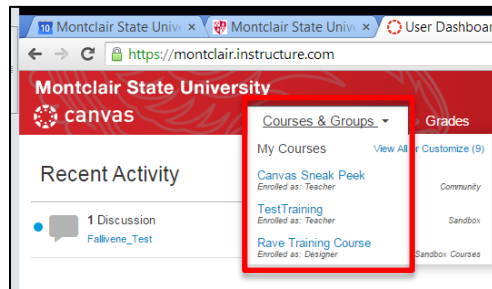
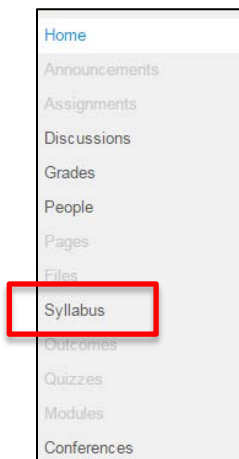


How to Post Your Syllabus on Canvas

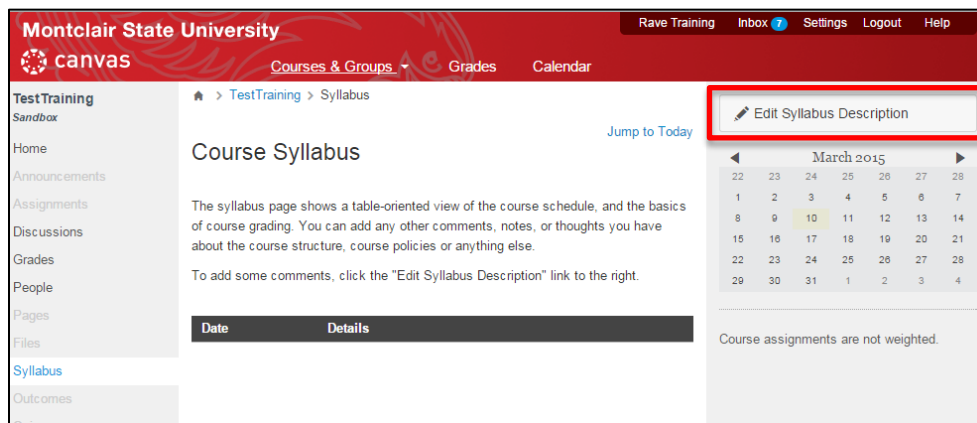
- 1) From your Canvas home page, click the **Courses** menu and select the course in which you would like to post your syllabus



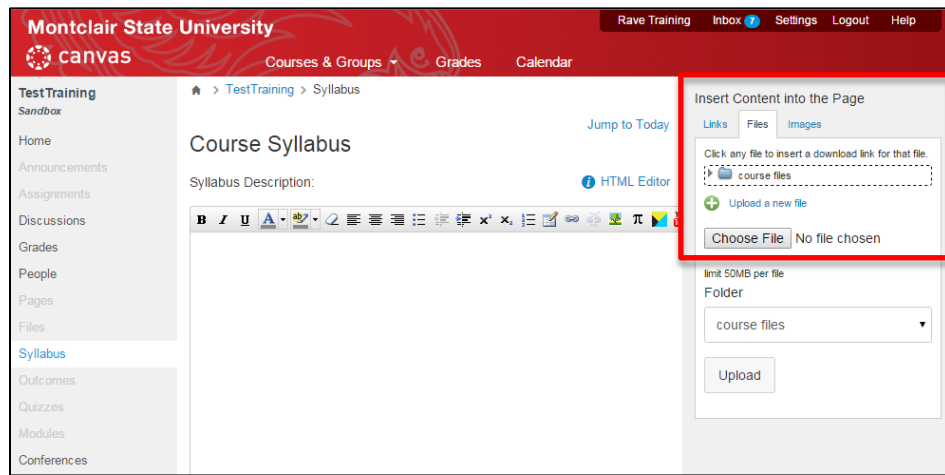
- 2) Click the **Syllabus** link on the course navigation



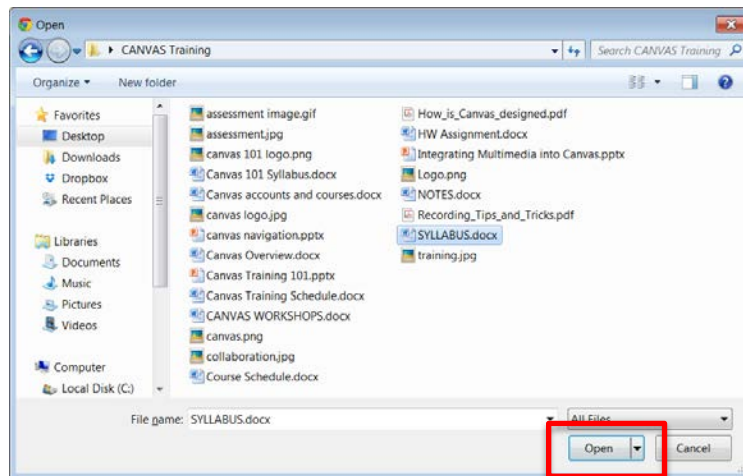
- 3) Click **Edit Syllabus Description**



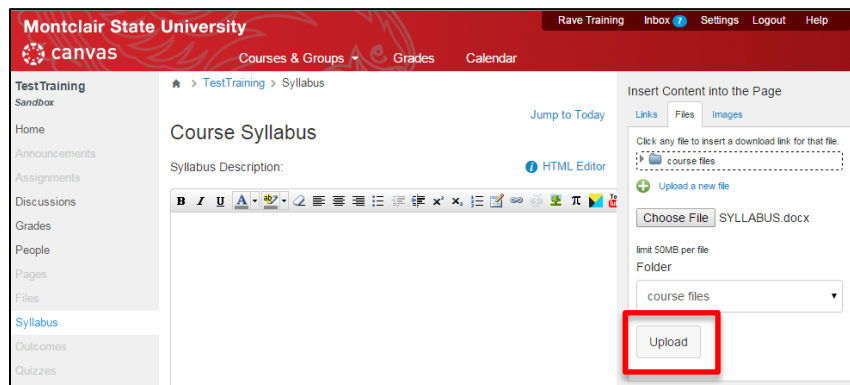
- 4) Click the **Files** tab under **Insert Content into the Page**
- 5) Click **+ Upload a new file**
- 6) Click **Choose File**



- 7) Navigate to your syllabus file
- 8) Select the file and click **Open**



- 9) Click **Upload** to add your file
Note: the file will also be added to the Files area in the course.



10) A hyperlink will now appear on your syllabus page. Click **Update Syllabus** to save your changes.

