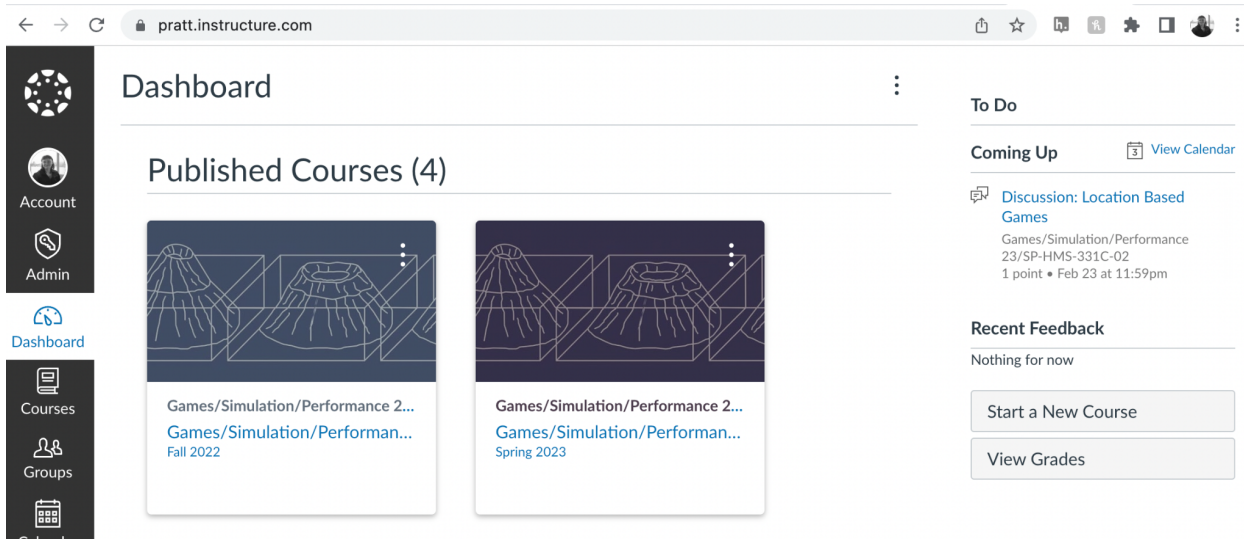


# To upload your syllabus on Canvas, there are 5 main steps:

1. [Find your course](#)
2. [Navigate to syllabus](#)
3. [Upload syllabus content](#)
4. [Show the entire document on the page](#)
5. [Publish your course](#)

