Instructions for Canvas CR Syllabus Cover Sheet

Beginning for Spring 2024, faculty have the option of using a Canvas page version of the CR syllabus cover sheet in place of the Word document version. The content is identical to that found in the Word document cover sheet, but it is built as a Canvas page and can be copied directly into a Canvas course from Canvas Commons. This new Canvas based cover sheet has the advantage of being fully accessible as well as stylishly formatted using our school colors. Additionally, students using mobile devices can easily scroll through the syllabus in the Canvas app without needing to download it or any apps to enable viewing.

To use the Canvas Syllabus Cover Sheet

1. Go to the [CR Canvas Syllabus Cover Sheet](https://lor.instructure.com/resources/b8de5e083d1f458c8537412a7205136b) in Canvas Commons
2. Click the blue ‘Import/Download’ on the right
3. Select which classes you would like to copy the Syllabus Cover Sheet into
4. Click ‘Import into Course’ at the bottom of the pop-up menu
5. Go into your Canvas course(s), where you can locate the Cover Sheet in ‘Pages’
6. You can now edit the Cover Sheet like any other Canvas page, adding your course information and deleting any unnecessary information.
7. To create a PDF of the syllabus coversheet from canvas right click, ‘print’, then print to ‘adobe PDF’

**Please Note: Prompts and other information for faculty will be visible as “Editor Only Notes” when the Cover Sheet is being edited. These notes are invisible when the page is not being edited.**