How to convert your syllabus into a module in your Canvas site.

1. Go through your customized syllabus word document and decide where how you want to "chunk up" your syllabus. Using the existing heading structure would be a way you could do this. Make a note of the names of each of the sections you are going to use.
2. Go to your Course Canvas site
3. Open the "Modules" page
4. Click on "+ Module"
5. Name your module (I'm using "Course Syllabus")
6. Click on "Add Module"
7. Click on the "+" sign in the top right hand side
8. Choose "content page" from the "Add _____ to Course Syllabus" drop down menu
9. Click on the "[New Page]"
10. In the "Page Name" box that opens up – type in the title of the section of the syllabus you want to create
11. Decide if you want to ident your pages and make selection from "Indentation" drop down menu
12. Click on "add item"
13. Click on newly created page title
14. Click on "edit"
15. Copy and paste appropriate section from syllabus document into the text box
16. Click on "save & publish"
17. Click on the "modules" page on the left hand side menu
18. Repeat steps 7-17 until entire syllabus is copied into pages in your syllabus module

VERY IMPORTANT FINAL STEP – so that your students know where to find your syllabus information

19. Click on the "syllabus" button on the left hand side menu
20. Click on "edit"
21. Click on "links" in the top right hand menu
22. Click on "modules"
23. Click on the title of your syllabus module
    a. Hyperlink to your syllabus module now shows in the text box – you can change the wording in this area if you like. Here's a starter you can use: Below is a link to the syllabus for this course. It is presented as a series of pages in a module to make it easier to refer specific sections when you need them later.
24. Click on "update syllabus"