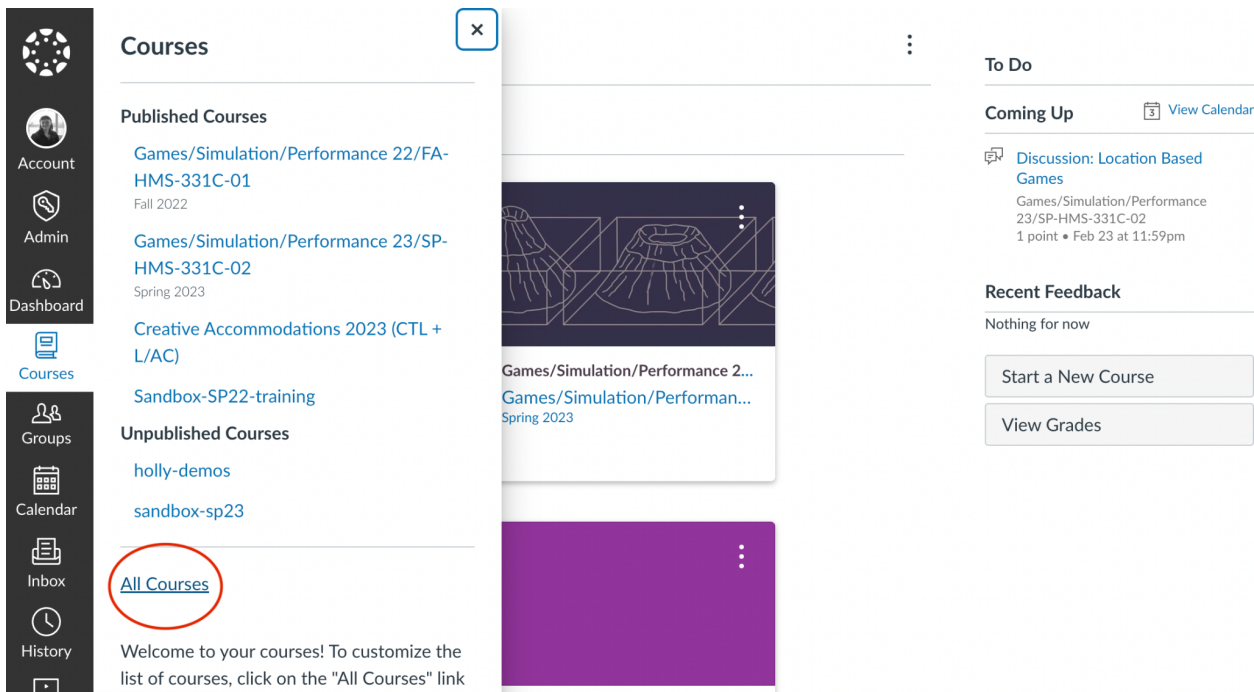
## Step 1: Find your course

Find your course on the **Canvas dashboard** at [canvas.pratt.edu](https://canvas.pratt.edu)



The screenshot shows the Canvas dashboard for a user. The browser address bar displays "pratt.instructure.com". The dashboard title is "Dashboard". On the left sidebar, there are navigation icons for Account, Admin, Dashboard, Courses, Groups, and Calendar. The main content area is titled "Published Courses (4)" and displays two course cards. Each card has a blue header with a mountain range illustration and a white body with the text "Games/Simulation/Performance 2..." and "Games/Simulation/Performan...". The first card is for "Fall 2022" and the second is for "Spring 2023". On the right sidebar, there are sections for "To Do", "Coming Up" (with a "View Calendar" link), "Discussion: Location Based Games" (with details: "Games/Simulation/Performance 23/SP-HMS-331C-02", "1 point • Feb 23 at 11:59pm"), and "Recent Feedback" (with the text "Nothing for now"). At the bottom of the right sidebar, there are two buttons: "Start a New Course" and "View Grades".

If you don't see your course on the dashboard, click on **Courses** -> **All courses** on the left side of the page



The screenshot shows the Canvas "Courses" page. The browser address bar displays "pratt.instructure.com". The page title is "Courses". On the left sidebar, there are navigation icons for Account, Admin, Dashboard, Courses, Groups, Calendar, Inbox, and History. The main content area is titled "Courses" and displays a list of courses. The list is divided into "Published Courses" and "Unpublished Courses". Under "Published Courses", there are three entries: "Games/Simulation/Performance 22/FA-HMS-331C-01" (Fall 2022), "Games/Simulation/Performance 23/SP-HMS-331C-02" (Spring 2023), and "Creative Accommodations 2023 (CTL + L/AC)". Under "Unpublished Courses", there are two entries: "Sandbox-SP22-training" and "holly-demos". At the bottom of the list, there is a link for "sandbox-sp23" and a link for "All Courses" which is circled in red. Below the "All Courses" link, there is a message: "Welcome to your courses! To customize the list of courses, click on the 'All Courses' link". On the right sidebar, there are sections for "To Do", "Coming Up" (with a "View Calendar" link), "Discussion: Location Based Games" (with details: "Games/Simulation/Performance 23/SP-HMS-331C-02", "1 point • Feb 23 at 11:59pm"), and "Recent Feedback" (with the text "Nothing for now"). At the bottom of the right sidebar, there are two buttons: "Start a New Course" and "View Grades".

