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Publishing your Syllabus to Canvas

James Foley - 2023-07-07 - Comments (0) - Preparing for Semester Startup

Note: Before you publish your syllabus, you will need to add it to the Canvas site. Below are the steps to create a version for Canvas or upload your file to a dedicated place in Canvas for students to access.

Create your Syllabus in Canvas

Start with the Syllabus tool, and include pertinent course information on the syllabus page using the Rich Text Editor.

Note: This is the RECOMMENDED method to ensure content is accessible and viewable on mobile devices.

1. Click **Syllabus** in the Course Navigation menu on the left
2. Click **Edit** on the upper right of the page. You can enter text, upload files, and include links to external resources in the text editor.
3. Type or copy & paste basic course information.

For example:

- Brief course description
- Office hours
- Location
- Contact information
- Directions for students about navigating the course site (i.e. where to find readings, assignments, and other resources)
- Images

4. Click **Update Syllabus** at the bottom.

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Syllabus Description:

Edit View Insert Format Tools Table

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Rich Text Editor

0 words

Update Syllabus

Upload your prepared syllabus file (PDF preferred)

1. Click in the text editor where you'd like the link to the file to go. This could be the **Syllabus** or **Pages tool** if you are using the Pages Front Page.
2. Click the **Files** tab in the **Insert Content** into the **Page** menu to the right of the text editor.
3. **Select** your file from those you have already uploaded or click **Upload** a new file.
4. Click **Update Syllabus** or **Save** at the bottom.