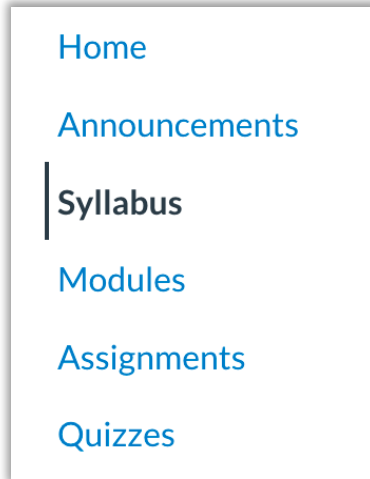
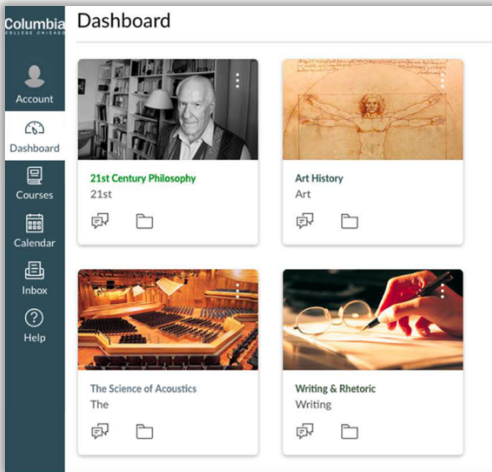




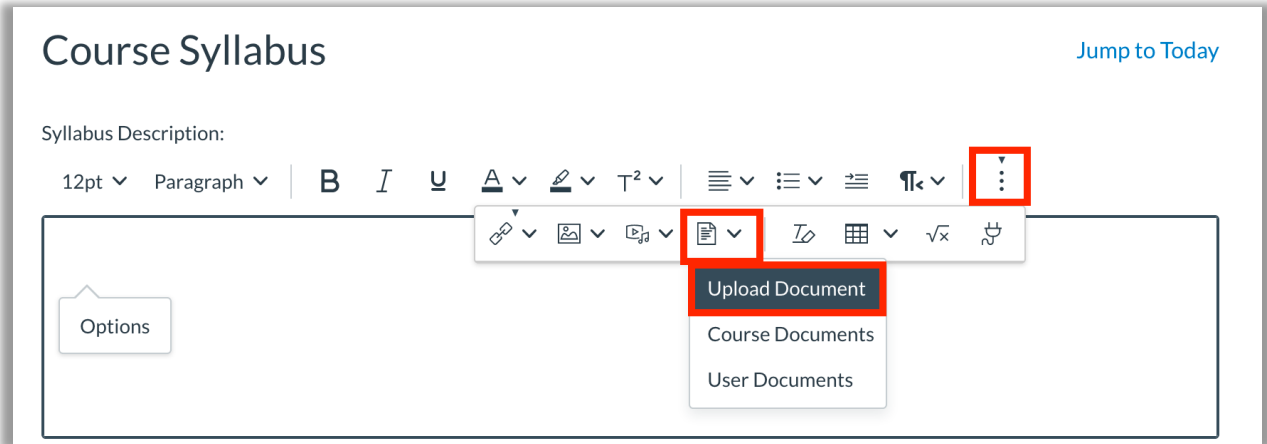
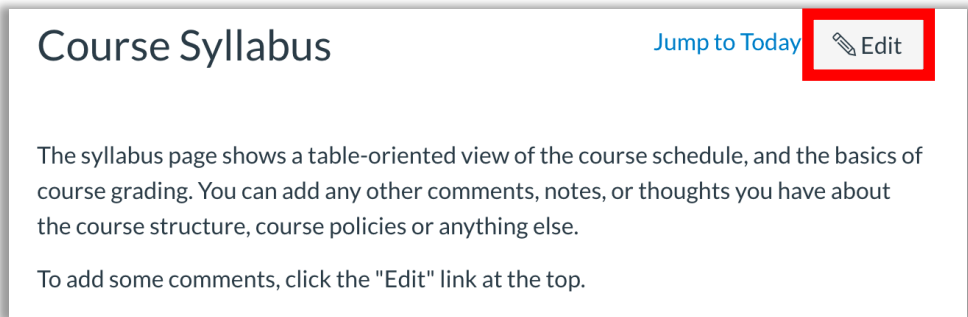
canvas.colum.edu
canvaslms@colum.edu

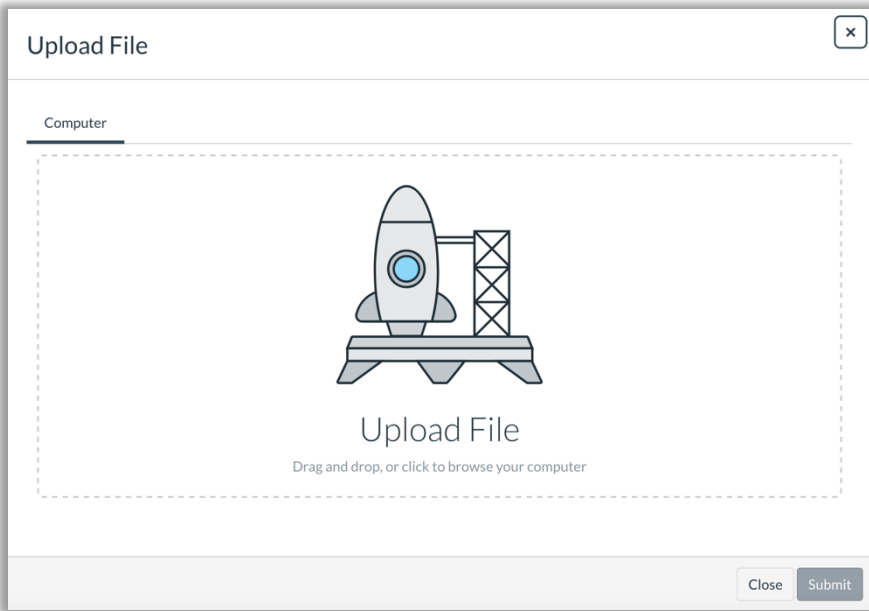
Posting a Syllabus to Canvas



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

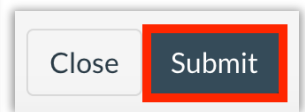
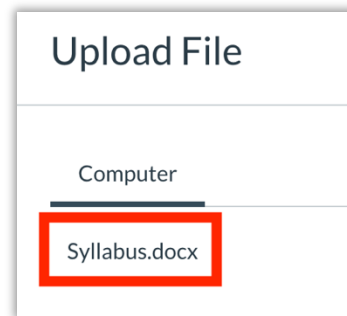
4. Click on the "Edit" option within the syllabus section.
5. Click on the dotted icon to the right of the toolbar.
6. Click on the paper icon, followed up "Upload Document."





7. You can drag and drop your syllabus file into the dotted rectangle that appears. You may also click on the rocket ship to browse your computer for your syllabus file.

8. The syllabus file that you selected will now appear in the "Upload File" window. Click "Submit."



9. A link to your syllabus file will now display in the text box.

10. Click "Update Syllabus" to post your syllabus, completing the process.

