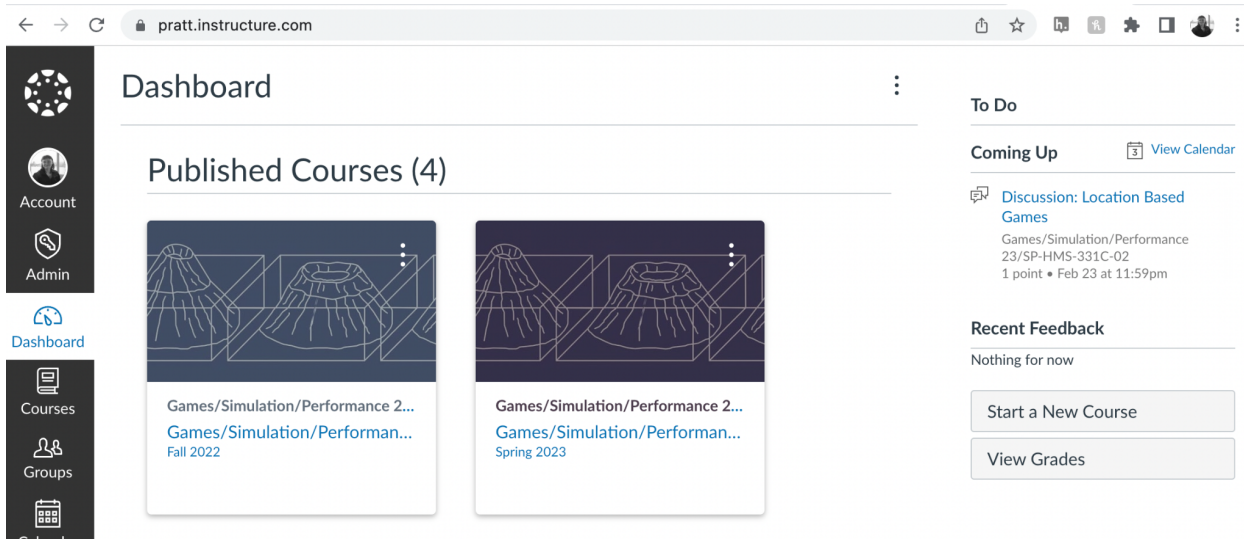# To upload your syllabus on Canvas, there are 5 main steps:

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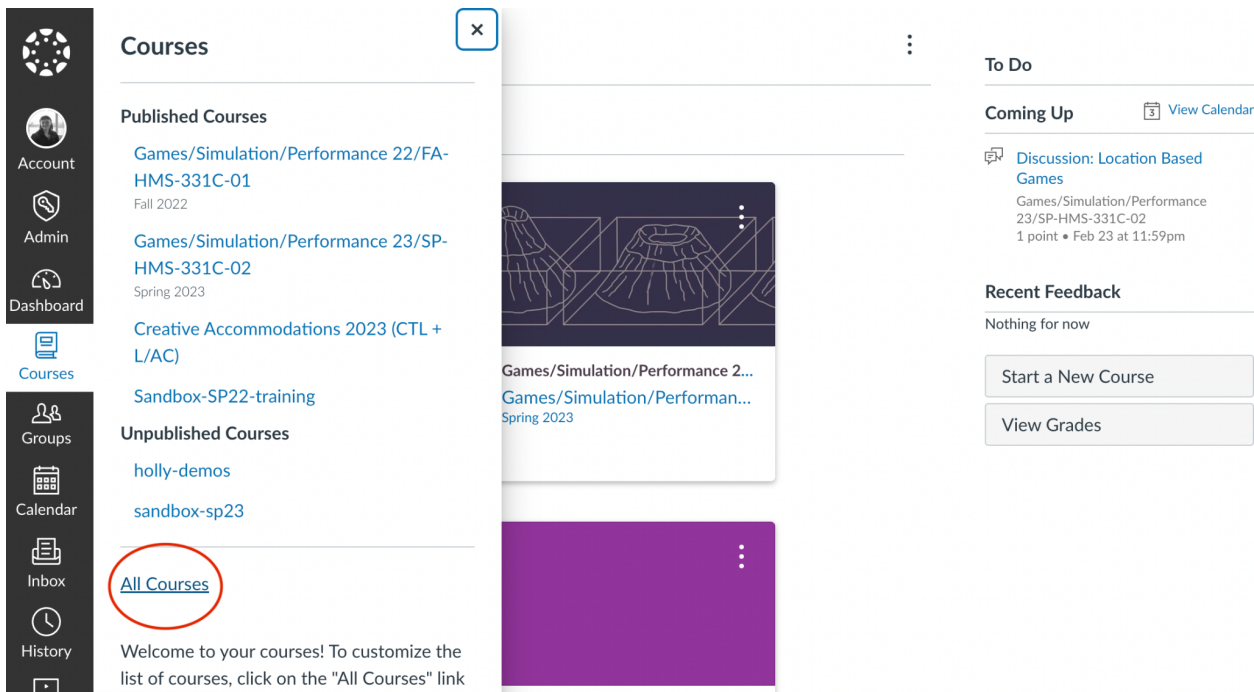5. [Publish your course](#)

