

# How to print your Syllabus in Canvas

## Step 1: Click on Syllabus in the Course Navigation menu



A screenshot of the Canvas LMS interface. The top navigation bar shows the course ID 'ACCT 002-10600/10601' and the page title 'Syllabus'. Below this, the course name '2021 Spring-Online' and 'Course Syllabus' are displayed. On the left, a vertical navigation menu lists various course components: Home, Syllabus, Announcements, Modules, Textbook, ConferZoom, Grades, SCC Digital Library, and Student Services. The 'Syllabus' item is circled in red. To the right of the menu, the Solano Community College logo (featuring a tree and '75 years') and the word 'Welcom' in large blue letters are visible.

## Step 2: Click on Edit



A screenshot of the Canvas LMS interface, similar to the previous one. The course ID 'ACCT 002-10600/10601' and page title 'Syllabus' are at the top. The course name '2021 Spring-Online' and 'Course Syllabus' are shown. The left navigation menu lists the same items as before, but 'Syllabus' is now selected and highlighted with a vertical bar. In the top right corner, a small 'Edit' button with a pencil icon is circled in red. The Solano Community College logo and the word 'Welcome!' in large blue letters are also present.

Step 3: Select all of the content (either click and drag or click inside the content and then Ctrl + A)  
- This will highlight all of the content

2021 Spring-Online

[Home](#)

**[Syllabus](#)**

[Announcements](#)

[Modules](#)

[Textbook](#)

[ConferZoom](#)

[Grades](#)

[SCC Digital Library](#)

[Student Services](#)

[NetTutor](#)

[Studio](#)

[Purchase Course Materials](#)

[Accessibility Report](#)

[Rubrics](#) 

[Assignments](#) 

## Course Syllabus

Syllabus Description:

Edit View Insert Format Tools Table

12pt Paragraph **B** *I* U A   T<sup>2</sup>       

- [ABOUT YOUR INSTRUCTOR](#)
- [COURSE DETAILS](#)
- [COURSE POLICIES](#)
- [GRADING POLICIES](#)
- [OTHER POLICIES](#)
- [EXPECTATIONS](#)
- [CRITICAL DATES](#)
- [WHY ACCOUNTING?](#)