## Step 2: Navigate to “syllabus”

Once in your course, click on **“Syllabus,”** written in blue on the left hand side of the page

new-sandbox > Modules

6ð Student View

View Progress + Module

Course Status

Unpublished Publish

Import Existing Content

Import from Commons

Choose Home Page

View Course Stream

New Announcement

New Analytics

View Course Notifications

Coming Up View Calendar

Nothing for the next week

## Step 3: Add your syllabus content

Click on **“Edit”** in the top right corner of the page

new-sandbox > Syllabus

6ð Student View Immersive Reader

Home Course Syllabus Jump to Today Edit

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Rubrics

Quizzes

Modules

BigBlueButton

Collaborations

The syllabus page shows a table-oriented view of the course schedule, and the basics of course grading. You can add any other comments, notes, or thoughts you have about the course structure, course policies or anything else.

To add some comments, click the "Edit" link at the top.

Course Summary:

Date	Details	Due
------	---------	-----

Course assignments are not weighted.

February 2023

29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4
5	6	7	8	9	10	11

Click on **“Insert”** -> **“Document”** -> **“Upload Document”**

The screenshot shows the Canvas LMS interface for editing a course syllabus. On the left is a navigation sidebar with options like Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, BigBlueButton, and Collaborations. The main content area is titled 'Course Syllabus' and includes a 'Jump to Today' link. Below the title is a 'Syllabus Description:' field with a rich text editor. The editor's 'Insert' menu is open, showing options like Link, Image, Media, Document, Equation, Table, and Embed. The 'Document' option is selected, and its sub-menu is visible, with 'Upload Document' highlighted. The syllabus content area is currently empty. On the right, there is a calendar for February 2023 and a note that says 'Course assignments are not weighted.'

This will open a window where you can drag and drop your syllabus PDF into this page. Click **“Submit”** to add this document to the page. It will show up as a link, as shown below.

The screenshot shows the same Canvas LMS interface as before, but now the syllabus content area contains a blue hyperlink: [GSP-FA22-syllabus.pdf](#). The rich text editor's toolbar shows options like Paragraph, Bold, Italic, Underline, and Text Color. At the bottom of the editor, there is a 'Show Course Summary' checkbox which is checked, and two buttons: 'Cancel' and 'Update Syllabus'. The calendar and the 'Course assignments are not weighted.' note are still visible on the right.



## Step 4: Show the entire document on the page

Click on the link that you just added to the page

Click on **“link options”** to open a panel on the right side of the page

Course Syllabus Jump to Today

Syllabus Description:

Edit View Insert Format Tools Table

12pt Paragraph **B** *I* U A #  $T^2$  ↗

[GSP-FA22-syllabus.pdf](#)

Link Options Remove Link

February 2023

<	February 2023							>
29	30	31	1	2	3	4		
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	1	2	3	4		
5	6	7	8	9	10	11		

Course assignments are not weighted.

2 words ↗

Show Course Summary

Choose the option on this panel that says **“Preview Inline”** and **“Expand preview by default”**

Click the blue button that says **“Done”**

Course Syllabus Jump to Today

Syllabus Description:

Edit View Insert Format Tools Table

12pt Paragraph **B** *I* U A #  $T^2$  ↗

[GSP-FA22-syllabus.pdf](#)

