

## Embedding your Syllabus in Canvas

First review your syllabus in Microsoft Word or Google Docs to ensure you have the most up to date version. It should include all of the most recent university policies (see the [SILC Syllabus Template](#)) and include [ASU Sync language](#) where appropriate. Access your active Canvas course and follow the below instructions.

1. Go to the Syllabus link in the left-hand navigation bar.
2. Click on the edit button in the upper right hand corner of the area.
3. You have three options for adding a syllabus (or some combination of these options).
  - ◆ **Option 1 Copy/Paste:** Go into your original syllabus document, highlight everything, copy it, go into the Canvas Syllabus space, and paste everything there, hit save.
    - Pro: This is quick.
    - Con: Canvas is HTML based and doesn't like certain images, tables, fonts, or fancy spacing. You will have to go in and clean up all of the formatting because everything will have gone a bit wonky.
  - ◆ **Option 2 PDF Hyperlink:** Save your syllabus as a PDF, go into the Canvas Syllabus space, write a short sentence explaining that the SLC 123 Syllabus is available for download, place the cursor where you want the link, click on the "Files" tab on the right-hand side of the screen, click on the Upload a New File link, and find your PDF (see the [Canvas Uploading a PDF](#) tutorial). If you already have your PDF added to Canvas as a file, you can just highlight the text and link to the file by clicking on the "insert link" icon, go to the "Files" tab, find the file, and it will be added as a link.
    - Pro: Your syllabus will look perfect.
    - Con: The link automatically downloads the file to the student's computer, so they won't be able to actually view it within Canvas. For students relying on other devices besides laptops, this could be a challenge.
    - Many instructors choose to include a PDF Hyperlink at the top of the editing space and then copy/paste the whole syllabus below that as well. To offer both options to students.
  - ◆ **Option 3 Live Google Doc:** You can upload your syllabus into a Google Doc. Clean it up in that space and then publish it as a webpage. This webpage can then be embedded into Canvas.
    - Pro: Your syllabus will look beautiful and will automatically update itself in Canvas anytime you make a change in the Google Doc itself.
    - Con: It has to be embedded in the HTML code.
    - If you are interested in this option, contact the SILC Instructional Support team and we will be happy to help ([silcis@asu.edu](mailto:silcis@asu.edu)).