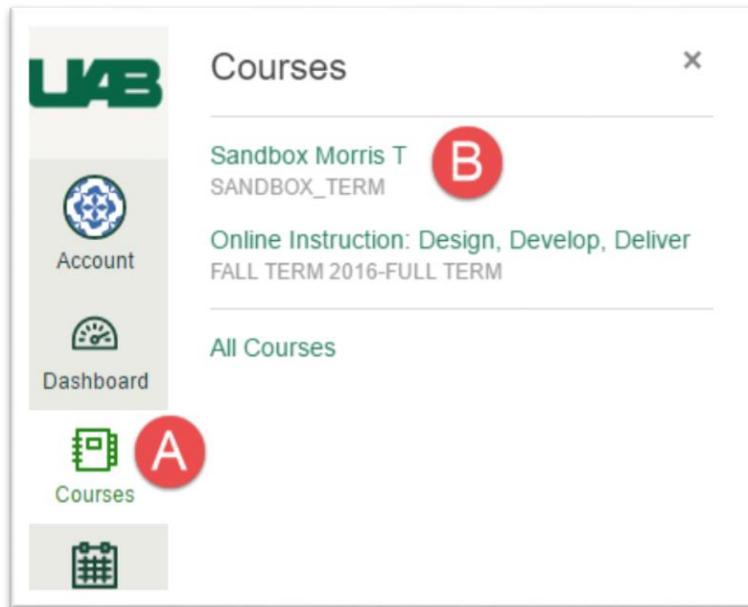


Canvas Dynamic Syllabus

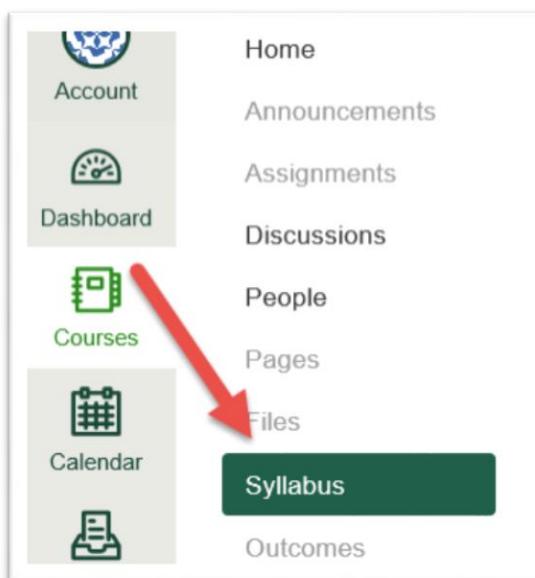
The Dynamic Syllabus in Canvas is a communication tool that allows students to stay up-to-date on their assignments, tests, and quizzes across all of their courses.

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.



Course Syllabus

The portion contains the traditional syllabus.

The syllabus page shows a table-oriented view of the course syllabus. You can add any other comments, notes, or thoughts you have about the course structure, course policies or anything else.

To add some comments, click the "Edit" link at the top.

Assignments Summary:

The portion contains the Dynamic Syllabus.

Course assignments are not weighted.

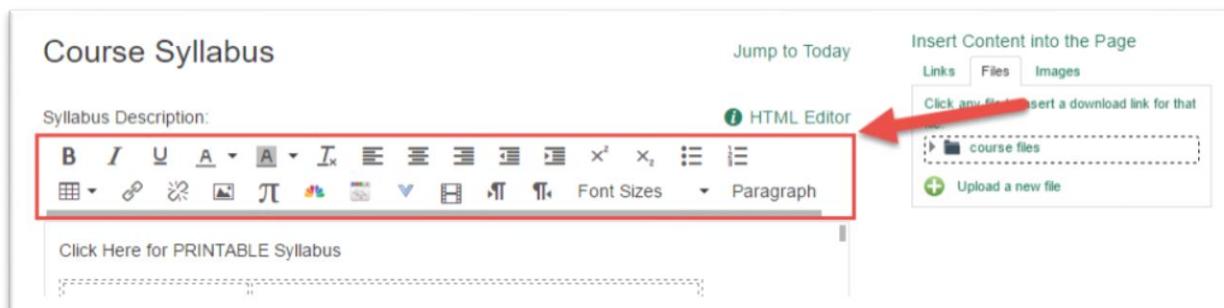
August 2016

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

- 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.



Course Syllabus

Syllabus Description:

HTML Editor

Insert Content into the Page

Links **Files** **Images**

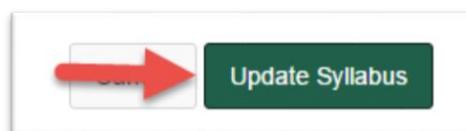
Click any file to insert a download link for that

