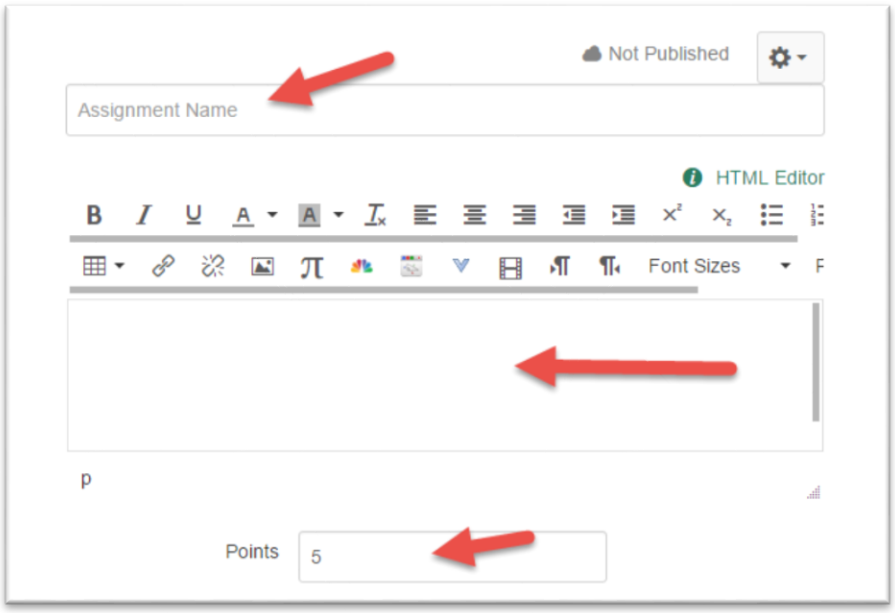
a. Click **Assignments** tab in the **course navigation menu**



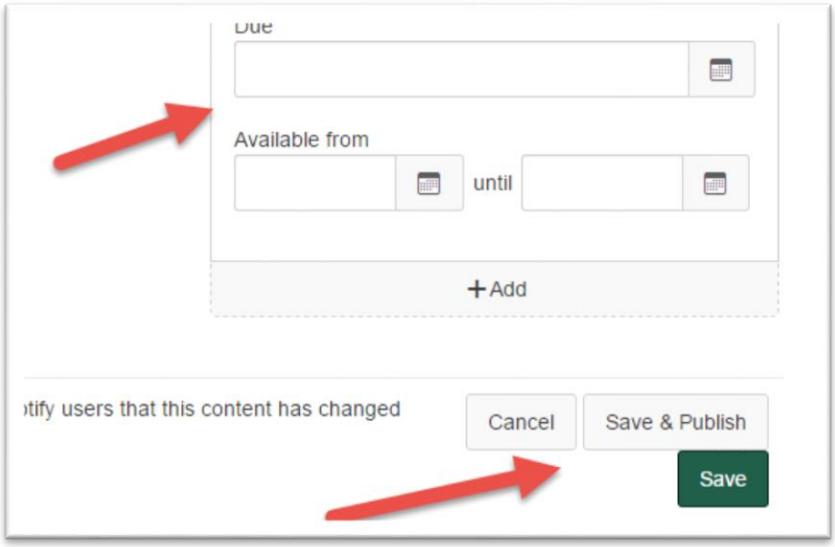
b. Click **+Assignment** tab



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

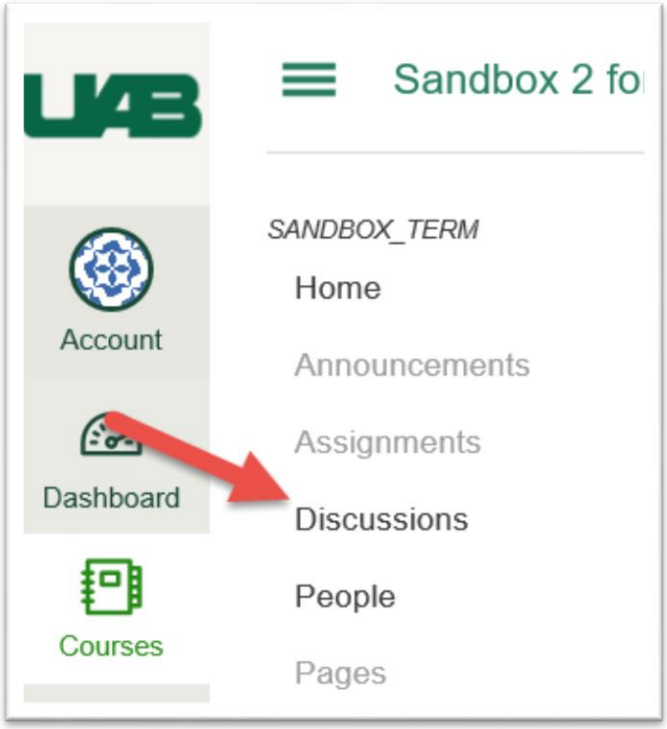


d. Scroll down and modify other settings as desired.
e. At the bottom, add a due date and click **Save**

