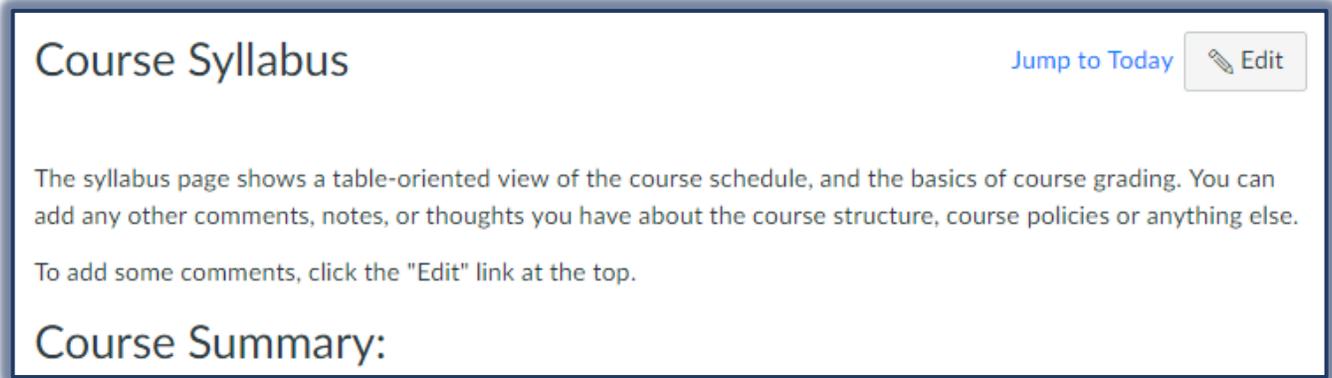


Create and Add Links to Syllabus

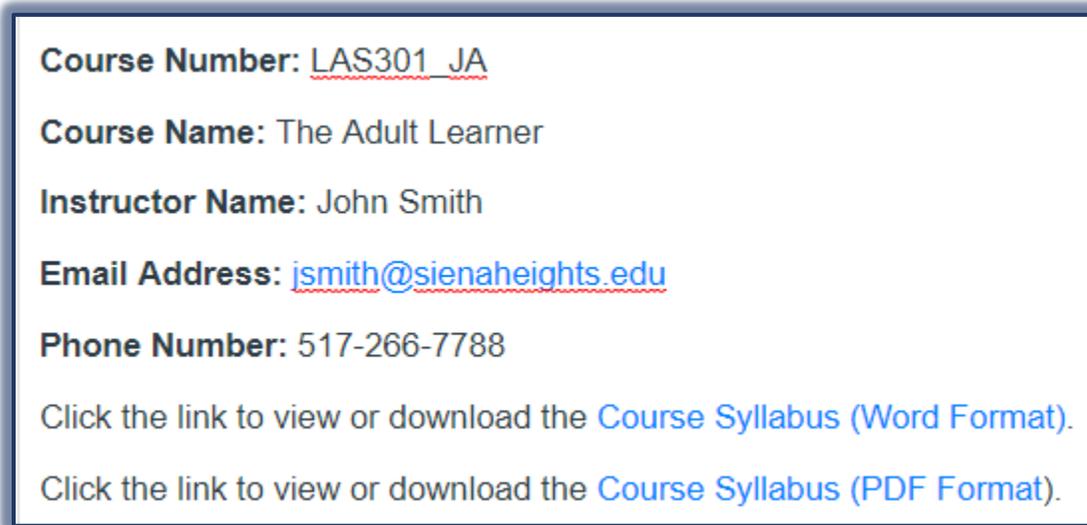
When creating a Syllabus in Canvas, the best format is to add personal information such as the name and number of the course along with your information. After that is done, you can then create a link to the Syllabus. It is a good idea to provide both a Word version and a PDF version of the Syllabus.

Create Syllabus

- Click the **Syllabus** button in the **Course Navigation Pane**.
- The **Course Syllabus** window will display.

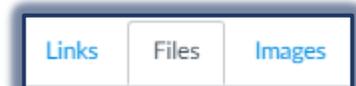


- Click the **Edit** button in the upper-right corner of the window.
- Input the information for the Syllabus.
- Here is an example of the Syllabus might look once it is ready for the students to view.

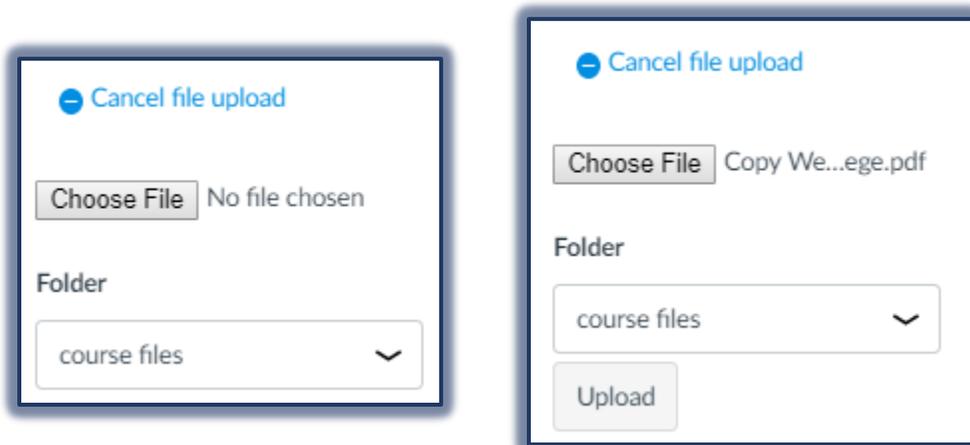


Create a Link to the Syllabus

- Select the text that is to be linked to.
- In this case, it should be **Course Syllabus (Word Format)** or **Course Syllabus (PDF Format)**.
- Click the **Files** tab on the right side of the window.
- Click the **Upload a New File** link on the lower-right side of the window.
- Click the **Choose File** button to access the file.



- The **Open** window will display.



- Look for the folder on the computer where the file is stored.
- Click the **File Name** and then click the **Open** button.
- Click the **Upload** button.
- The line where the link is being created will turn yellow.
- This indicates that the file is being linked to the selected text.
- Once the link is created, the text will turn blue indicating that the link is completed.

Save Changes to Syllabus

A Syllabus can be saved at any time during the process of creating it.

- Click the **Update Syllabus** button to save the Syllabus and all the changes.



- This button appears at the bottom of the Syllabus.
- To make changes to the **Syllabus**, click the **Edit** button.