course files

Upload a new file

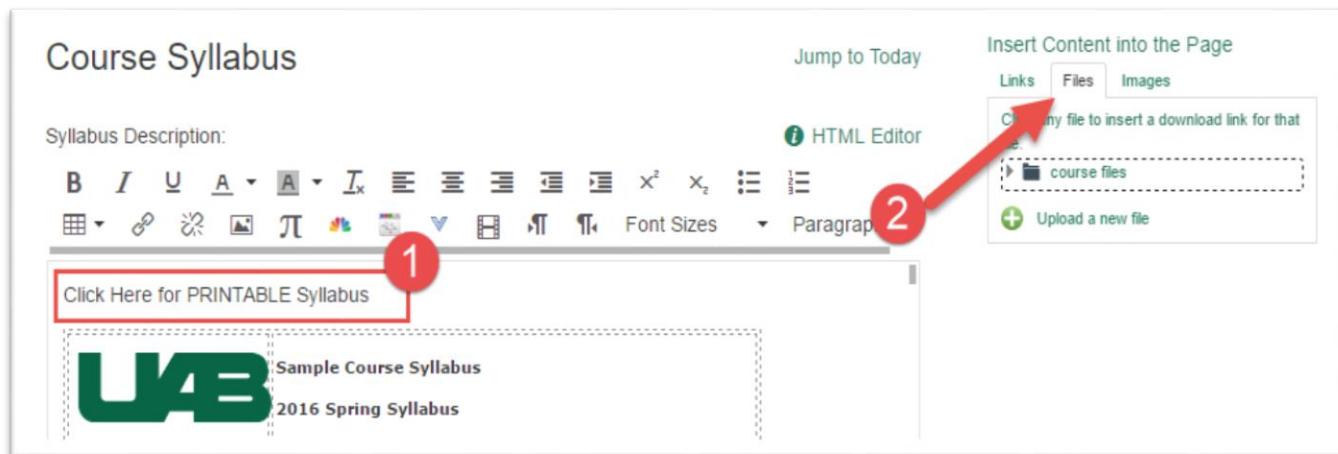
Click Here for PRINTABLE Syllabus

- 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, bold, etc)
3. Highlight the text you want to link



Course Syllabus

Syllabus Description:

Jump to Today

HTML Editor

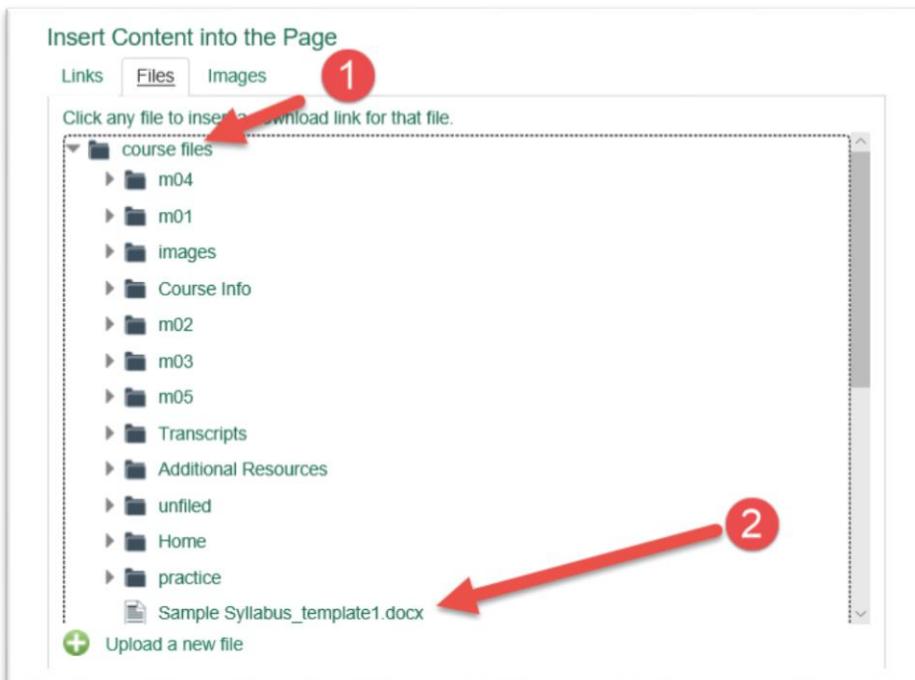
Links **Files** Images

Click any file to insert a download link for that file.

course files

Upload a new file

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.



Insert Content into the Page

Links **Files** Images

Click any file to insert a download link for that file.

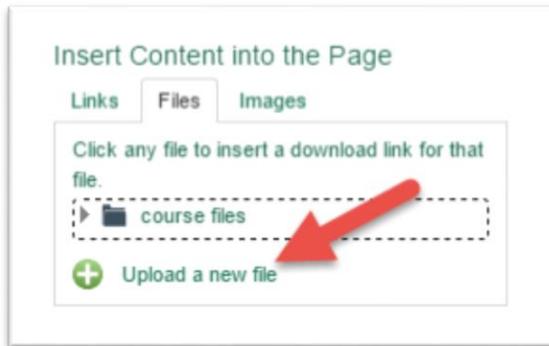
course files

- ▶ m04
- ▶ m01
- ▶ images
- ▶ Course Info
- ▶ m02
- ▶ m03
- ▶ m05
- ▶ Transcripts
- ▶ Additional Resources
- ▶ unfiled
- ▶ Home
- ▶ practice
- ▶ Sample Syllabus_template1.docx

