

UPLOADING YOUR NEW SYLLABUS

USING THE CANVAS SYLLABUS PAGE

This guide walks you through enabling the Syllabus page in the Canvas Navigation panel and uploading your syllabus file to it.

▶ Enable the Syllabus Link

01

First, you want to make sure that your Syllabus page has been enabled. If there is an icon of a crossed out eye, it is disabled. To enable this link, select **Settings** in the **Navigation** panel. Then choose the Navigation tab.

The screenshot shows the Canvas navigation settings interface. On the left, a list of navigation items includes Quizzes, Outcomes, Syllabus, Files, Pages, People, Discussions, Assignments, and Settings. The Syllabus item has a crossed-out eye icon, and the Settings item is highlighted with a blue box. On the right, the 'Navigation' tab is selected, showing a list of items to be reordered: Home, Announcements, Modules, Chat, and Grades. Below this, there is a section for items to be hidden from students, including Piazza, Blackboard Collaborate, Syllabus, Course Reserves, SCORM, and Cengage. The Syllabus item in this list has a crossed-out eye icon and a note: 'Page disabled, will redirect to course home page'.

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02

Find the Syllabus in the **bottom Inactive** navigation section and click and drag it to the **top Active** navigation section.

Drag and drop items to reorder them in the course navigation.

Home	
Announcements	⋮
Modules	⋮
Grades	⋮
Honorlock	⋮

Drag items here to hide them from students.

Disabling most pages will cause students who visit those pages to be redirected to the course home page.

Quizzes	⋮
<i>Page disabled, will redirect to course home page</i>	
Discussions	⋮
<i>This page can't be disabled, only hidden</i>	
Syllabus	⋮
<i>Page disabled, will redirect to course home page</i>	



03

Scroll to the bottom of the page and click **Save**.

<i>Page disabled, won't appear in navigation</i>	
My Media	⋮
<i>Page disabled, won't appear in navigation</i>	
Media Gallery	⋮
<i>Page disabled, won't appear in navigation</i>	

Save

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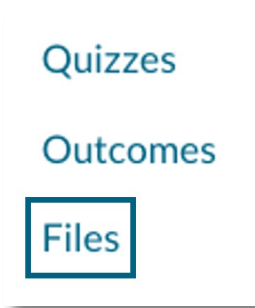
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▶ Upload the Syllabus to Your Files

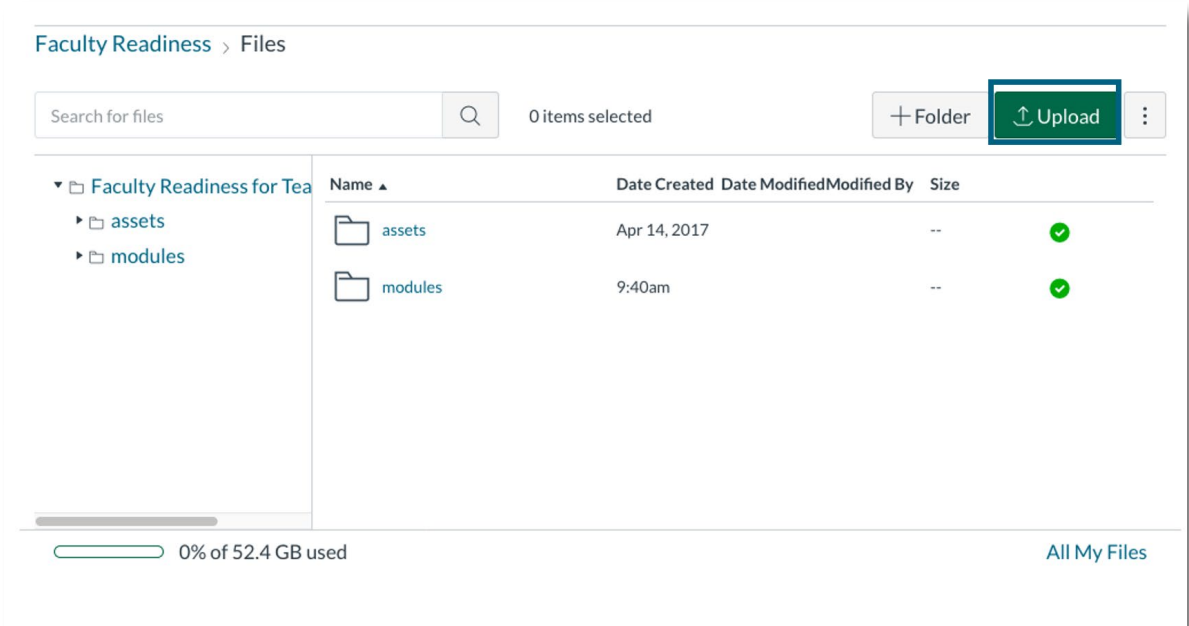
01

Choose **Files** in the left navigation panel.



