# UPDATING THE AEFIS SYLLABUS IN CANVAS

Syllabi will be automatically published on the first day of the term. If you do not complete your edits before that date, students will be shown an incomplete syllabus. Though AEFIS does allow you to make edits to the syllabus after it has been published and made available to students, you should avoid making extensive edits once the course has started.

> **Important Note:** Some information, including faculty name and email address, will automatically be imported into your syllabus from SIS. Prepare your syllabus well before students gain access to ensure the content is accurate and give yourself time to make any necessary system updates.

EDITING THE SYLLABUS

> **Important Note:** When copying and pasting from an existing syllabus, it is best to first convert any PDF syllabi to Word format. Copying and pasting directly from a PDF is more likely to result in formatting errors in the AEFIS syllabus form.

1. Click the Syllabus link that was created with the AEFIS tool (it will be called Course Syllabus, not Syllabus - if you don't see Course Syllabus, follow the steps listed above)
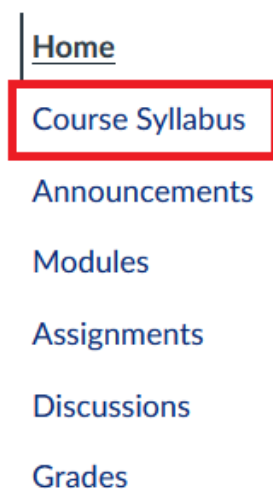
2. On the Syllabus landing page in AEFIS, click the Edit button.

3. Fill out all Required and University Recommended elements where an editable text box is present. Optional elements can be filled out at your discretion and will not appear to students if skipped. It is recommended that you fill out all fields except those which do not apply to your course. Other details (such as course description and the faculty name and contact information) will automatically populate from SIS.

Required Text and Other Materials
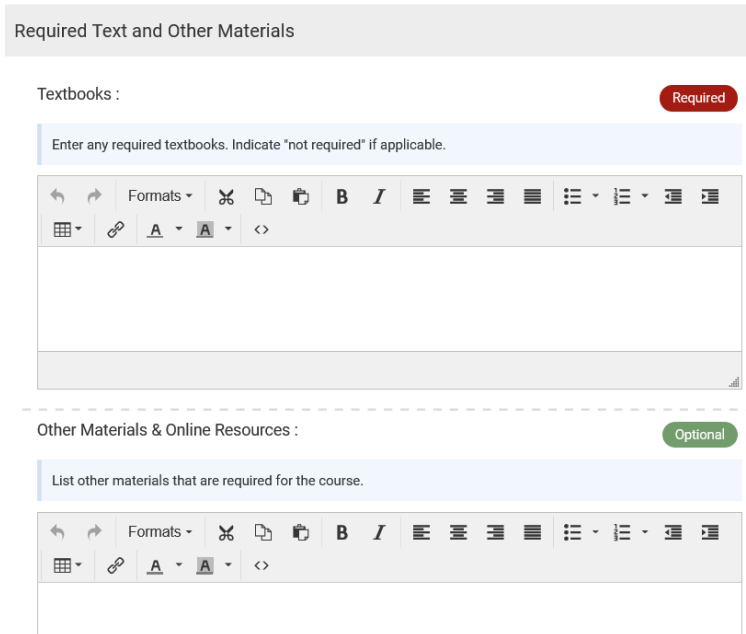
Textbooks :   Required

Enter any required textbooks. Indicate "not required" if applicable.

Other Materials & Online Resources :   Optional

List other materials that are required for the course.

Note: Anything that *is not editable* and is marked as University Recommended is standard text that will automatically appear on your syllabus.

4. If copying from a previous version of the syllabus, be sure to change any mention of Weeks to Modules.
5. Click on the **Save & Exit** button to save your changes.

