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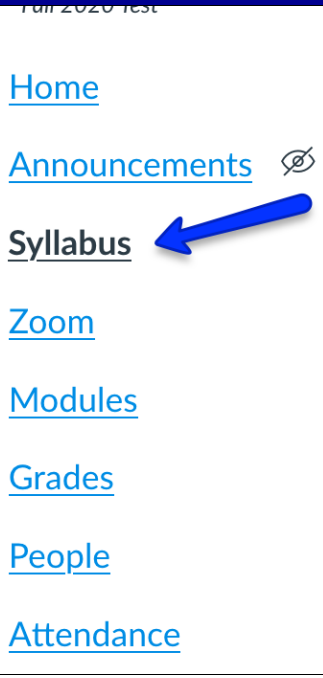
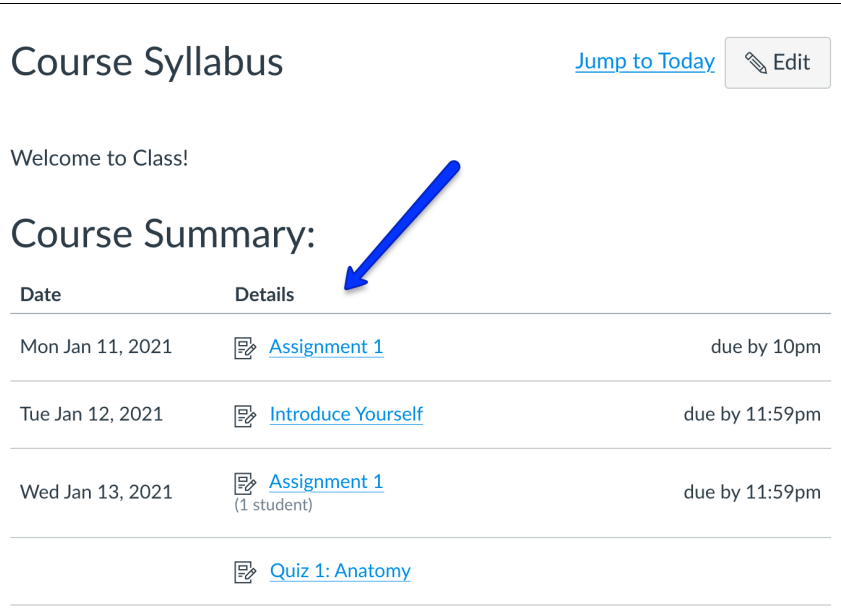
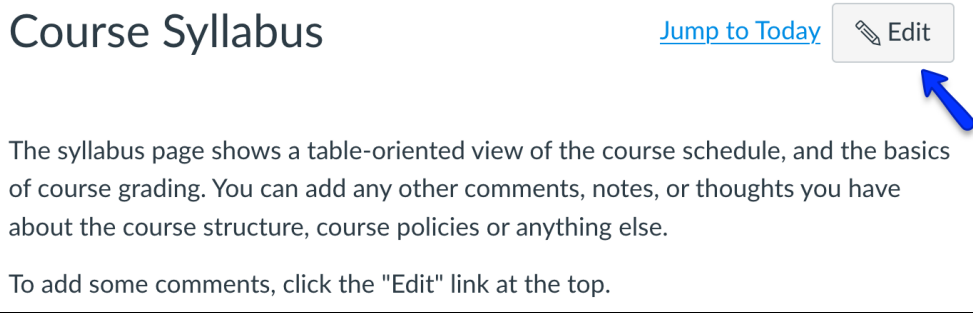
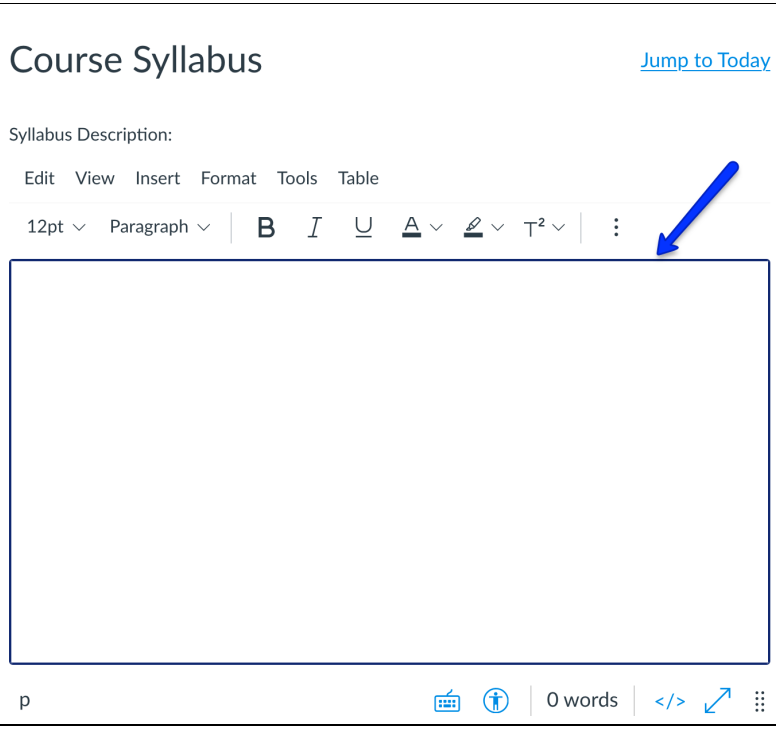
Center for Excellence in Teaching and Learning

