

Canvas Training Week

Canvas: Syllabus

Canvas Syllabus

1. Click on the **Syllabus** link on the left navigation panel
2. Click the **Edit Syllabus Description** button in upper right

Upload Syllabus

1. Place your cursor in the **Text Editor Window (TEW)**
2. Click on the **Files** tab in upper right to upload your syllabus file
3. Click on the **Upload a new file** link
4. Click on the **Choose File** button and locate your syllabus file on your computer. Select the file, and press the **Open** button
5. Click on the **Upload** button
6. Canvas will create a link with the filename in the TEW that can be previewed/downloaded by the students
7. Scroll down and click on the **Update Syllabus** button

Add Existing Syllabus File

1. Place your cursor in the **Text Editor Window (TEW)**
2. Click on the **Files** tab in upper right to locate your syllabus file
3. Locate and click on your syllabus file
4. Canvas will create a link in the TEW that can be previewed/downloaded by the students
5. Scroll down and click on the **Update Syllabus** button

Copy/Paste Syllabus

1. Open your **Word Syllabus** document
2. **Select all** the info you want in your syllabus and **Copy**
(Mac: Command + C | PC: Control + C)
3. **Return to Canvas** (Google Chrome Browser)
4. Click on the **Syllabus** link on the left navigation panel
5. Click the **Edit Syllabus Description** button in upper right
6. Place your cursor in the **Text Editor Window (TEW)**
7. **Paste** the copied syllabus content
(Mac: Command + P | PC: Control + P)
8. Scroll down and click on the **Update Syllabus** button