

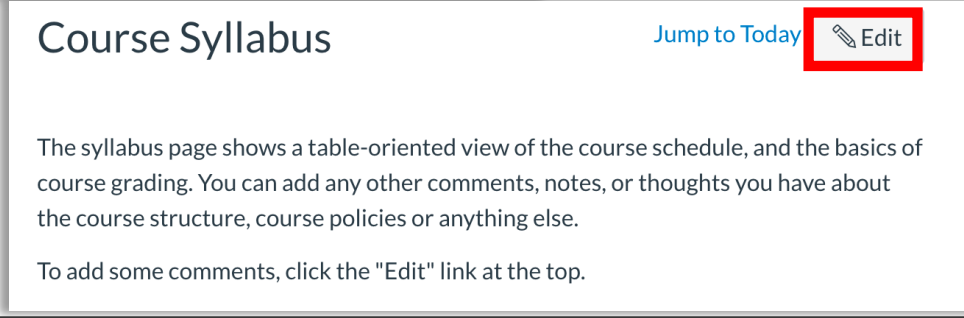
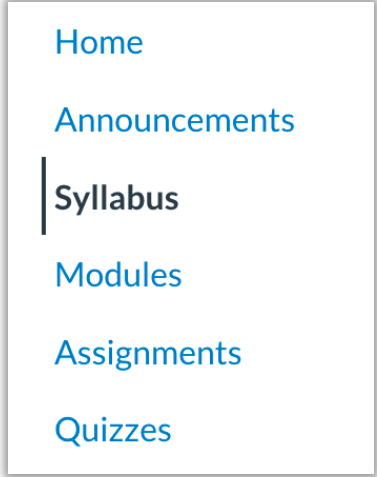
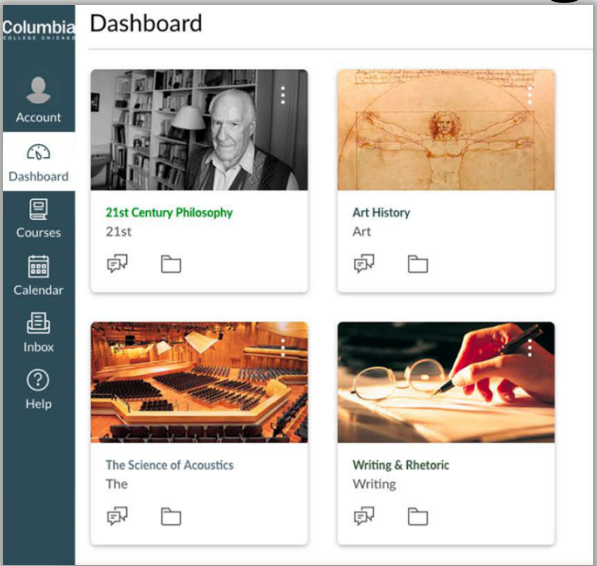


Posting a Syllabus to Canvas

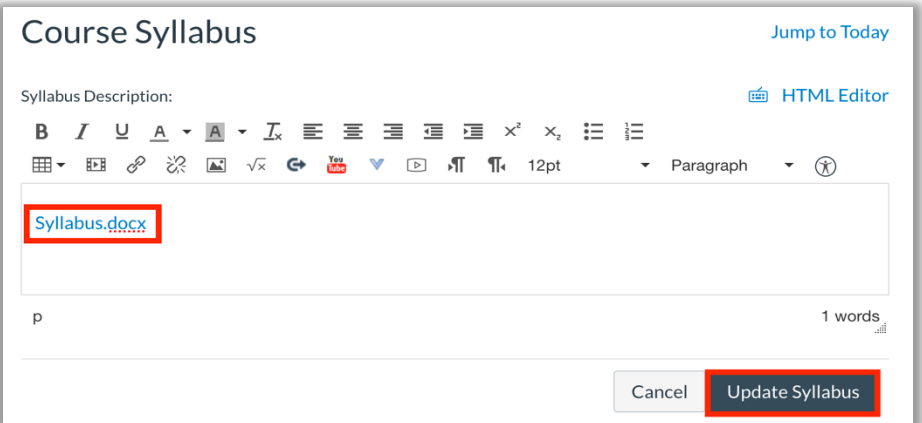
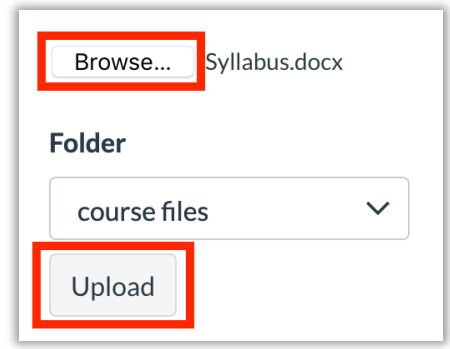
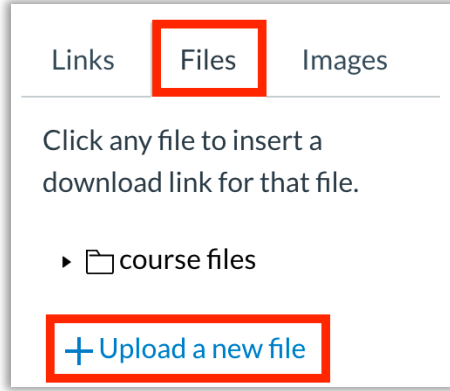
1. Log in to Canvas at canvas.colum.edu. Your username and password are the same credentials used to access Columbia email.

2. From the Canvas Dashboard, select the course for which you would like to post a syllabus

3. Click on the Syllabus Link in the Course Navigation



- 4. Click on the "Edit" option within the syllabus section
- 5. Click on "Files." This will be either to the right, or the bottom of your page depending on the size of your browser window
- 6. Select "Upload a new file." Click browse to search your computer for your syllabus file
- 7. Once you have selected your syllabus file from your computer, click "Upload"



- 8. A link to your syllabus file will now display in the text box
- 9. Click "Update Syllabus" to post your syllabus, completing the process