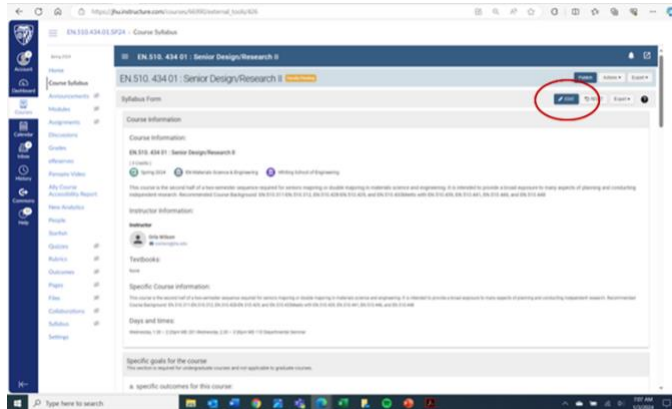# Course Syllabus Editing Instructions

1. Open your course in Canvas
2. Choose "**Course Syllabus**"
3. Click on the **Edit** button in the top right of the screen

4. **Course Information**, **Instructor Information** and **Course Schedule** will be pulled directly from sis, though in some cases the instructor will have to enter dates and times themselves (if the course syllabus was published previously)
5. The following sections, tagged as **"required",** must be completed by the instructor:
   a. Textbook
   b. Specific Course Information
   c. ABET Student Outcomes
   d. Brief List of Topics
   e. Grading Breakdown
   f. Grading Scale
   g. Key Dates
6. For **ABET Student Outcomes**, choose which of the ones listed apply to your course
7. Note there is an option to **upload your own syllabus** as a .doc or pdf
8. The **Policies** sections are kept up-to-date behind the scenes at the college-level and you should not need to consider these
9. When editing is complete, click on **Save and Exit** in the top right

1-8-2024