# Print a Canvas Course Syllabus to PDF

## Overview

If a course in Canvas uses the Syllabus tool in Canvas and there is not a separate Word or PDF copy of the syllabus, it is still possible to print the syllabus to PDF.

There are many reasons why an individual may want to do this:

- Storing the Syllabus - departments need to retain syllabi for a certain period of time.
- Students may want access to the syllabus when working offline
- Students may want to annotate a copy of the syllabus for individual work.

## How to Print to PDF

1. On a computer, go to the Canvas course that has the syllabus you want to save.

2. On the Course Navigation Menu on the left side, select Syllabus.

3. Right-click on the Syllabus page and select the Print option or go to File  Print from the web browser menu located at the top of the window.

   Or, use the following keyboard shortcuts:
   a. Windows users: press Ctrl+P on your keyboard
   b. Mac users: press Command+P on your keyboard

4. **Click the Change... button** to choose a "printer."

5. A list of printers available to you will appear, **select the Save as PDF option**.

6. **Click the Save/Print button** to save this PDF file to your computer.

   a. You will be prompted with an additional window to decide what you would like to call the PDF file and where on your computer to save the PDF file.

7. A copy of the Syllabus should now be saved onto your computer in the location specified in Step 6.

> ✓ Saving a webpage as a PDF is found under the "Print" option regardless of which browser you choose to use. The steps in Firefox, Safari, Microsoft Edge or another web browser may be slightly different.

## Additional Resources

- Canvas Groups
- Canvas Profile Pictures
- Canvas Quiz Logs
- Collaborations in Canvas
- Contact Students through Canvas
- Discussions in Canvas
- Enrolling Users in a Course
- File Locations in Canvas
- Importing Content from Courses You didn't Previously Teach
- Importing Course Content in Canvas
- Instructor Presence in an Online Course

- Multiple Due Dates for One Assignment
- Peer Review Tool Options
- Quizzes in Canvas
- Roles in a Course