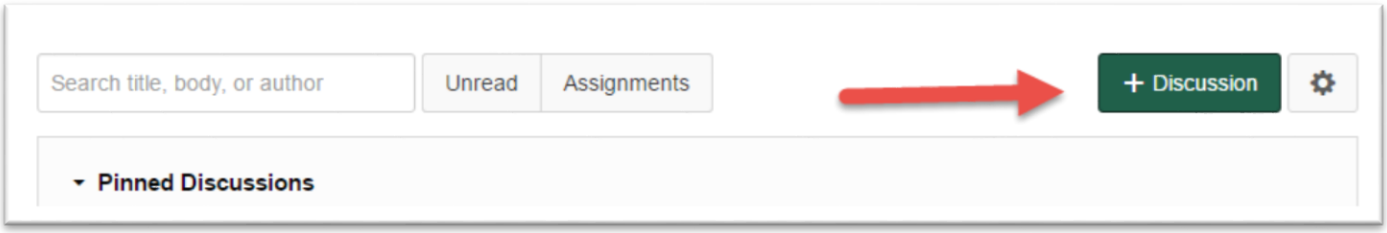


II. Adding Discussions

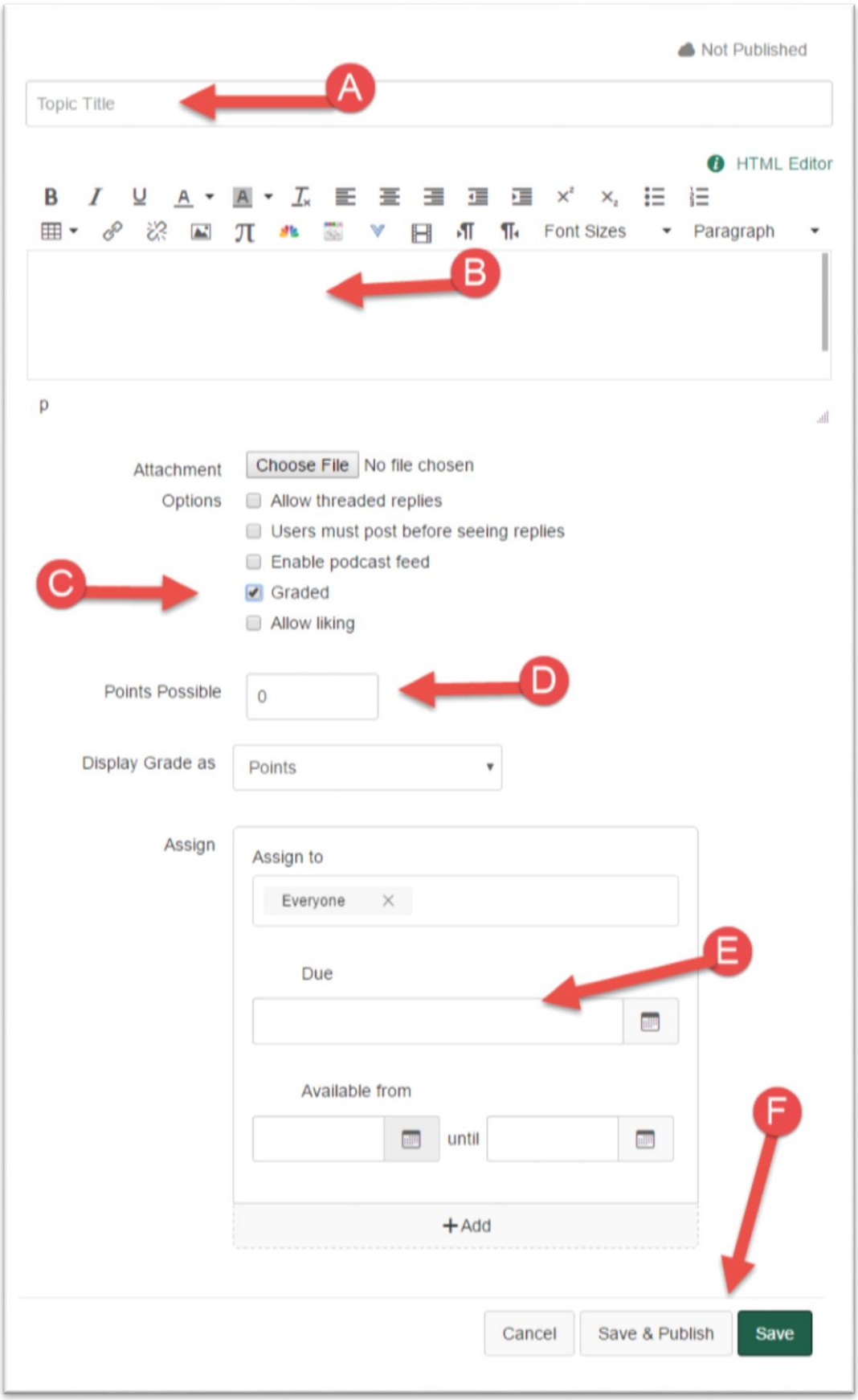
a. Click **Discussions** tab in the **course navigation menu**