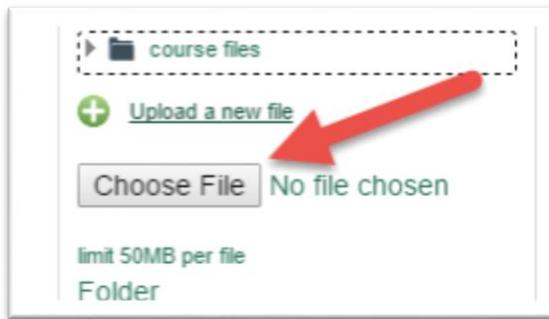
Upload a new file

b. If your syllabus is saved on your computer

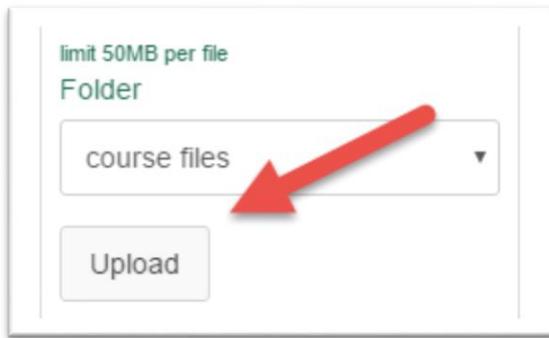
- click **Upload a New File**.



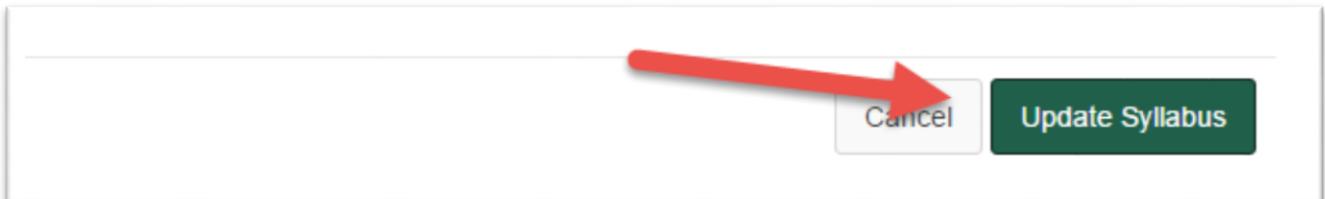
- Click **Choose File** (located below Upload a new file). Locate the file on your computer.



- 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.

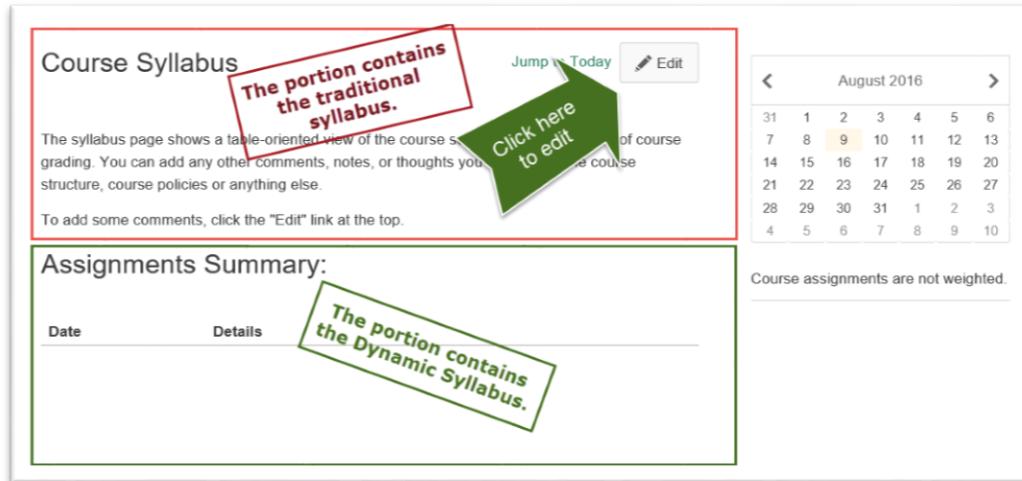


5. Click **Update Syllabus** located at the bottom right to save the changes.



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 syllabus page shows a table-oriented view of the course structure, course policies or anything else. To add some comments, click the "Edit" link at the top.

Course Syllabus

The portion contains the traditional syllabus.

Jump to Today [Edit](#)

Click here to edit

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

Assignments Summary:

The portion contains the Dynamic Syllabus.

Date Details

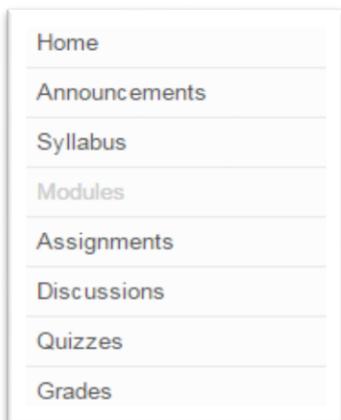
Course assignments are not weighted.