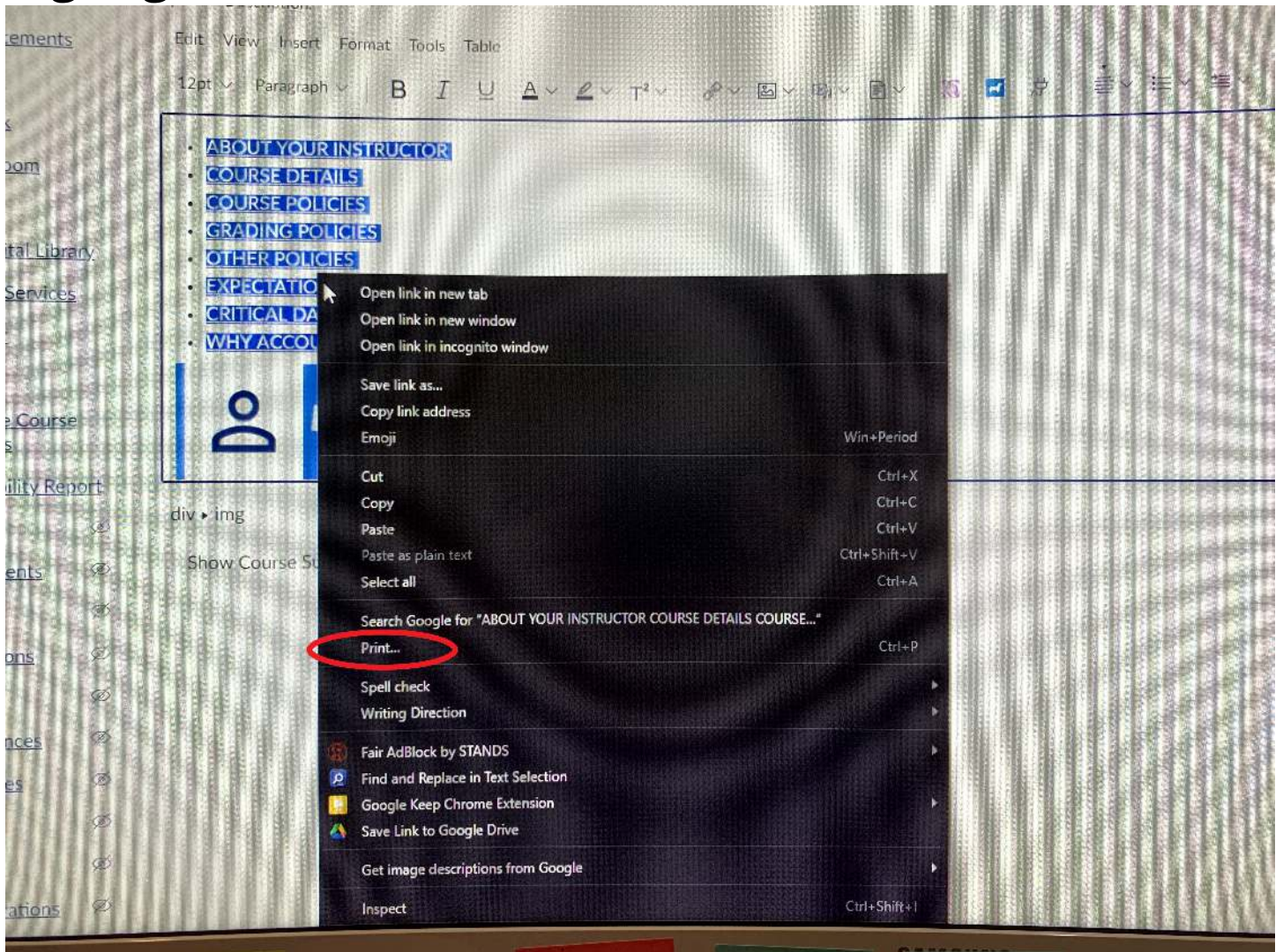


**Erica Beam**

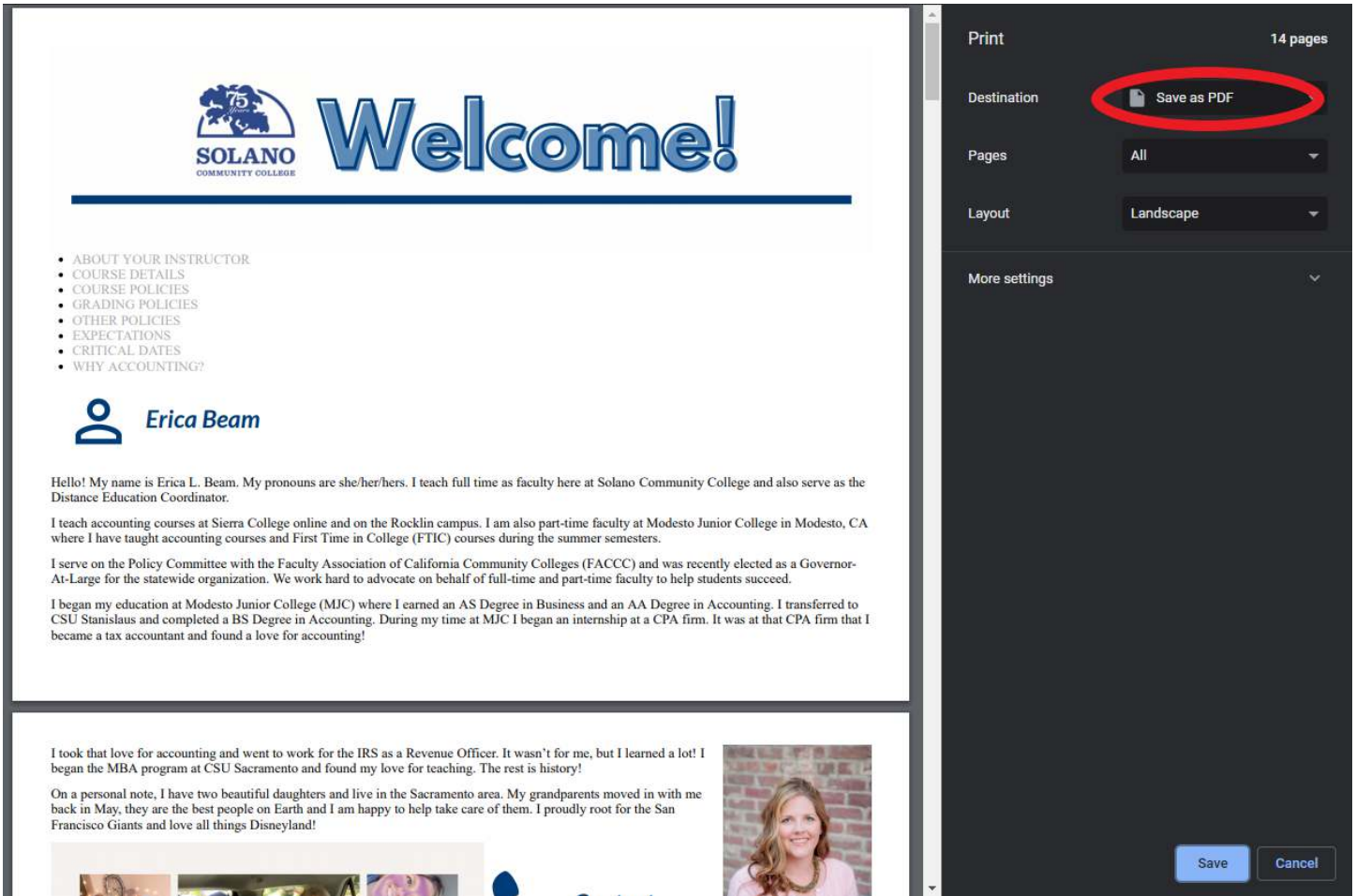
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Show Course Summary

