



ONLINE

TEXAS TECH

Office of the Provost

The Syllabus Tool in RaiderCanvas

Faculty have several options by which they can add the required and recommended statements to their course syllabi, which include integration through the learning management system (LMS), links on syllabi, or full statements on syllabi. We strongly recommend LMS integration as this is the easiest way to ensure that your statements are centrally maintained.

LMS Integration via Blackboard

The syllabus information is now included on the landing page when you log into Blackboard. The link to the required statements and, if desired, to recommended statements can be easily embedded in your Blackboard course from the My Institution view. The [Linking Required and Recommended Syllabus Statements](#) document outlines the options for linking the statements in your course. Students can download these PDF documents if desired. We recommend that you add a statement to your syllabus that says, *“Texas Tech Policies Concerning Academic Honesty, Special Accommodations for Students with Disabilities, Student Absences for Observance of Religious Holy Days, and Statement of Accommodation for Pregnant Students may be found on Blackboard.”*

LMS Integration via Canvas

The syllabus information is now included on the syllabus template in Canvas. The link to the required statements and, if desired, to recommended statements can be easily embedded in your Canvas course from the My Institution view. The [Linking Required and Recommended Syllabus Statements](#) document outlines the options for linking the statements in your course. Students can download these PDF documents if desired. We recommend that you add a statement to your syllabus that says, *“Texas Tech Policies Concerning Academic Honesty, Special Accommodations for Students with Disabilities, Student Absences for Observance of Religious Holy Days, and Statement of Accommodation for Pregnant Students may be found on RaiderCanvas.”*

VERY IMPORTANT: If you choose to link to the TLPDC syllabus statements, you must choose which statements are applicable to your course and teaching philosophy. You cannot simply provide one link to recommended statements and the AI statements. Some statements are quite specific (for example, they may be related to risks associated with livestock). The recommended AI statements require the instructor to choose the most relevant to their course and teaching philosophy.

To Upload an Existing Syllabus

1. Go to your course in RaiderCanvas.
2. In the course navigation menu on the left, click on "Syllabus."
3. Click "Edit" in the upper right corner of the syllabus page.
4. Use the Rich Content Editor:
 - In the content pane, click the Files icon.
 - Click "Upload a new file" and browse for your syllabus file on your computer. **Use a .pdf file only for accessibility purposes.*
 - Choose your file and click "Upload."
 - A link to the syllabus file will appear in the rich content editor.
5. Click "Update Syllabus" to save your changes.
6. Canvas will automatically create a preview of your document, so your students don't have to download it before reading it.

To Create your Syllabus using the Syllabus Tool in Canvas

1. Go to your course in RaiderCanvas.
 - In the course navigation menu on the left, click on "Syllabus." The syllabus tool includes the syllabus description, the course summary, and the sidebar. To edit the Syllabus: Click the "Edit" button located in the upper right corner of the Syllabus page.
3. Use the Rich Content Editor:
 - The rich content editor will open, allowing you to edit the syllabus content. You can either **copy and Paste as the template prompts**: Copy the content from your template (Word document or PDF) and paste it into the rich content editor or **type to answer the template prompts**.

Course Summary

Whether you upload a pdf version of your syllabus or use the syllabus template, a Course Summary is automatically generated for the course and contains a list of course assignments and course calendar events. Assignments are indicated by the Assignments icon, and events are indicated by the Calendar icon. All assignments (unpublished and published) are listed in the syllabus for instructors, but students only see published assignments.

Items within the Course Summary can only be changed by editing or deleting the assignments or events.

Changes to dated items can be made in both the Assignments and Calendar features and will be automatically updated in the Syllabus.

Click the title to view the details of the assignment or event. Any assignments or events that are past the due date are highlighted in gray. Undated items are listed in alphabetical order.

The Course Summary is enabled by default, but you can edit the syllabus and hide the Course Summary.

The Sidebar Section

The sidebar section displays information about course events and grading. The assignment group information can be edited in the Assignments feature while the Calendar information can be edited in both the Assignments and Calendar features. Any changes made will be reflected in the Course Summary section of the Syllabus.

The sidebar includes a mini calendar. Any date that includes an event or assignment due date are shown with a gray background. To view an associated assignment or event in Course Summary, click the calendar date.

If your course includes weighted assignment groups, the sidebar also shows the percentages of each group.