

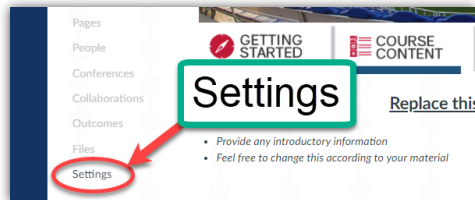
Resource Library

# ENABLE SIMPLE SYLLABUS IN YOUR COURSE

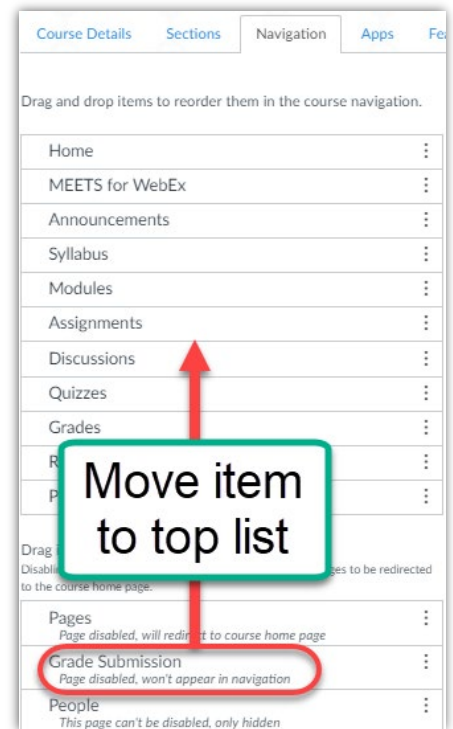
**Simple Syllabus** is a tool that allows you to quickly edit and publish your course syllabus within Canvas. It automatically imports information such as university/departmental policies, course schedule info, and content from previous syllabi to minimize your workload at the start of the semester. The process below is for adding **Simple Syllabus** (or any other currently disabled items) to a course's navigation menu as well as disabling the previous **Syllabus** page from your course.

## ENABLE SIMPLE SYLLABUS IN YOUR COURSE

1. After opening a course, click on the **Settings** link in the Course Navigation Menu.



2. Click on the **Navigation** tab at the top of the Settings page.
3. Locate the **Simple Syllabus** menu item in the bottom half of the page.
4. Enable the **Simple Syllabus** menu item by performing **one** of the following steps:
  - A. Click and drag the item from the Disabled Items list (bottom) into the Enabled Items list (top).
  - B. Click the ellipsis (three-dots) to the right of the item and click **+ Enable**.
5. Click the blue **Save** button at the bottom of the page.
6. Upon returning to your course's home page, you will see the **Simple Syllabus** link in the Course Navigation Menu.



*Enabling Navigation Menu Items*

## DISABLE THE PREVIOUS SYLLABUS FROM YOUR COURSE

After editing and publishing your syllabus with Simple Syllabus, you may want to disable the previous syllabus link from your course. To do so:

1. Click the **Settings** link in the Course Navigation Menu.
2. Click the **Navigation** tab at the top.
3. Locate the **Syllabus** menu item from the enabled items list (top).
4. Disable the **Syllabus** menu item by performing **one** of the following steps:
  - A. Click and drag the item from the Enabled Items list (top) into the Disabled Items list (bottom).
  - B. Click the ellipsis (three-dots) to the right of the item and click **X Disable**.
5. Click the blue **Save** button at the bottom of the page.
6. Upon returning to your course's home page or refreshing your browser, you will notice the **Syllabus** link appears with a slashed-eye icon next to it. This means it is disabled and invisible to your students.