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, <u>Graded</u> must be checked. The point value may be set from 0 to whatever value you desire.**

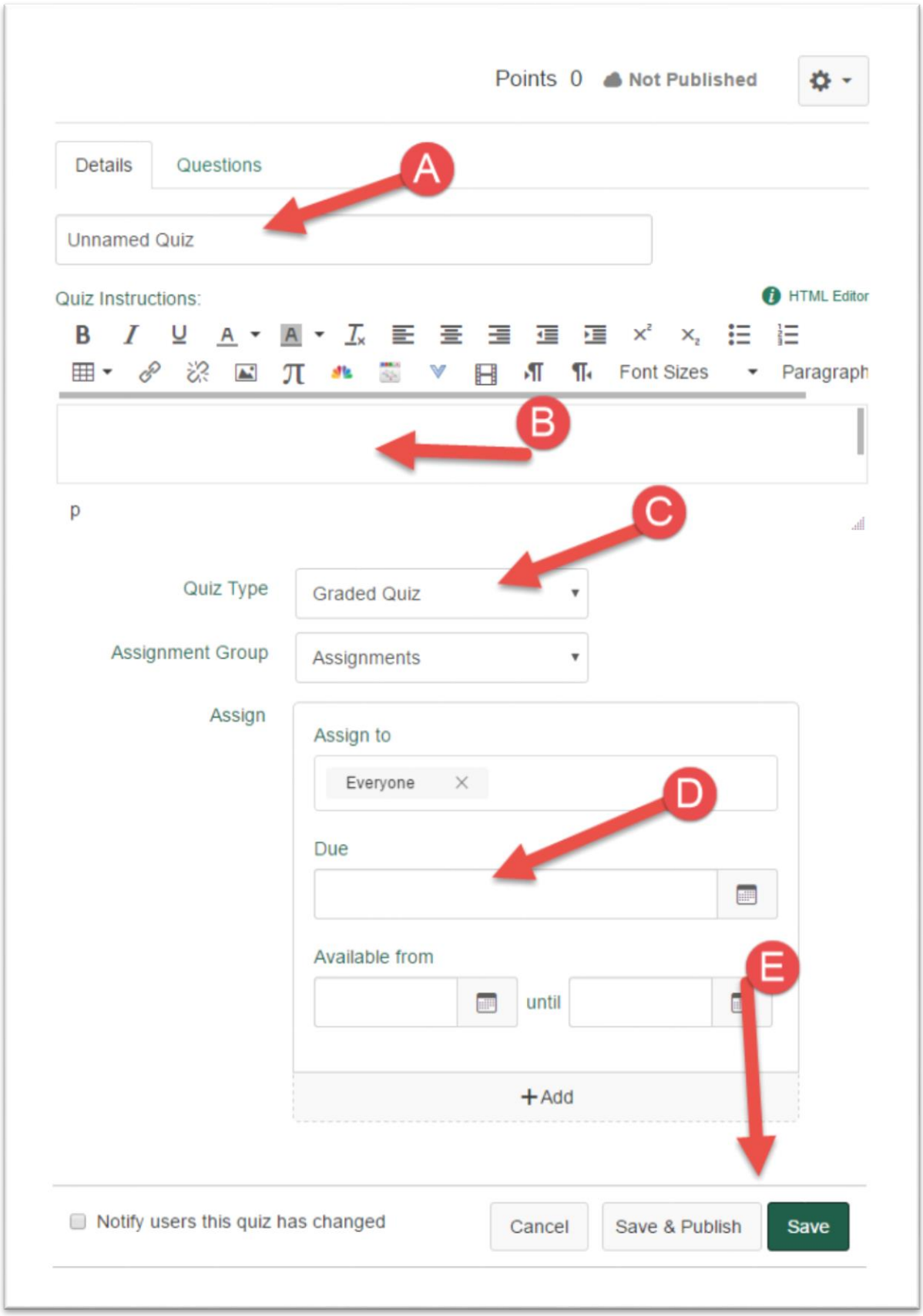

Not Published
Topic Title
A
HTML Editor
Font Sizes
Paragraph
B
p
Attachment
Choose File
No file chosen
Options
Allow threaded replies
Users must post before seeing replies
Enable podcast feed
C
Graded
Allow liking
Points Possible
0
D
Display Grade as
Points
Assign
Assign to
Everyone
Due
E
Available from
until
F
+ Add
Cancel
Save & Publish
Save

