

How to share your syllabus with your students as a clickable PDF document in your Canvas site.

1. Save your customized syllabus as a PDF document
 - a. Open your document in word
 - b. Click “file” and “save as”
 - c. Choose the location you want to save your PDF to
 - d. Make sure the name of your file is what you want it to be
 - e. Choose “PDF” from the “Save as Type” dropdown menu
 - f. Click “save”

2. Go to your Course Canvas site
3. Open the “Syllabus” page
4. Click on “edit”
5. Choose “files” from top right hand menu
6. Choose “upload a new file”
7. Choose your saved customized PDF using the “choose file” button
8. Click on “upload”
 - a. Hyperlink to your document now shows in syllabus description field – you can change the wording in this area if you like. Here’s a starter you can use: Below is a link to the syllabus for this course. You can either download this document, or you can click on the small document icon next to the link and preview the document in this Canvas window.
9. Click on “update syllabus”