At the Beginning of the Course

Your syllabus is a document with critical information for your students and it is recommended to review it with them. This can be done in a variety of ways.

- As an activity in the Getting Started Module at the beginning of the semester:
  - Create a Syllabus Quiz
  - Create a Syllabus Scavenger Hunt (typically in the Quiz tool)
  - Create a Discussion Board with prompts to address the syllabus

- As part of your course orientation video posted in the Getting Started Module

During the Course

If changes to the course are necessary to make once the course has started, it is recommended to update the syllabus and redistribute.

- Redistribute or re-post as "Updated Resume, Date" with changes highlighted
- Distribute an addendum to the original syllabus

Posting or Distributing Your Syllabus

Students expect to see the syllabus as their first item of course content at the beginning of the semester. Make it visible and easy to find by placing in one or several of these areas.

- Post in the Getting Started Module
- Post in the "Syllabus" link in the Canvas Navigation Menu
- Post on the Home Page
- Email to students before the Canvas course is available

Ensure the syllabus can be seen both online and available to print as an accessible PDF.