Canvas Tip Sheet: Syllabus

The Syllabus tool in Canvas is accessible in the course navigation. You can use the syllabus to add your syllabus file to the course or copy and paste the syllabus into the page. You may add links to assignments or resources.

Steps	Directions	Image
1. Course Navigation Menu	In course navigation, click on Syllabus (the order of the course navigation menu varies based on how you set up your navigation in settings)	

2. Course Summary	If you have added assignments to your course, you will see them in the Syllabus, under Course Summary.	
3. Edit	In the top right corner, click Edit	

4. Rich Content Editor (RCE)	You will see the rich content editor. This is where you can add content.	

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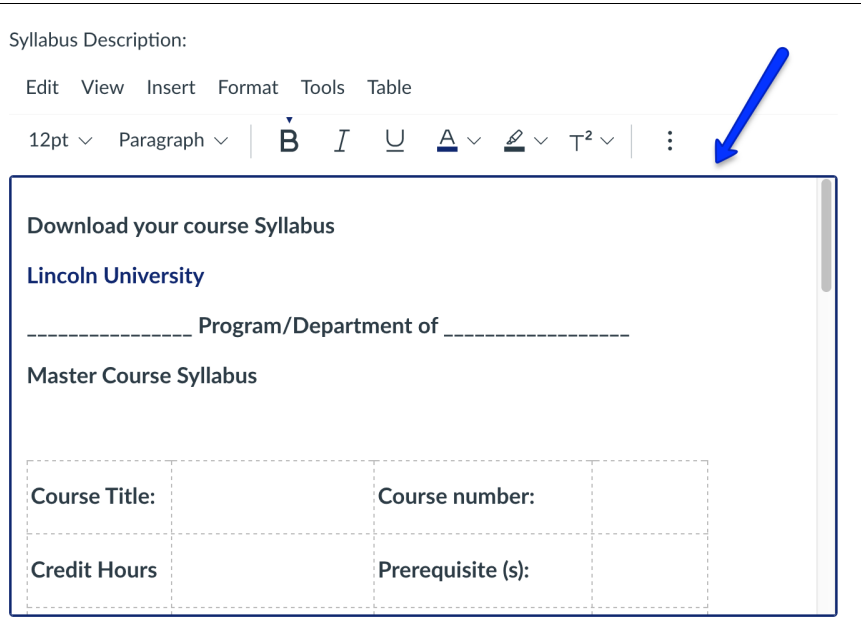
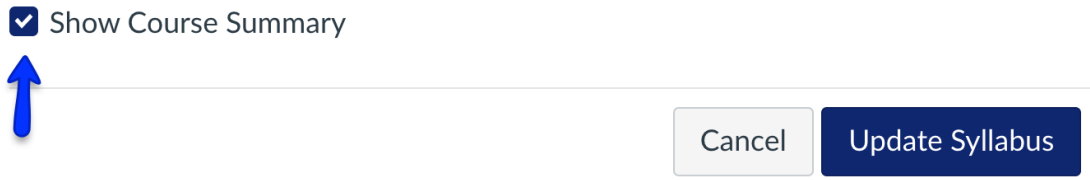
5. Copy and Paste your syllabus content	It is recommended that you add your course syllabus to this page. Copy and paste the content and add a link to the file.	
6. Show Course Summary	Course Summary lists links to all you assignments in Canvas. If you want these links visible in your Syllabus, check this box.	
7. Update Syllabus	At the bottom right of the page, click Update Syllabus to save your changes.	

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