User Guide: One-Click Syllabus Upload to Canvas, DM, & Mentis

Part 1: Download and Complete the Syllabus Template

1. **Download** the Syllabus Template from the Course Syllabus Template page.

2. **Complete** the Syllabus Template by filling in your specific course information.
   a. Remember to follow color coded information (remove red text, blue text is optional, black text is required)
   b. If you need to add additional sections to the syllabus, make sure to use the proper Heading Styles in Word (see FAQ for "How do I ensure my syllabus is formatted for accessibility?" at the bottom of UTA Course Syllabus page)

3. **Save** the Syllabus Template

Part 2: Upload Syllabus in Canvas

1. **Login** to Canvas with your email and password

2. **Navigate** to your live course

3. From the left-hand course menu, click the **Upload Syllabus** link
   Note: This link is only available to those in the Teacher role.

4. Click the **+ Add Syllabus** button

5. **Navigate** to where you saved the syllabus on your computer and click **Open**

6. You will receive a Success message. Click **Close**.

The syllabus you just uploaded will now appear in three places: (1) the Syllabus link in course, (2) Digital Measures, and (3) your Mentis profile.

Uploading a New Version of the Syllabus

If you need to update the syllabus during the semester:

1. **Edit** the syllabus as needed

2. **Follow all steps in Part 2**. Note that in Step 4, you will now see a **+ Update Syllabus** button instead of + Add Syllabus button.

The new version of the syllabus you upload will override the old course syllabus linked on the syllabus page, but both versions will be available in Files > syllabus_upload folder.