

# Uploading Your PDF Syllabus to Canvas Transcript

## Introduction (0:00)

Hello. In this video, I'll show you the easiest way to upload your PDF syllabus into Canvas.

## Step 1: Select "Syllabus" button image (0:14)

On the home page at the top right-hand corner, click "Edit." In the Rich Content Editor, scroll down until you can see the "Syllabus" button image. Click on this image, and you'll be able to tell that it's selected because you'll see a blue box appear around it.

## Step 2: Clear existing formatting from button (0:30)

Also, three options will pop up above that image, and we want to select the middle option, "Remove Link," to clear all the previous formatting.

## Step 3: Select and link your PDF (0:40)

Now, with the button still selected, go up to your menu for the Rich Content Editor, and click "Insert," click "Document," and then select "Upload Document." This will open the "Upload File" dialog.

Here, click on the rocket icon to browse your computer for your PDF syllabus file. Locate and select your PDF file, and click "Open." Now, you'll see the file listed here in the dialog box so you can finalize this process by clicking "Submit." You're going to see the syllabus button flash yellow; that means the link has been created, and the document is now uploading.

## Step 4: Save (1:20)

Now that we're done creating a link, we'll click "Save" at the bottom right-hand corner. And finally, we'll test our work by clicking the "Syllabus" button. Initially, it might take a minute, as the document is still uploading, but what you should see is the PDF you uploaded opening in a new window.