

Simple Syllabus in Canvas

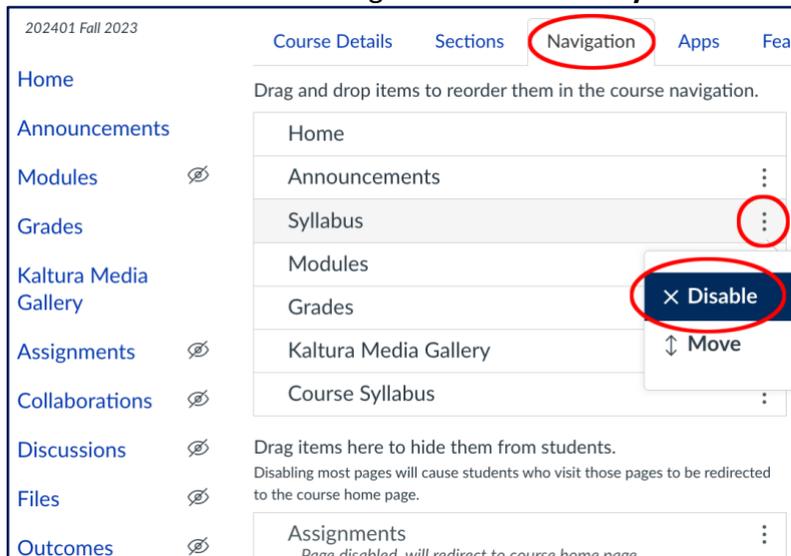
Beginning Fall 2023, DMACC will be using Simple Syllabus for all syllabi. Simple Syllabus is a centralized template platform that is integrated into Canvas.

Since many courses were created before Simple Syllabus was integrated, there are a couple corrections that will need to be made in those courses.

Fix the Course Menu

You'll have to swap out the default Canvas "Syllabus" tool for the new Simple Syllabus "Course Syllabus."

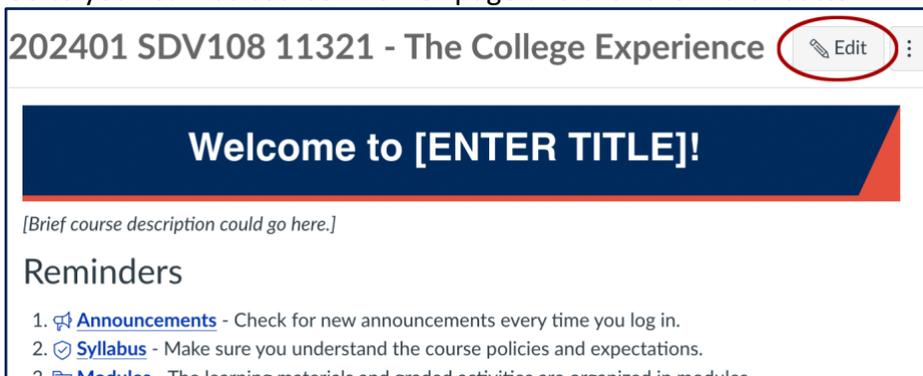
1. Go into your Canvas course and click the "Settings" link in the course menu.
2. Click the "Navigation" tab at the top.
3. Click the three dots to the right of the Canvas "Syllabus" tool and select "Disable."



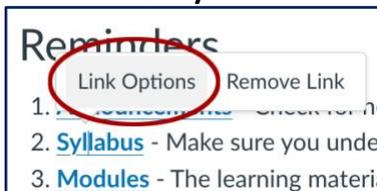
4. Then click-and-drag the "Course Syllabus" between "Announcements" and "Modules." (Or click the three dots to the right of "Course Syllabus" and choose "Move.")
 - a. If Course Syllabus is not at the bottom of the enabled list, click the three dots to the right of it and choose "Enable." Then drag-and-drop it below Announcements.
5. Click the "Save" button at the bottom of the page.

Fix the Link in the Course Home Page

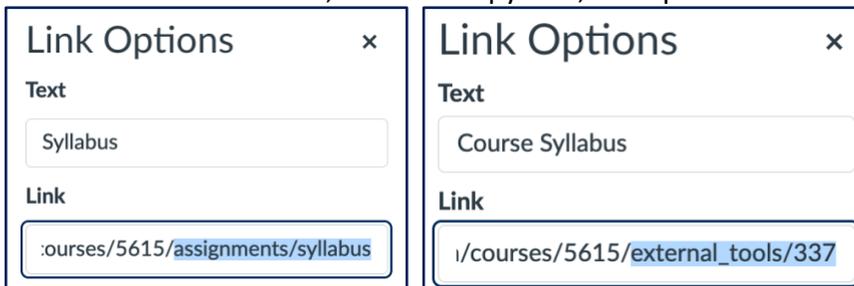
1. Go to your Canvas course “**Home**” page and click the “**Edit**” button.



2. Click on the “**Syllabus**” link and choose “**Link Options.**”



3. Change the “Text” from “Syllabus” to “**Course Syllabus.**”
4. At the end of the “Link” replace “assignments/syllabus” with “**external_tools/337**” and click “**Done.**” (Or, delete everything in the Link textbox. Then right-click on the “Course Link” in the course menu, choose “Copy Link,” and paste it into the Link textbox.)



5. Click the “**Save**” button.

Fix the Link in the Welcome Announcement

1. Go to the “**Announcements**” area.
2. Click on the “**Welcome!**” announcement and then click the “**Edit**” button.
3. Follow steps 3-4 listed above in the *Fix the Link in the Course Home Page* section.
4. Click the “**Publish**” button.

Need Help?

Contact one of our [instructional designers](#).