

## 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.

DLD courses

# Course Syllabus

[Jump to Today](#)

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

**Syllabus**

Outcomes

Rubrics

Media Library

Quizzes

Modules

Collaborations

Chat

Attendance

Syllabus Description:

Edit View Insert Format Tools Table

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

Rich Text Editor

0 words

Show Course Summary

**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.