Step 1: Find your course

Find your course on the **Canvas dashboard** at **canvas.pratt.edu**

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

Step 2: Navigate to "syllabus"

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

Step 3: Add your syllabus content

Click on **"Edit"** in the top right corner of the page

Click on **"Insert" -> "Document" -> "Upload Document"**

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.

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

Choose the option on this panel that says **"Preview Inline"** and **"Expand preview by default"**
Click the blue button that says **"Done"**
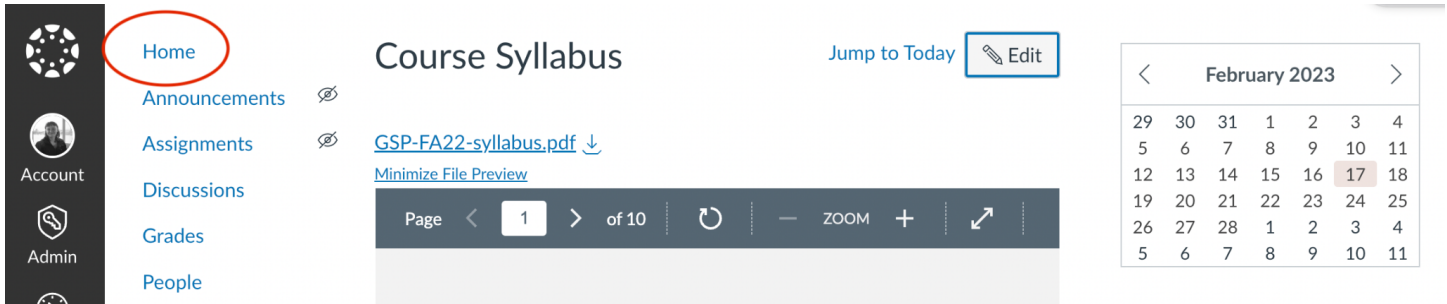
Click the blue button on the bottom right corner of the page page that says **"Update syllabus"**
You should now see your entire PDF document embedded on the syllabus page
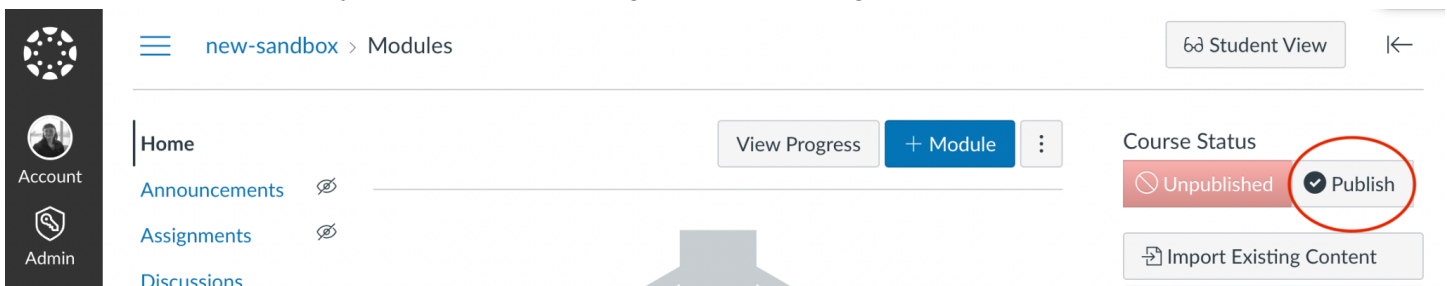
Step 5: Publish your course