# Step 4: Right click on any of the content that is highlighted, then click on Print



# Step 5: Change your printer to "Save as PDF"




The image shows a web page on the left and a print dialog box on the right. The web page is for Solano Community College, featuring a 'Welcome!' message and a list of links: ABOUT YOUR INSTRUCTOR, COURSE DETAILS, COURSE POLICIES, GRADING POLICIES, OTHER POLICIES, EXPECTATIONS, CRITICAL DATES, and WHY ACCOUNTING?. Below the links is a profile for Erica Beam, including a bio and a photo. The print dialog box on the right has a 'Print' title and '14 pages' on the top right. The 'Destination' dropdown menu is open, and 'Save as PDF' is selected and circled in red. Other options in the menu include printer icons. Below the menu are dropdowns for 'Pages' (set to 'All') and 'Layout' (set to 'Landscape'). At the bottom of the dialog are 'Save' and 'Cancel' buttons.

**SOLANO** COMMUNITY COLLEGE

# Welcome!

- ABOUT YOUR INSTRUCTOR
- COURSE DETAILS
- COURSE POLICIES
- GRADING POLICIES
- OTHER POLICIES
- EXPECTATIONS
- CRITICAL DATES
- WHY ACCOUNTING?

 **Erica Beam**

Hello! My name is Erica L. Beam. My pronouns are she/her/hers. I teach full time as faculty here at Solano Community College and also serve as the Distance Education Coordinator.


I teach accounting courses at Sierra College online and on the Rocklin campus. I am also part-time faculty at Modesto Junior College in Modesto, CA where I have taught accounting courses and First Time in College (FTIC) courses during the summer semesters.

I serve on the Policy Committee with the Faculty Association of California Community Colleges (FACCC) and was recently elected as a Governor-At-Large for the statewide organization. We work hard to advocate on behalf of full-time and part-time faculty to help students succeed.


I began my education at Modesto Junior College (MJC) where I earned an AS Degree in Business and an AA Degree in Accounting. I transferred to CSU Stanislaus and completed a BS Degree in Accounting. During my time at MJC I began an internship at a CPA firm. It was at that CPA firm that I became a tax accountant and found a love for accounting!

I took that love for accounting and went to work for the IRS as a Revenue Officer. It wasn't for me, but I learned a lot! I began the MBA program at CSU Sacramento and found my love for teaching. The rest is history!