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**



Home

Announcements

Syllabus

Modules

Assignments

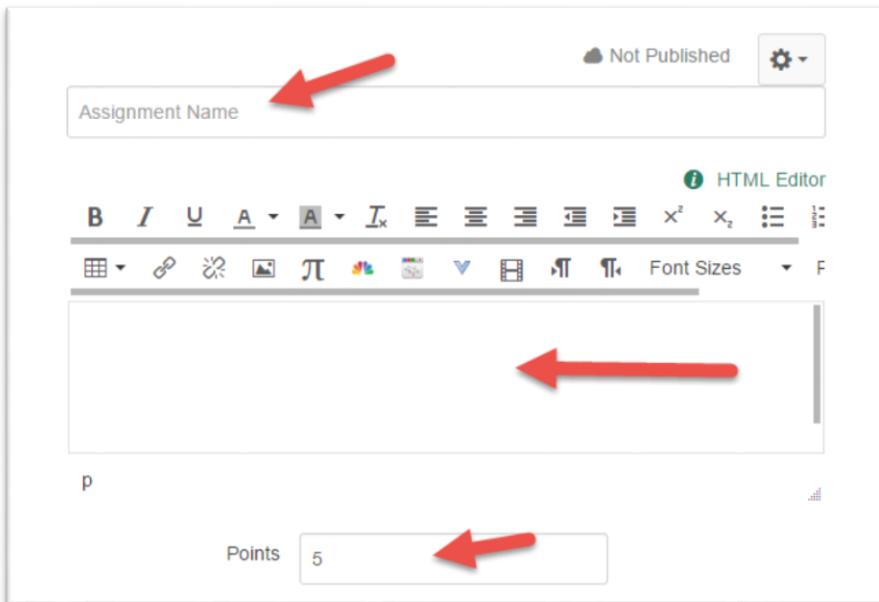
Discussions

Quizzes

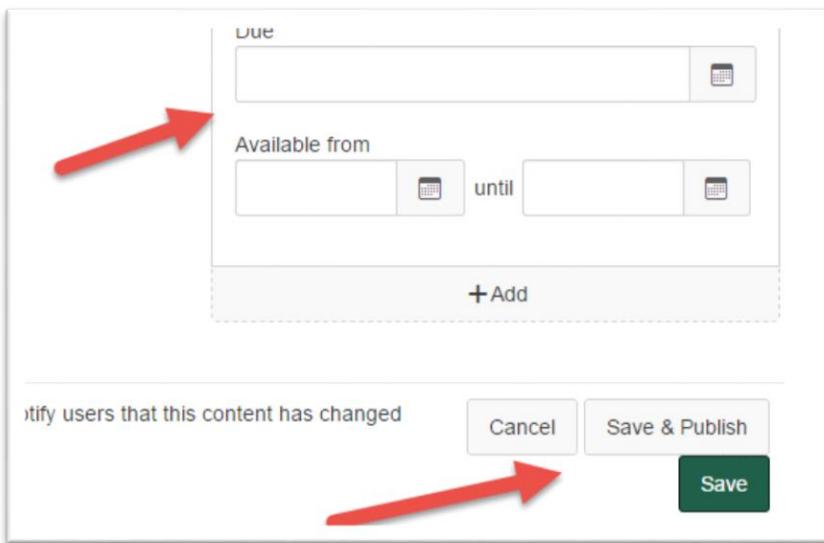
Grades

b. Click **+Assignment** tab

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

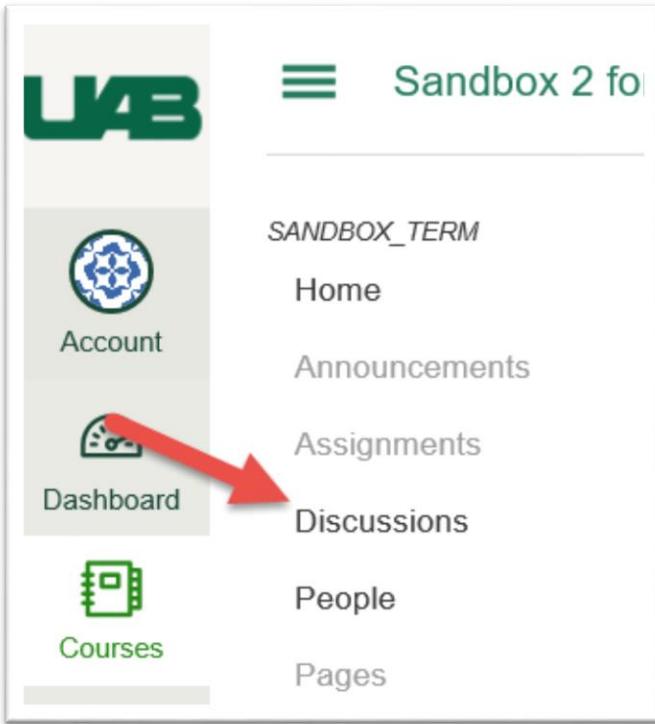


d. Scroll down and modify other settings as desired.

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

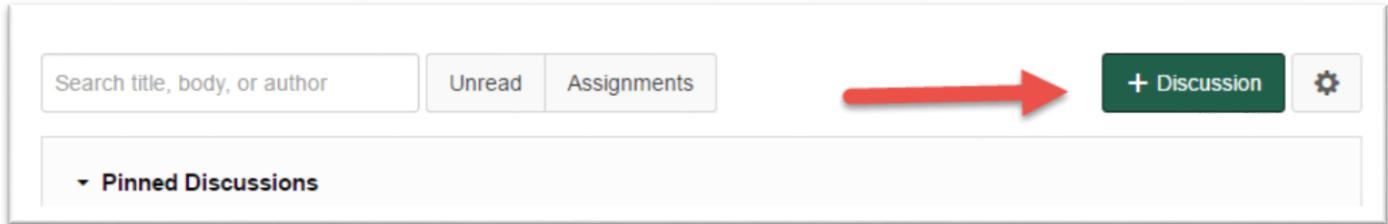
II. Adding Discussions

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



The image shows a course navigation menu. On the left is a sidebar with icons for Account (user), Dashboard (home), and Courses (list). The Dashboard icon has a red arrow pointing to it. To the right of the sidebar is a main menu with the following items: Home, Announcements, Assignments, Discussions, People, and Pages. The Discussions item is highlighted with a red arrow.

