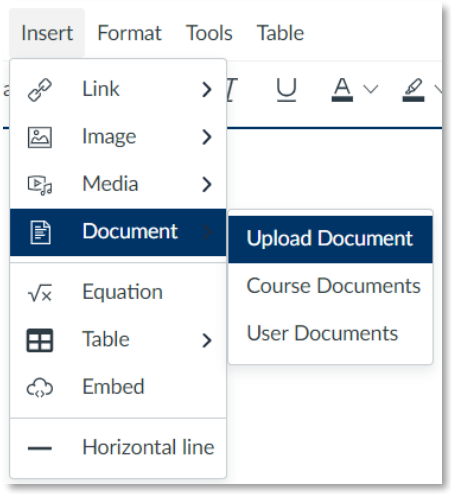
UPLOADING/UPDATING YOUR SYLLABUS IN CANVAS

The guide below walks you through our recommended process of uploading or updating your syllabus in a Canvas course. We'll cover two methods: **(1)** uploading a file of your syllabus and **(2)** editing/copying/pasting from a document into the content editor. Please note that the instructions below are all done from the **Syllabus** page in your Canvas course. The **Syllabus** page is the best place for displaying your course syllabus.

METHOD 1: UPLOADING A FILE OF YOUR SYLLABUS

1. Log in to Canvas: **https://canvas.fau.edu**
2. Click the **Syllabus** link from the course navigation menu.
3. Click the Edit button towards the top of the page.
4. Click into the content editor area below the toolbar.
5. Click the **Insert** menu from the toolbar.
6. Move your mouse over the **Document** item in the menu.
7. Click the **Upload Document** button.
8. In the **Upload File** panel that appeared, either drag and drop a file from your computer into this area or click the **Upload File** area to open a file browser and select your syllabus file from your computer.
9. Click the Submit button in the **Upload File** panel.
10. In the content editor area, notice that your file's name now appears in blue text. You can edit this blue text as necessary.
11. Click on the blue text that corresponds to your uploaded file.
12. Click the **Link Options** button.
13. In the **Link Options** sidebar that pops up, under **Display Options,** click the **Preview inline** option.
14. Click the checkbox next to **Expand preview by Default** to have your document appear automatically on the syllabus page.
15. Click the Done button.
16. Click the Update Syllabus button.



"Insert" menu from the content editor with document upload options

METHOD 2: EDITING/COPYING/PASTING FROM A DOCUMENT

1. Log in to Canvas: **https://canvas.fau.edu**
2. Click the **Syllabus** link from the course navigation menu.
3. Click the Edit button towards the top of the page.
4. Outside of the web browser, find and open your syllabus document.
5. Select the content you want to copy.
6. Copy the content by either using the **Ctrl+C** key shortcut, right-clicking and clicking the **Copy** button, or any other method.
7. Navigate back to your Canvas window and click into the content editor area.
8. Paste your copied content by either using the **Ctrl+V** key shortcut, right-clicking and clicking **Paste**, or any other method.
9. Edit your content and, when finished, save your changes by clicking the Update Syllabus button.