

## Canvas Syllabus – Create a weekly overview of your module

Syllabus is accessed from the course navigation menu and can be used to share an overview of the module course with students. It is a great way to provide students with either a general or a week-by-week overview of the course including any notes, details and links.

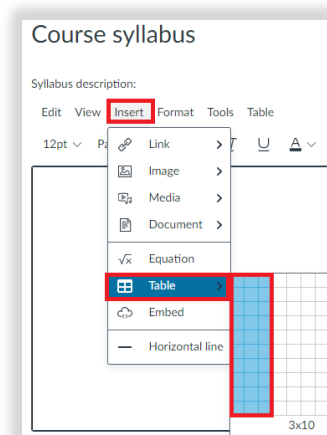
Syllabus also includes a Course Summary (lower half of the page) that is automatically populated with details of assignments and other course items that have a date or time assigned to them.

*\*Sharing the Course Summary with students is optional and can be turned on/off.*

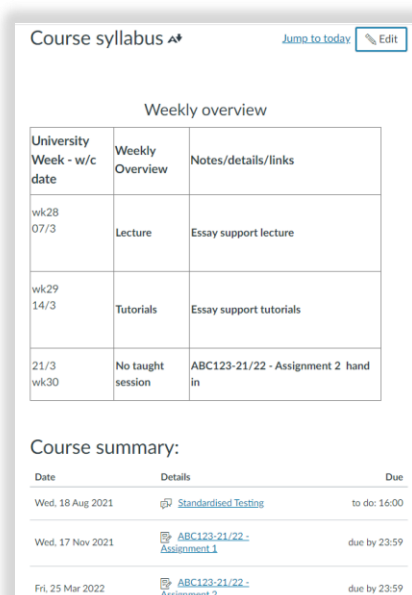
This guide shows you how to add a weekly overview to the Syllabus and how to make it available in the course navigation menu for students to access.

### Add a weekly overview to course syllabus

1. Go to your Canvas module course
2. Click the Syllabus link in the course navigation menu
3. Click Edit
4. Click Insert -> Table, then move your mouse across cells to create a table



5. Enter column headings and information (see example below)



Course syllabus [Jump to today](#) [Edit](#)

Weekly overview

University Week - w/c date	Weekly Overview	Notes/details/links
wk28 07/3	Lecture	Essay support lecture
wk29 14/3	Tutorials	Essay support tutorials
21/3 wk30	No taught session	ABC123-21/22 - Assignment 2 hand in

Course summary:

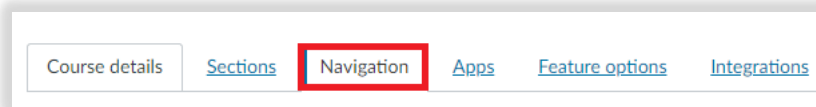
Date	Details	Due
Wed, 18 Aug 2021	<a href="#">Standardised Testing</a>	to do: 16:00
Wed, 17 Nov 2021	<a href="#">ABC123-21/22 - Assignment 1</a>	due by 23:59
Fri, 25 Mar 2022	<a href="#">ABC123-21/22 - Assignment 2</a>	due by 23:59

6. Click the Update Syllabus button to save

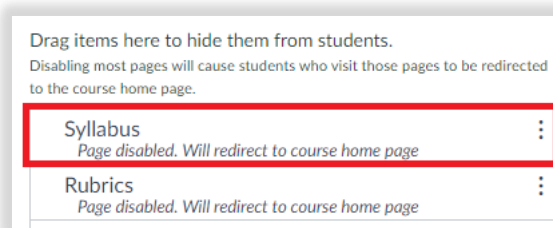
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### Make the Syllabus visible in the course navigation menu

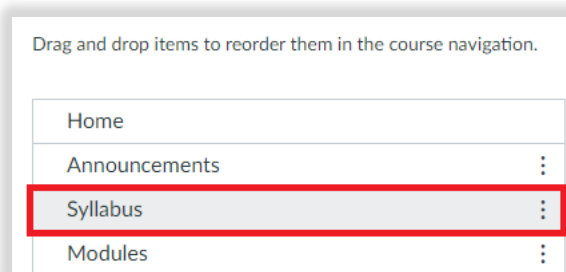
1. On your Canvas module course, scroll to the bottom of the course navigation menu
2. Click the Settings link
3. Click the Navigation tab



4. Locate Syllabus in the hidden menu items section



5. Hold down your left mouse button and drag to the location you want it to appear in the course navigation menu



6. Then, scroll down and click Save