On a personal note, I have two beautiful daughters and live in the Sacramento area. My grandparents moved in with me back in May, they are the best people on Earth and I am happy to help take care of them. I proudly root for the San Francisco Giants and love all things Disneyland!



Print 14 pages

Destination  Save as PDF

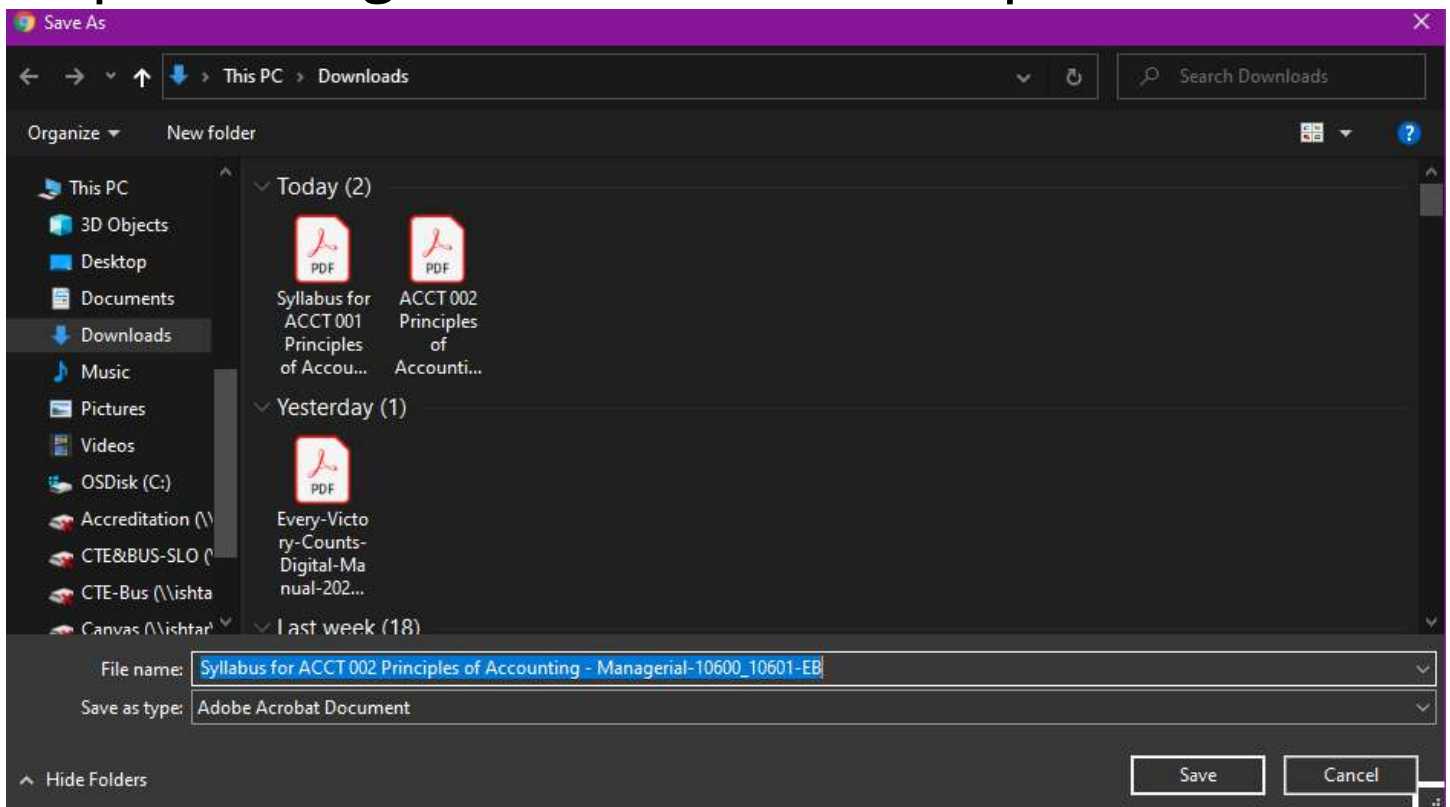
Pages All

Layout Landscape

More settings

Save Cancel

## Step 6: Change the file name as required



## Step 7: Attach the PDF to an email and send it to your school admin - DONE!