III. Quizzes

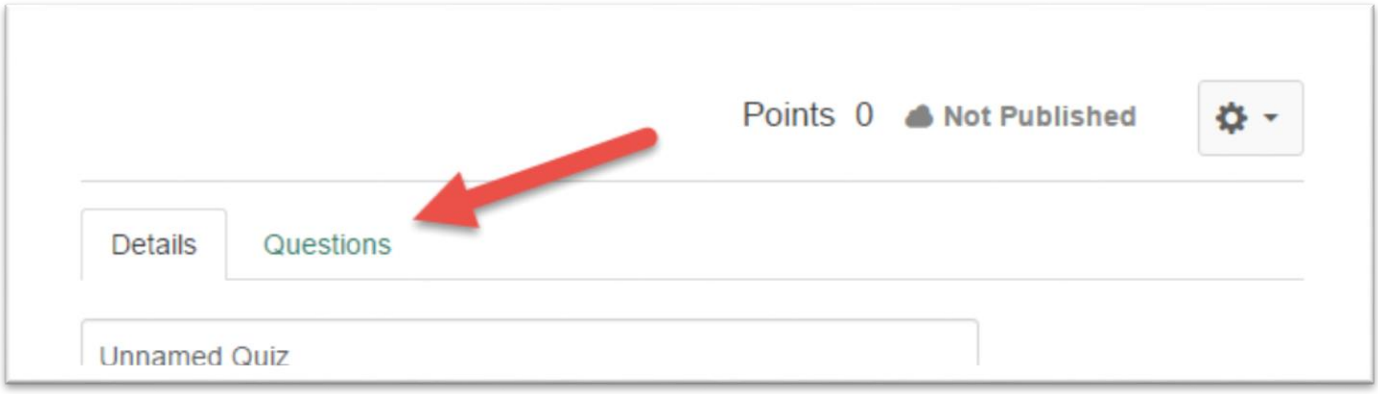
a. To add a quiz to a course, click on Quizzes located in course navigation

b. Click **+Quiz** tab

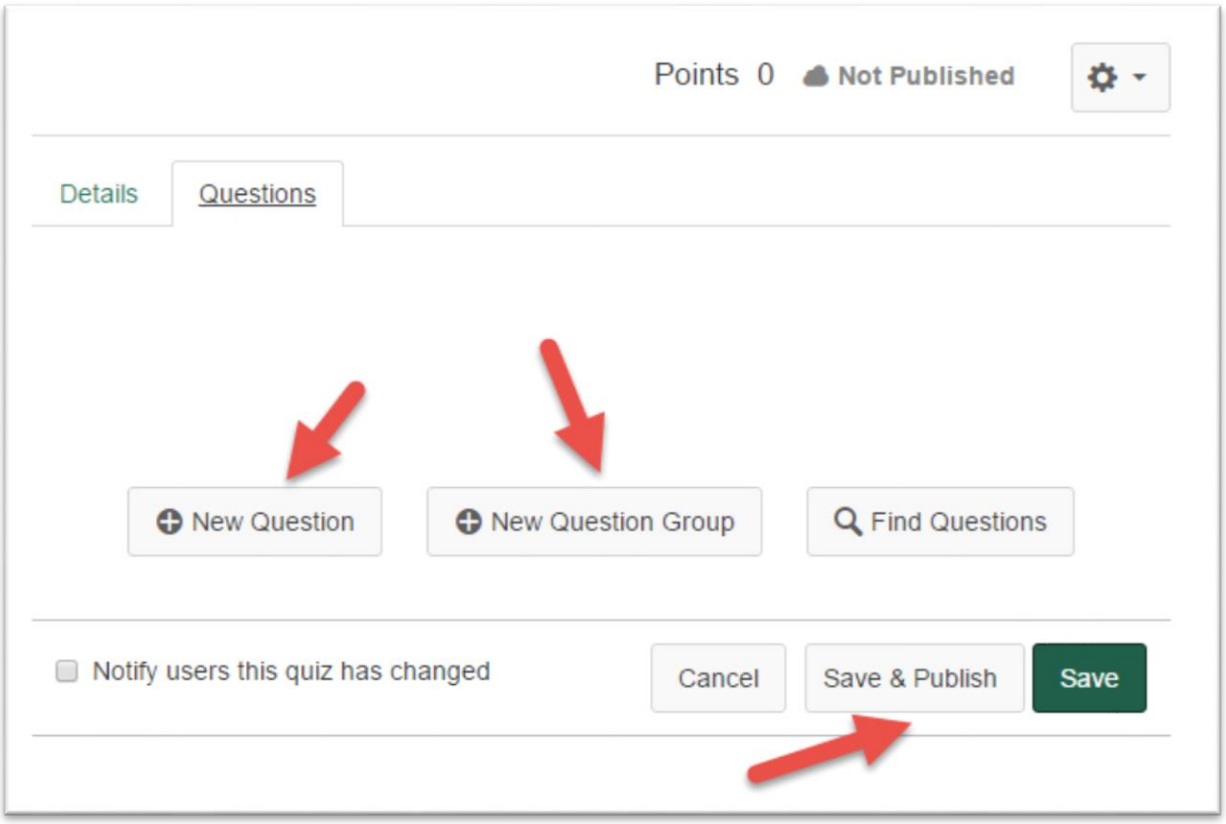
c. Title your quiz (A), add directions (B), select the type of quiz (C), enter a due date (D), and Click save (E).
    i. There are other optional settings in-between steps C and D.


