

IMPORTANT: Effective Fall 2015

SYLLABUS SUBMISSIONS INSTRUCTIONS

All syllabus submission will be done through Canvas and SALSA.

***It is no longer necessary for you to submit your syllabi to syllabus@butlercc.edu**

(*Note: Any syllabi submitted to syllabus@butlercc.edu will be forwarded to the Deans, along with the new instructions. These instructions will also be posted to Faculty Quick Clicks and the Course Outline Page).

Canvas Training Information

If you HAVE completed WebE I and II or Canvas Essentials training, please publish your syllabi through SALSA in Canvas.

If you HAVE NOT completed Web E I and II or Canvas Essentials training, please [log in to Canvas](#) to complete the training now. You are already enrolled in an online session.

- <https://online.butlercc.edu>
- Login with your Butler e-mail address and password.
- Begin the course by selecting **Canvas Essentials** under the **Courses** menu item.

Please contact your Division Dean for further information.