- Click **+Discussions** tab



The image shows a discussion list interface. At the top, there is a search bar, an Unread button, and an Assignments button. To the right of these is a green button with a white plus sign and the text "Discussion" (highlighted with a red arrow). Below this is a section titled "Pinned Discussions".

- 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).
 - See image on the next page
 - 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

Attachment Choose File No file chosen

Options Allow threaded replies
 Users must post before seeing replies
 Enable podcast feed
 Graded
 Allow liking

C

Points Possible D

Display Grade as Points

Assign

Assign to Everyone E

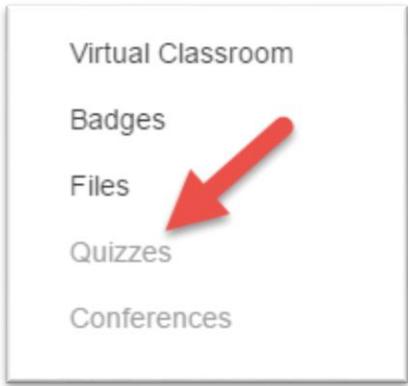
Due F

Available from until + Add

Cancel Save & Publish Save

III. Quizzes

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



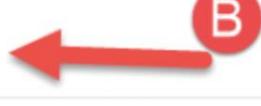
- b. Click **+Quiz** tab



- 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 

Unnamed Quiz 

Quiz Instructions:  HTML Editor 

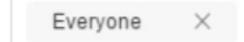
B I U A A Ix 

Font Sizes Paragraph 

Quiz Type Graded Quiz 

Assignment Group Assignments 

Assign 

Assign to 

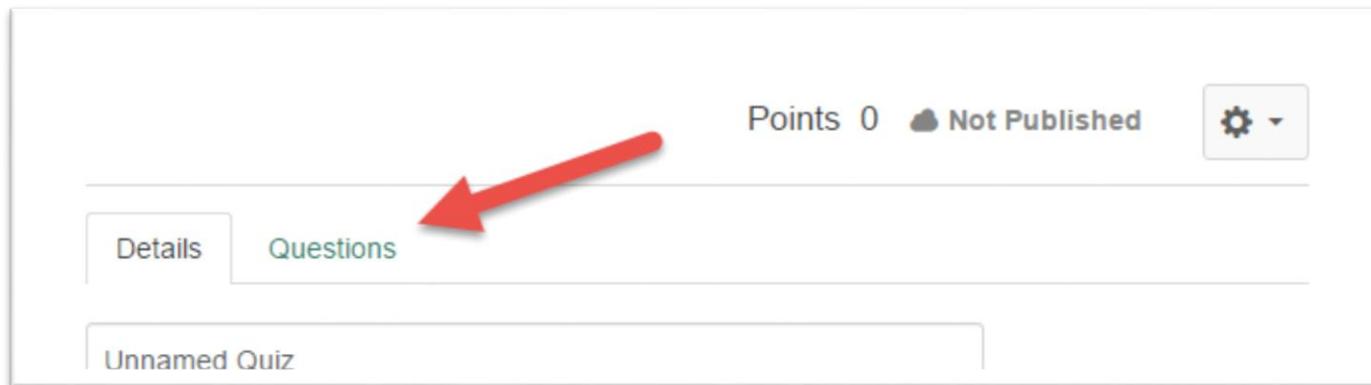
Due 

Available from  until 

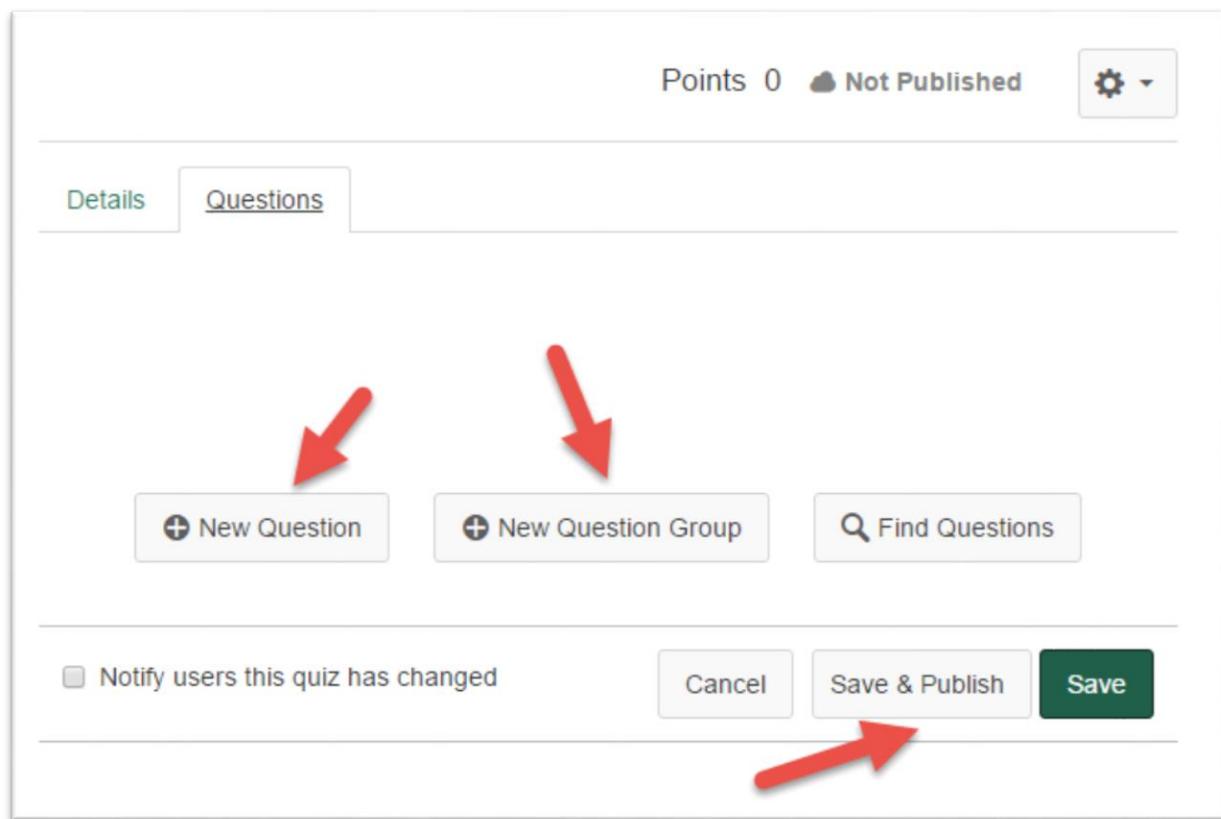
+ Add

Notify users this quiz has changed   

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



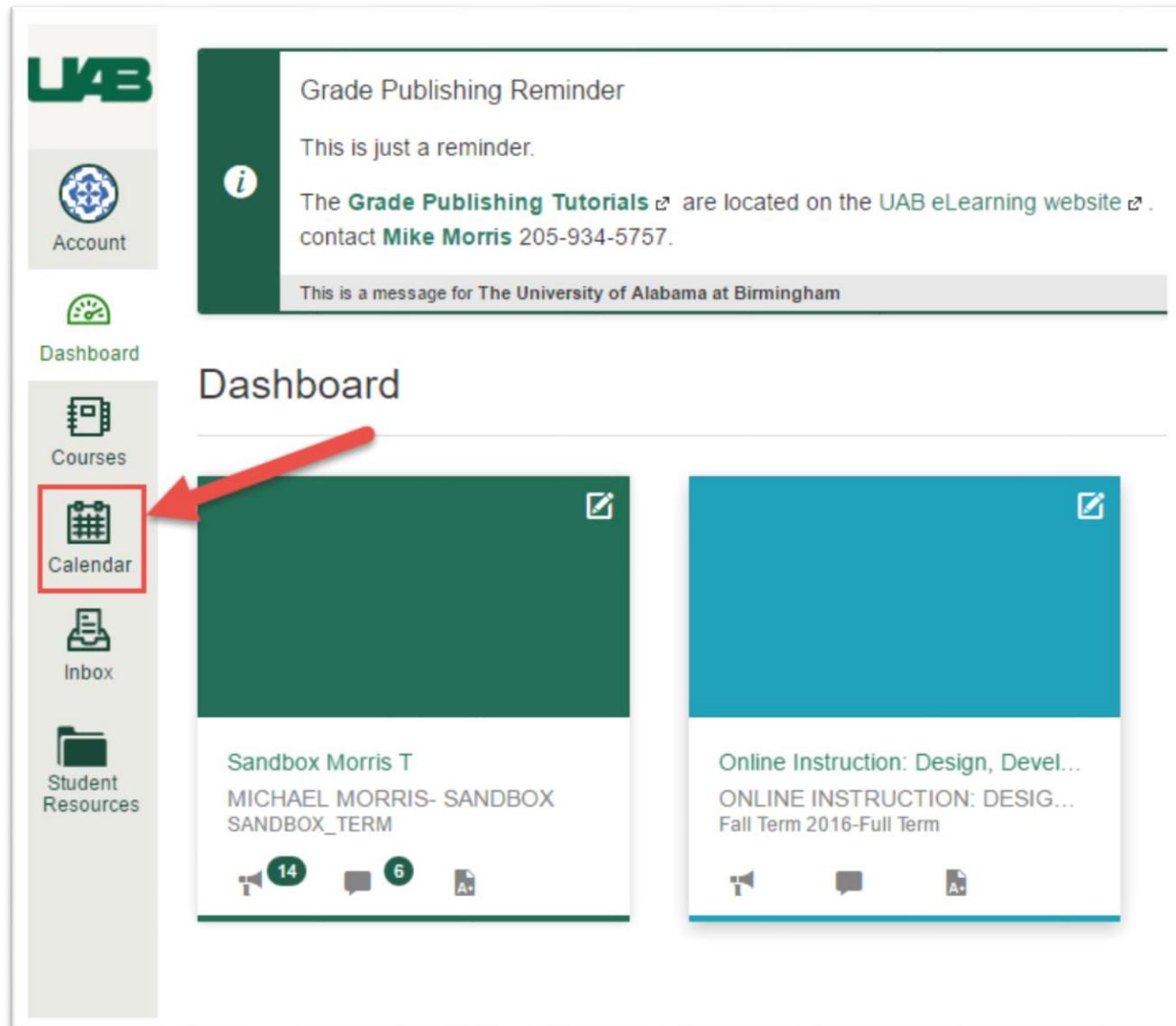
D. Click either on the + New Question or + New Question Group to start adding questions. Make sure to click **Save** when you are done.