Points 0
Not Published
Details
Questions
A
Unnamed Quiz
Quiz Instructions:
HTML Editor
Font Sizes
Paragraph
B
p
C
Quiz Type
Graded Quiz
Assignment Group
Assignments
Assign
Assign to
Everyone
D
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.



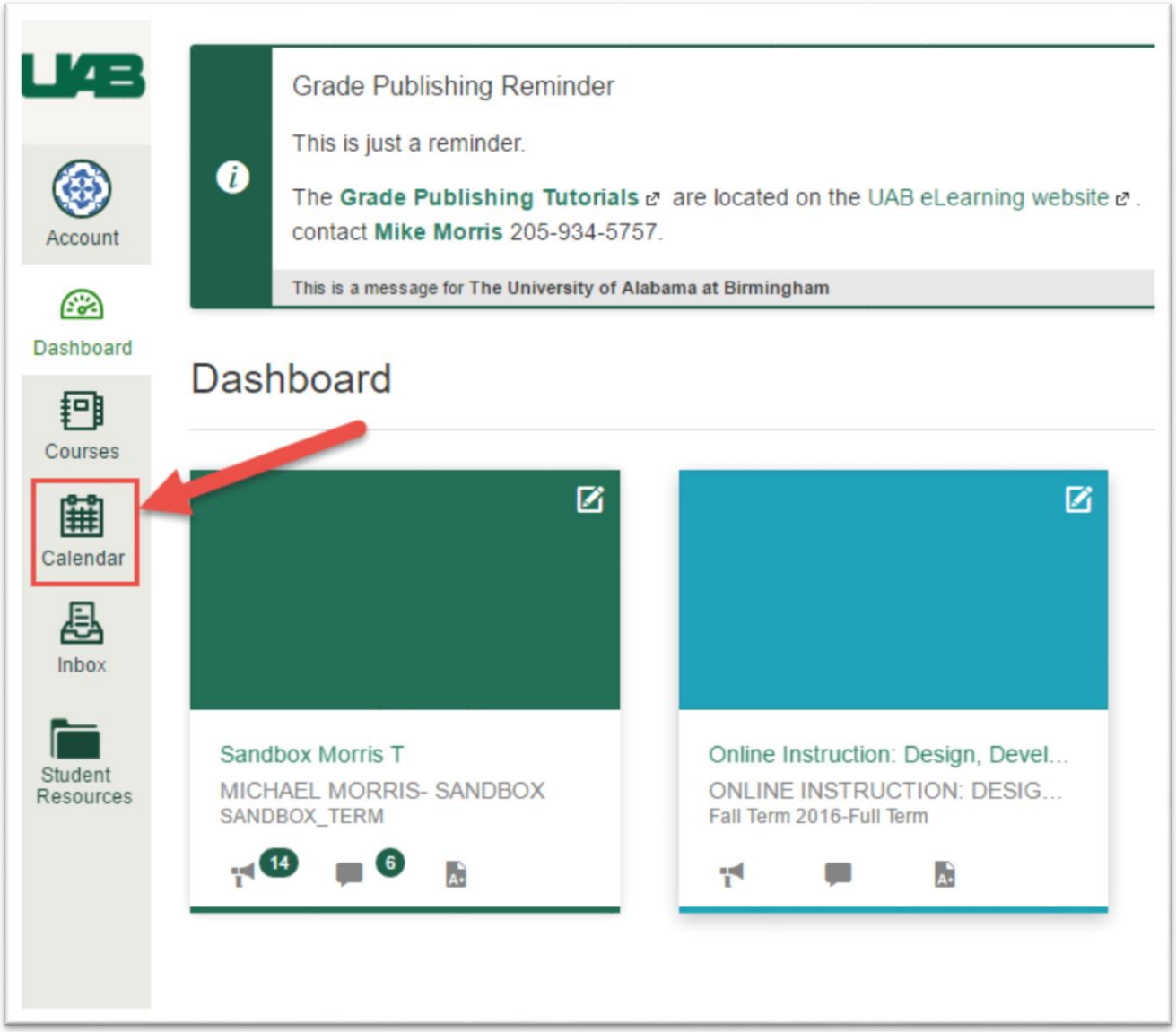
D. Click either on the + New Question or + New Question Group to start adding questions. Make sure to click **Save** when you are done.



