

# USING THE SYLLABUS ARCHIVE

## MAKING YOUR SYLLABUS VISIBLE EARLY

The [USF Syllabus Archive](#) allows USF users, including students, to log into Canvas and search and view the Canvas Syllabus page for USF courses from current and previous semesters. You can make your Canvas Syllabus page visible in the Syllabus Archive for upcoming semesters using the following instructions.

01

Update and prepare the Canvas Syllabus page for your upcoming course.

02

Set the Start date of the course to the day prior to when you would like the syllabus visible in search results. The Syllabus Archive is updated nightly based on the course start date set in the Canvas course.



To set the start date in a Canvas course, click the Settings item in the left menu and edit the Start date listed.

03

Log into the Syllabus Archive and verify your course can be found in search results. Contact [facultysupport@usf.edu](mailto:facultysupport@usf.edu) for help if you are not able to see your course in the results.



*Once you have adjusted the start date in Canvas, any enrolled students will be able to see visible/published course content at this point. If you do not want this content visible to enrolled students, temporarily unpublish modules or pages.*

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