Link Options ×

Text

GSP-FA22-syllabus.pdf

Link

https://pratt.instructure.com/course

Display Options

Disable Preview

Preview in overlay

Preview inline

Expand preview by Default

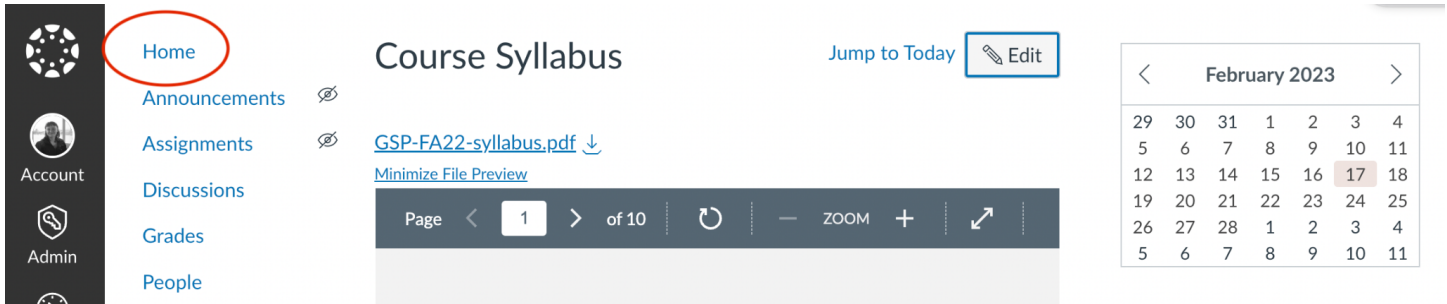
Cancel Update Syllabus Done

Click the blue button on the bottom right corner of the page page that says **“Update syllabus”**