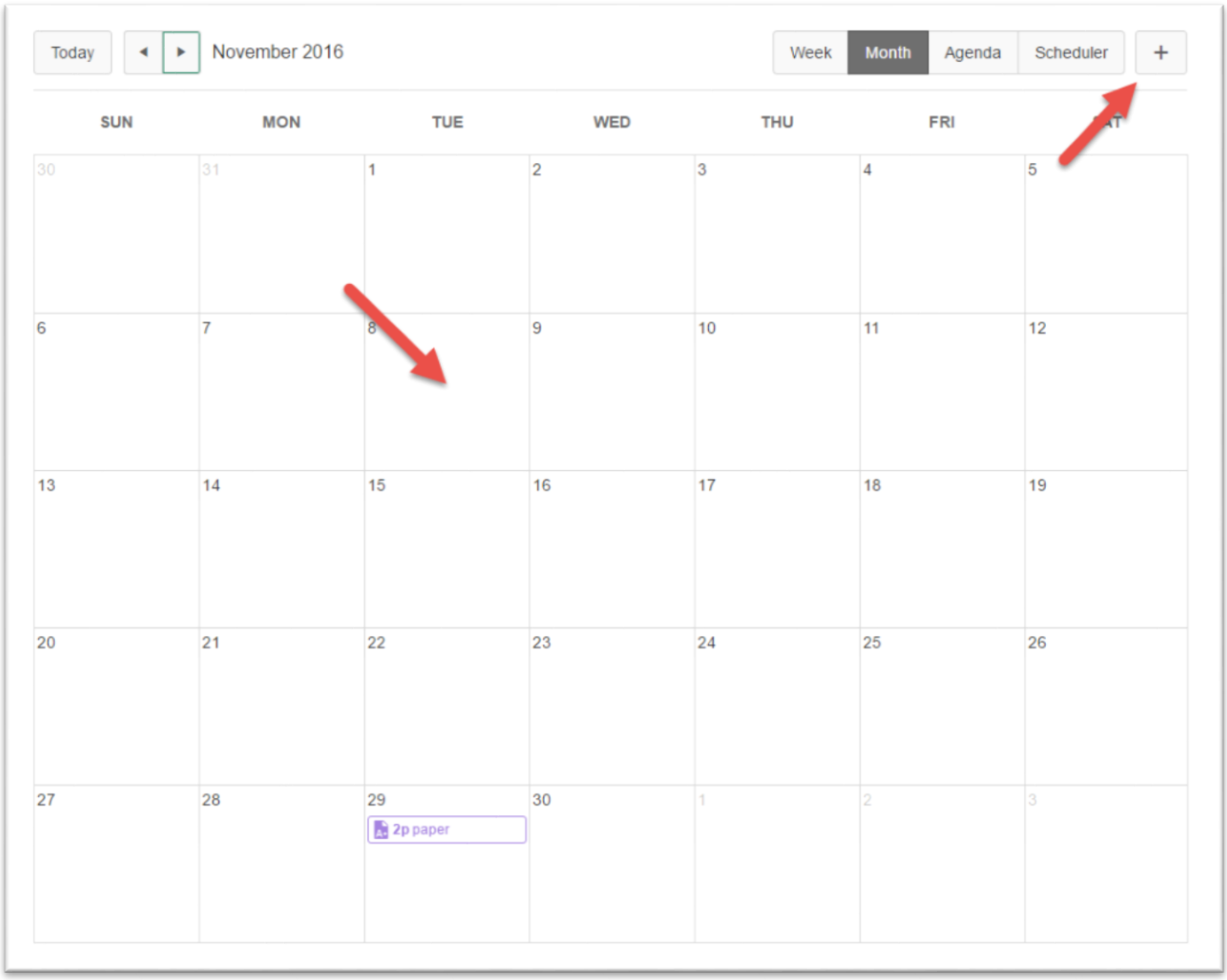
E. There are multiple question types availble to choose from and the majority are automatically graded. Please visit the Canvas guides or contact Michael Morris for more information on quizzes in Canvas.

Creating Events

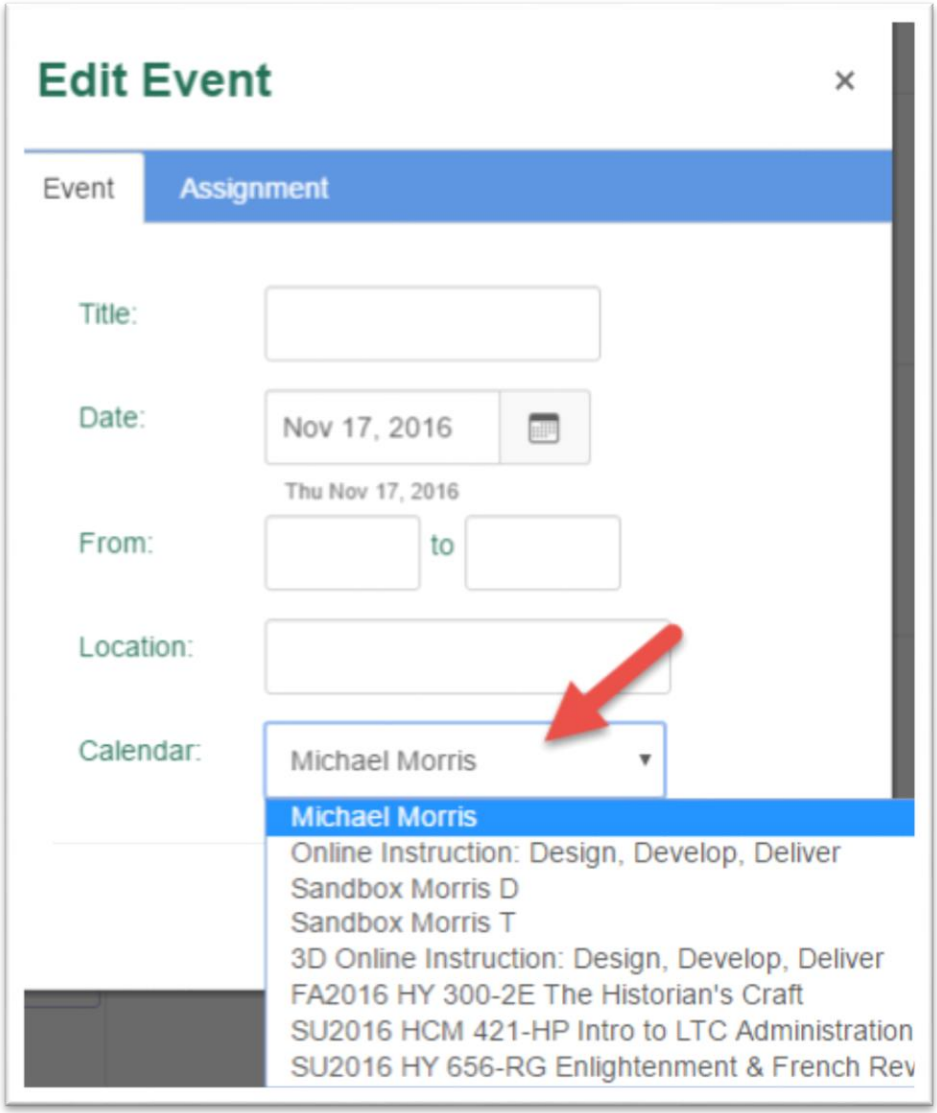
Course events are created from the calendar located on the left in global navigation. Events are ungraded items that appear in the Dynamic Syllabus. These are typically used for events such as performances, shows, related lectures, museum events, etc.