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

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

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"**

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

new-sandbox > Syllabus

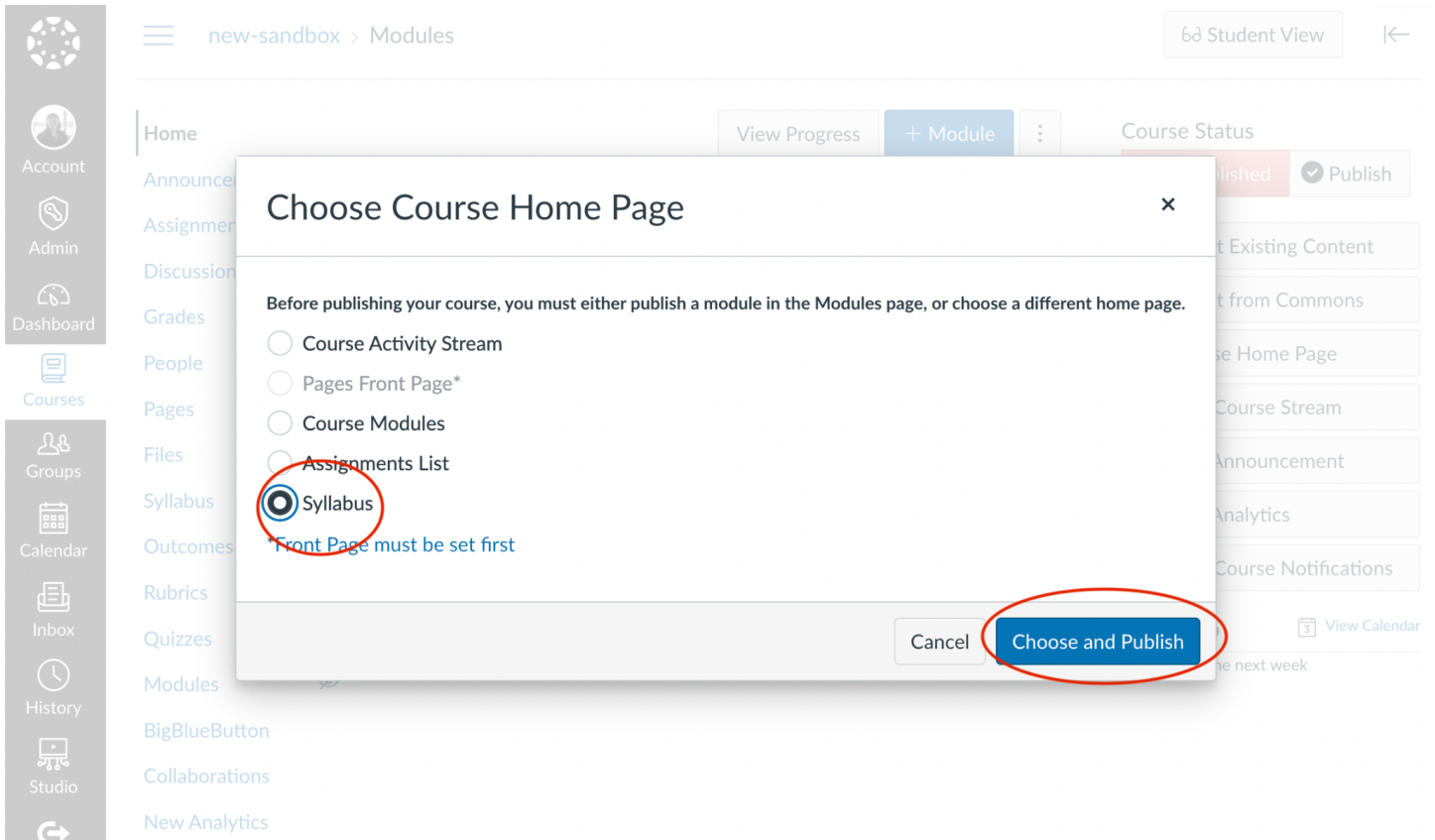Student View | Immersive Reader

Home
Announcements
Assignments
Discussions
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Jump to Today | Edit

GSP-FA22-syllabus.pdf
Minimize File Preview

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ZOOM — +

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

Course Status

Unpublish | Published

Import Existing Content
Import from Commons
Choose Home Page
View Course Stream
New Announcement
New Analytics
View Course Notifications

< February 2023 >