

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.