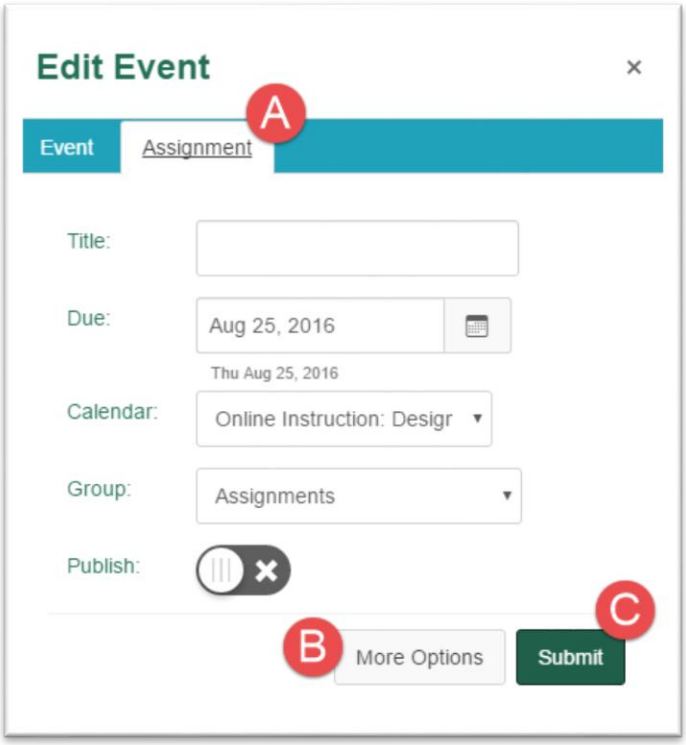
To create an event, click on the day or the plus button located in the upper right side of the screen.



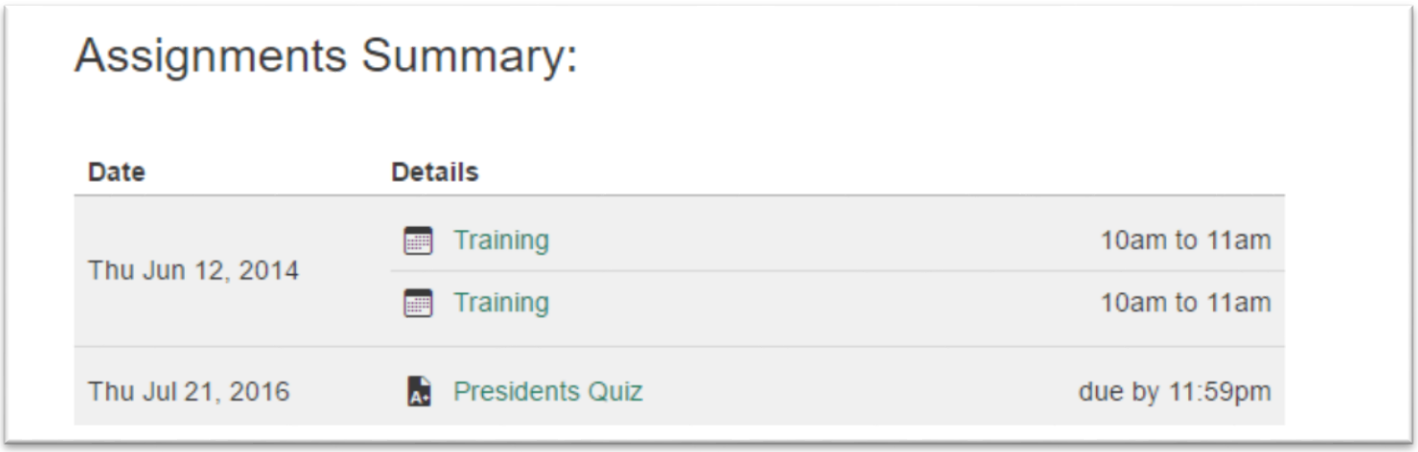
When you click on a day or the plus button, a window will appear over the calendar allowing you to create the event. Title your event and modify the information as needed. Be sure to click on the Calendar drop down so that the event is added to the correct course.