You should now see your entire PDF document embedded on the syllabus page

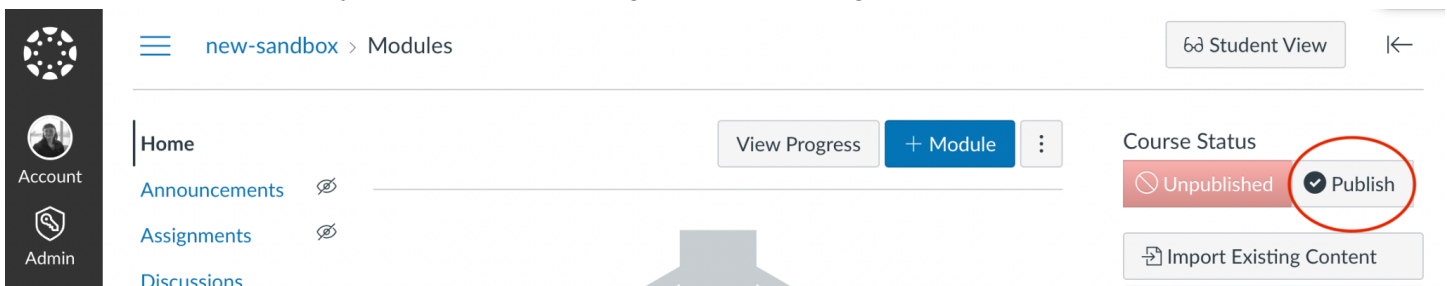
## Step 5: Publish your course

Click on **“Home,”** in blue on the left side of the Canvas page



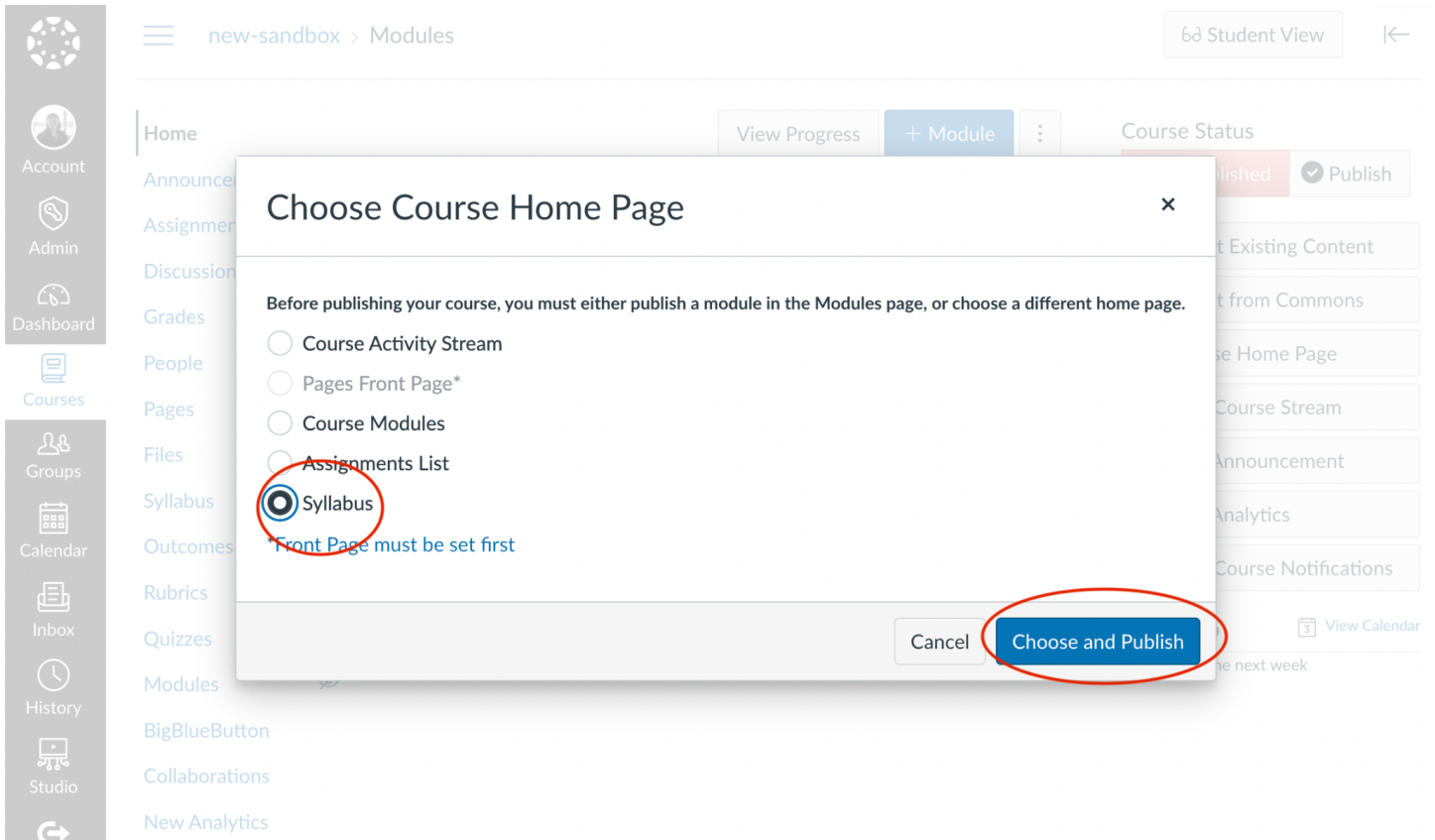
The screenshot shows the Canvas course interface. On the left sidebar, the 'Home' button is circled in red. The main content area displays 'Course Syllabus' with a 'Jump to Today' button and an 'Edit' button. Below the title, there is a link to 'GSP-FA22-syllabus.pdf' and a 'Minimize File Preview' button. A file viewer shows 'Page 1 of 10' with zoom controls. On the right, a calendar for February 2023 is visible, with the 17th highlighted.

Click on the button that says **“Publish”** on the right side of the page



The screenshot shows the 'Course Status' section of the Canvas interface. The 'Publish' button is circled in red. The status is currently 'Unpublished'. Other buttons include 'View Progress', '+ Module', 'Import Existing Content', and 'Student View'.

It will ask what page to set as the homepage for the Canvas course. Select **“Syllabus”** on this pop-up and then click the blue button that says **“Choose and Publish”**



The screenshot shows the 'Choose Course Home Page' dialog box. The 'Syllabus' option is circled in red. Below the options, there is a note: '\*Front Page must be set first'. At the bottom right of the dialog, the 'Choose and Publish' button is circled in red. The background shows the course status page with the 'Publish' button also circled in red.

You should now see the syllabus on the Homepage, and the icon that says “**Published**” should now be green.

The screenshot displays a course management interface for a course named "new-sandbox". The interface includes a left-hand navigation menu with options like Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, and Quizzes. The main content area shows a preview of a PDF document titled "GSP-FA22-syllabus.pdf". The document content is as follows:

**COURSE SYLLABUS**

**I. BASIC COURSE INFORMATION**

Course Title: Games/Simulation/Performance  
Course No.: HMS-331C-01/HMS-631S-02 Course Section: HMS-331C-01/HMS-631S-02  
School: SLAS Department: HMS Program:  
Days: Wednesdays Time: 5:00-7:50pm Place of class meetings: HHN 205  
Credit hours: 3

On the right side of the interface, there is a "Course Status" section with "Unpublish" and "Published" buttons, and a "February 2023" calendar view.