## DETAILED OVERVIEW OF THE AAP COURSE SYLLABUS TEMPLATE IN AEFIS

1. Information pulled from SIS:
   a. Course Information— Contains the course name, course number, credit hours, department, college, and course description from SIS.
      i. Instructor Information— Contains instructor name and email address.
2. Fill-in-the-blank sections instructors must fill out (Required):
      i. Program Learning Outcomes
      ii. Assignment Feedback
      iii. Late Policy
   b. Participation Requirement

3. Fill-in-the-blank sections instructors can fill out (marked Optional but please fill out if applicable to your course):
    a. Course Information
        i. Office Hours
        ii. Class Times
        iii. Course Location
        iv. Course Duration
    b. Course Structure
        i. What to Expect in this Course
        ii. Course Overview
        iii. Directions for Students
    c. Required Text and Other Materials
        i. Textbooks
        ii. Specific Technology Requirements and Skills for this Course
        iii. Other equipment/websites/software/online resources
    d. Evaluation and Grading
        i. Assignment Description
    e. Course Policies
        i. Extra Credit
        ii. Other Course Policies

PREVIEW, APPROVAL PENDING, PUBLISH, RESET

Once you have populated the template and made your edits, you will have other options become available after submitting/saving.

- To preview your syllabus, click **Export** and select **Preview** from the dropdown menu.
  Please note: this option **must** be used to preview the syllabus. Attempting to preview it using Student Preview in Canvas will not work.
- To make your syllabus visible to students, you must click Publish, and then your Program Director must also publish the syllabus. If you are not a Program Director, clicking **Publish** will put your syllabus in **Approval Pending** mode. Your syllabus will then be reviewed by the Program Director, who can then Publish the syllabus to make it visible to students.
- Resetting syllabus: If you want a fresh template to edit, click the **Reset** button. This cannot be undone.
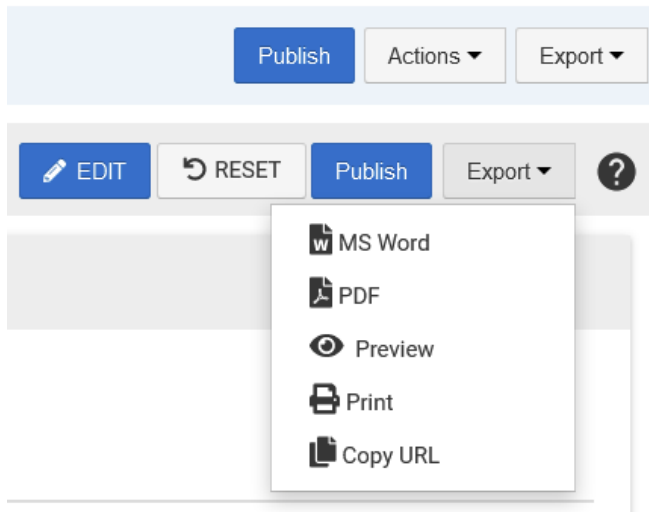
- Print or Save a copy: In the Export menu, you will also be given the option to **Print** or save your syllabus as a **PDF/Word** file for your own records.

COPY THE SYLLABUS

If the course you are teaching has multiple sections taught by other faculty, we recommend collaborating with them on standard syllabus language prior to editing your syllabus. To allow for easier maintenance across course sections and academic terms, there is a copy function (**Actions** > **Copy From**) that allows you to copy your edited syllabus from one course section to another, or from one semester to another semester.
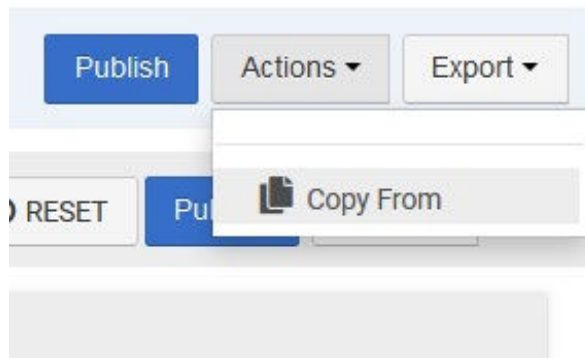
FREQUENTLY ASKED QUESTIONS

My students can't see the syllabus link in Canvas. How do I make it visible to them?

It may be possible that the syllabus has somehow become unpublished and needs to be Published to students in AEFIS. If you click into the Course Syllabus from Canvas, you should see a Publish button at the top of that page. If it says 'Revert to Faculty Pending' instead, then it is Published and this is not the reason students cannot access the syllabus. If the issue persists, please email us at AAPCourseManagement@jhu.edu.

How do I update course details that are imported from SIS, such as the course description or prerequisites?

Confirm with other faculty and program chairs that the change should be made, and submit this form to request the update in SIS.