02

Here you can add folders, upload files, and create an organizational structure that best meets your needs. Upload your syllabus here. It is recommended to convert your syllabus to a PDF.



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▶ Upload the Syllabus to the Syllabus Page

01

Go to the Syllabus page and select **Edit**.

The screenshot shows the 'Course Syllabus' page. At the top right, there is a 'Jump to Today' link and an 'Edit' button with a pencil icon. Below the title, there is a paragraph explaining the syllabus page's purpose and an 'Edit' link. A 'Course Summary' section follows, containing a table with two rows: 'Assignment - [Title]' and 'Quiz - [Title]'. Each row has a document icon to its left.

02

In the Rich Text Editor, type and highlight the text you would like to use for your syllabus. Then select the document icon and choose Course Documents.

The screenshot shows the 'Course Syllabus' page with the Rich Text Editor open. The editor's toolbar is visible, and the text 'Download syllabus.' is highlighted in the main text area. A dropdown menu is open, showing options: 'Upload Document', 'Course Documents' (highlighted in green), and 'User Documents'. The 'Jump to Today' link is visible in the top right corner.

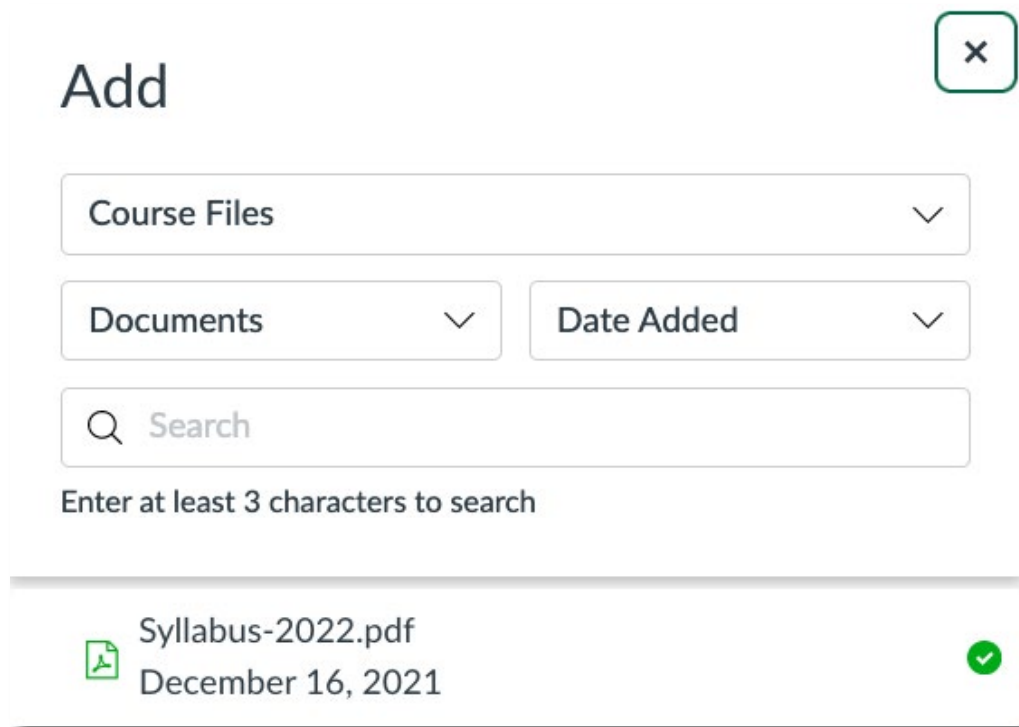
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03

This opens a panel to the right. Find your syllabus and select it while your text is highlighted. This will create a hyperlink where students can preview or download your syllabus.



Add

Course Files

Documents

Date Added

Search

Enter at least 3 characters to search

Syllabus-2022.pdf
December 16, 2021

Course Syllabus

[Jump to Today](#)

[Download syllabus.](#) ↓

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