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.



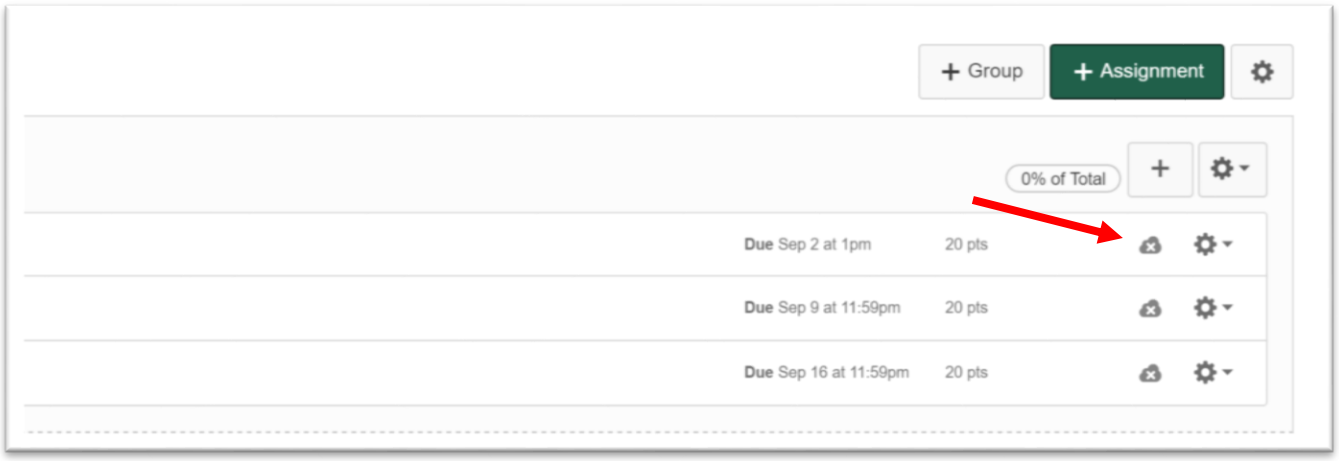
Once you add all your assignment, discussion, quizzes, and calendar with their due dates. Canvas will automatically populate the syllabus section under Calendar List View.



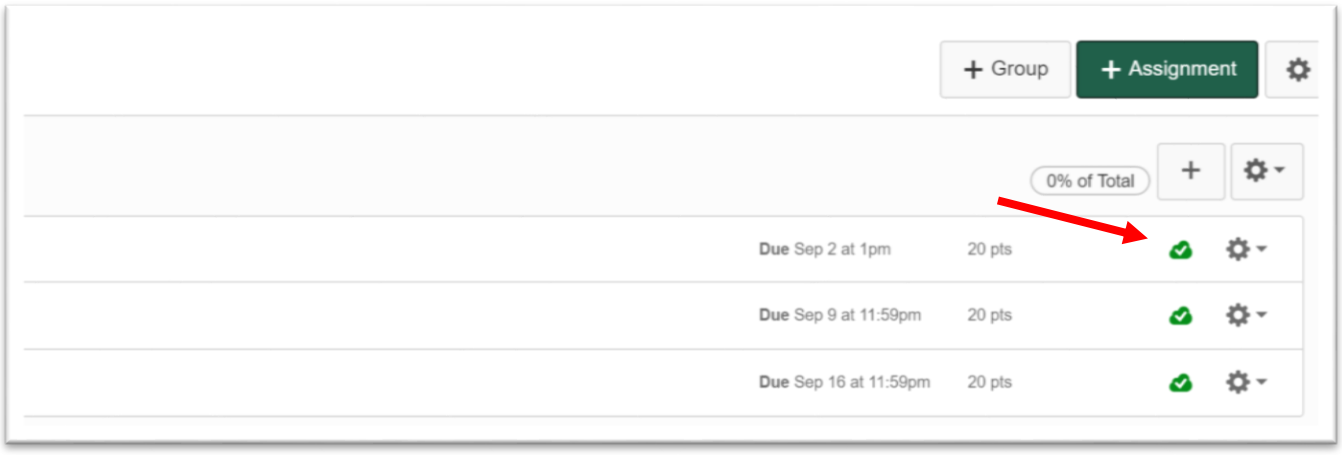
Please note:

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.