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.



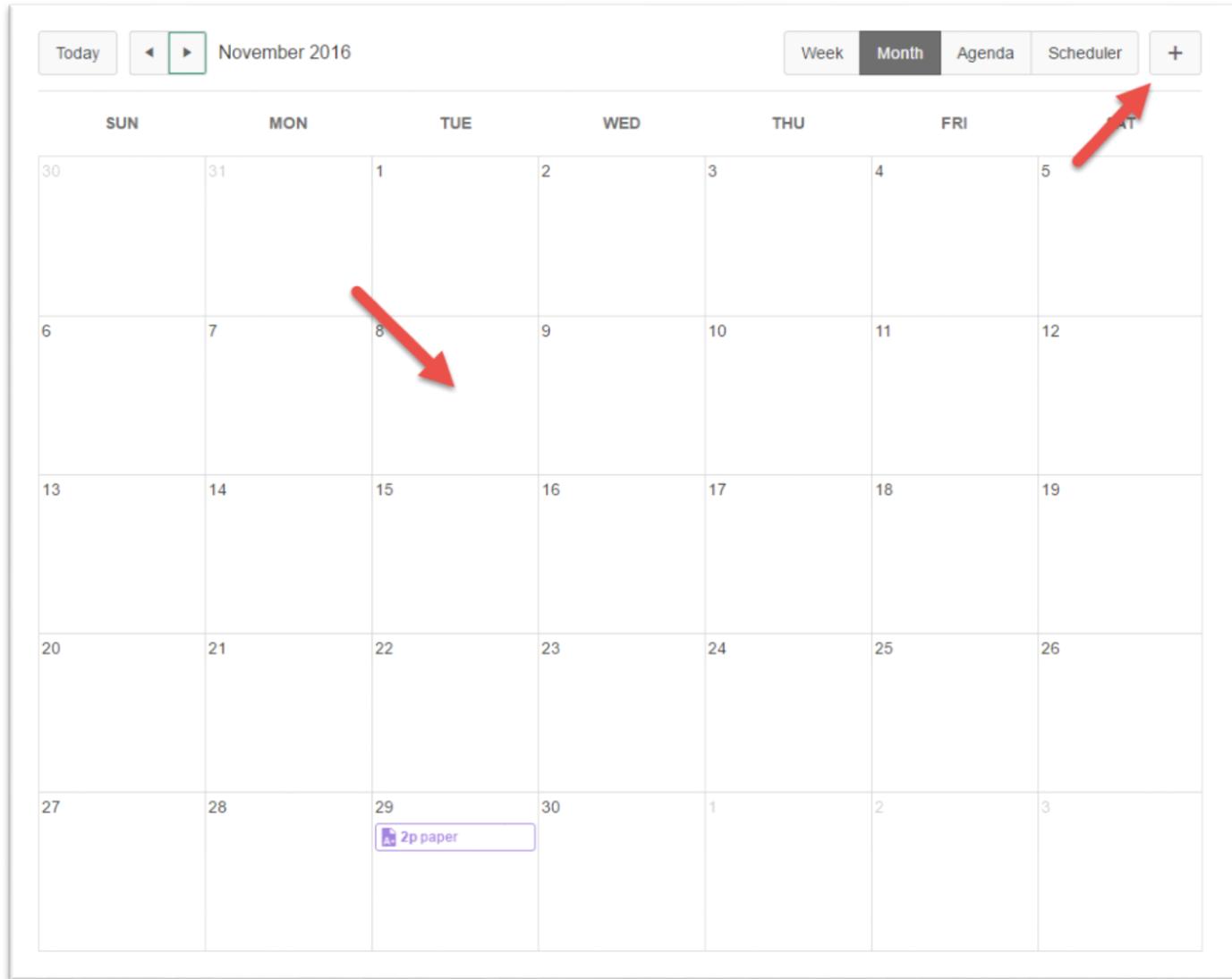
The screenshot shows the UAB eLearning dashboard. On the left, there is a vertical global navigation bar with the following items:

- UAB** (Logo)
-  Account
-  Dashboard
-  Courses
-  Calendar (highlighted with a red box and arrow)
-  Inbox
-  Student Resources

The main content area is titled "Dashboard". It features two course cards:

- Sandbox Morris T**
MICHAEL MORRIS- SANDBOX
SANDBOX_TERM
14 messages, 6 notifications, A+ grade
- Online Instruction: Design, Devel...**
ONLINE INSTRUCTION: DESIG...
Fall Term 2016-Full Term
14 messages, 6 notifications, A+ grade

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

A Event Assignment

Title:

Due: Aug 25, 2016

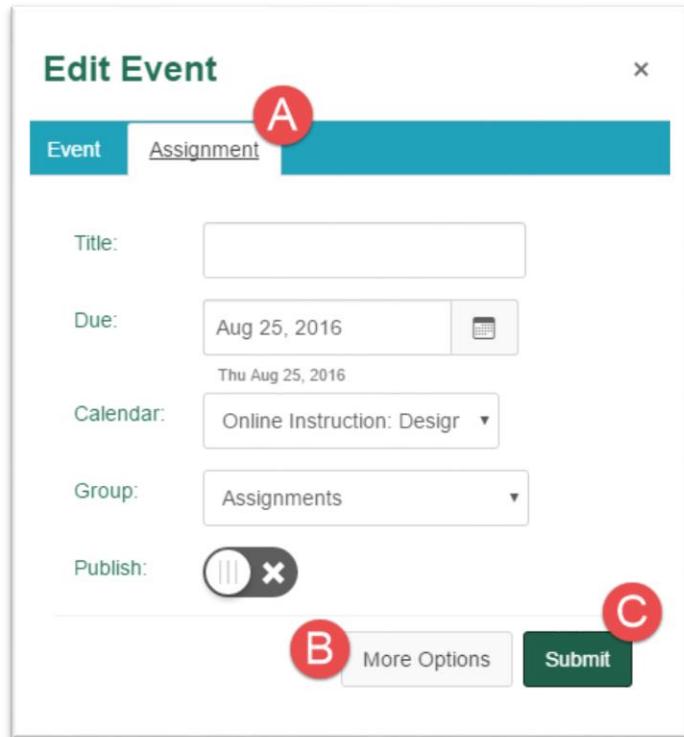
Thu Aug 25, 2016

Calendar: Online Instruction: Design

Group: Assignments

Publish:

B More Options **C** Submit



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.

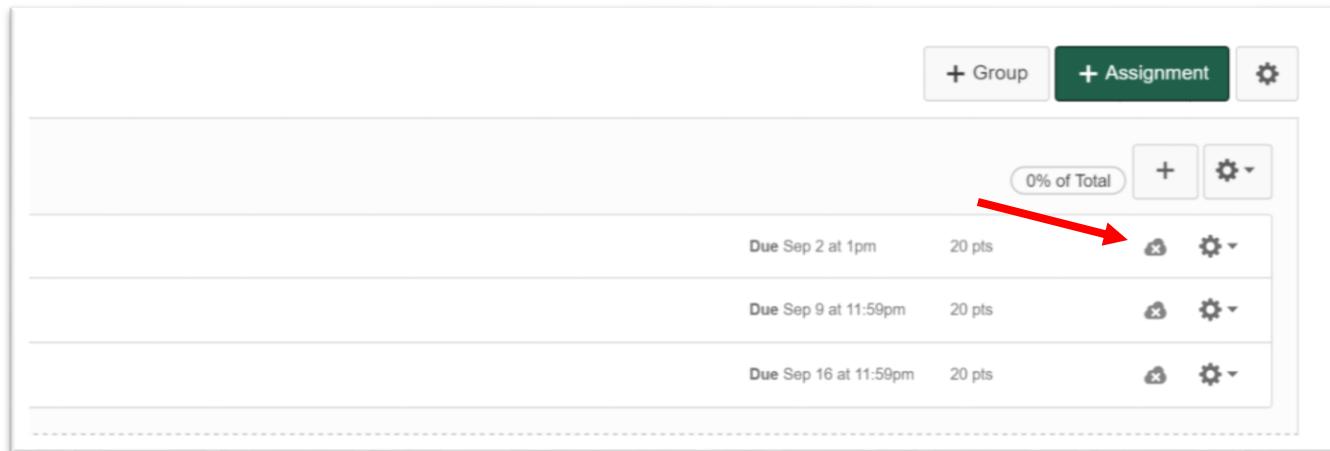
Assignments Summary:

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

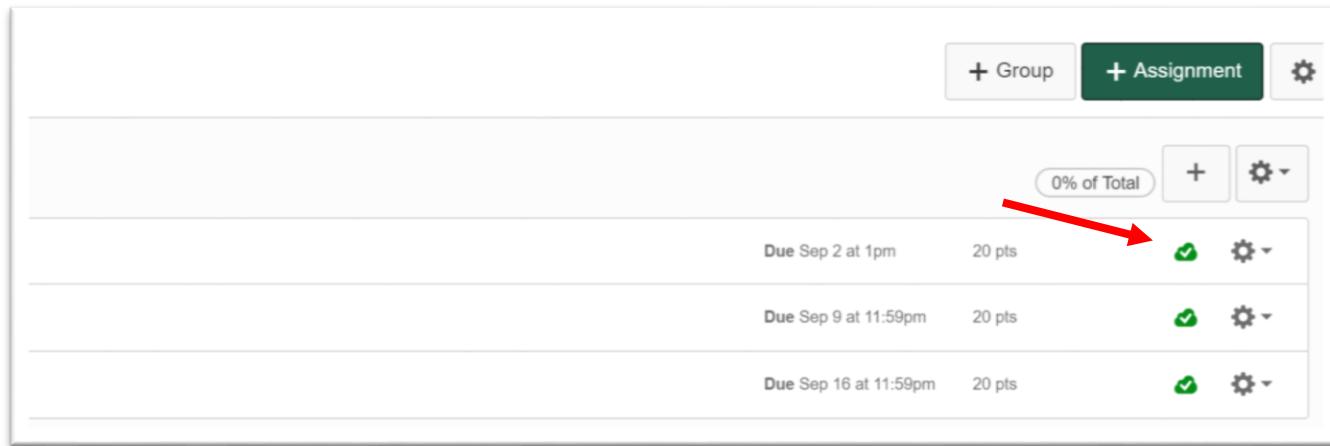
Please note:

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.