## New Syllabus Cover Sheet and Student Support Guide

### Accessing the Canvas versions has never been easier!

You no longer need to visit Canvas Commons to access the Canvas version of the Syllabus Cover sheet. Instead, access the template from inside your Canvas course.

1. Click **Pages** in your left hand navigation menu.
2. Click **+ Pages** button in the upper right of the Pages page.
3. Click the **DesignPLUS QuickStart Wizard**button.
4. Click **CR Syllabus** on the right hand menu in the pop-up window to open drop down.
5. Select **CR Syllabus**.
6. Click **Add to Editor** button.

### You can now edit and save your Syllabus page!

Student support information has been removed from the syllabus and will now exist as an independent artifact. You can share this critical information with your students as a Canvas page by following the instructions above and selecting **Student Support Guide** from the **DesignPLUS QuickStart Wizard** menu. All the information in the **Student Support Guide** is up-to-date and ready to share. Simply save the page, publish it, and make it available to your students. We recommend placing it in your Orientation module.

## Accessible formatting

To make it easier for you to use, the syllabus cover sheet and student resource guide you’re receiving have already been formatted for accessibility – in their Word, Canvas and PDF versions.

To best support our students, we invite you to maintain the accessibility of the syllabus cover sheet as you add and edit your course-specific information. By maintaining the accessibility of the syllabus cover sheet, it makes it possible for students with different disabilities – ranging from students with vision loss to students with limited mobility to students with learning disabilities – to access the content using assistive technology. While some of these students are registered with SASS and may identify a need, there are many who are not.

Maintaining the accessibility of the syllabus cover sheet is not complex and does not require special tools; the steps are all in Microsoft Word and Canvas and – once you know them – on the same skill level as changing fonts and running spell check. If you’d like to learn more, we’ll be presenting a focused Convocation session introducing the new syllabus and maintaining  its accessibility on **Thursday, August 21 at 4pm**; you can also always email questions to Evan-Hatfield@redwoods.edu.