

Making Your Life a Little Easier by Marrying Your Syllabus to OneDrive

Outcome: You will learn how to link your syllabus to OneDrive in order to make automatic updates appear in Canvas. This will make your life easier because you will no longer have to replace and upload your syllabus each semester.

1. Where is my OneDrive?
 - a. Go to myplymouth.edu
 - b. Select OneDrive
2. There are two ways to make a link of your syllabus and place it into Canvas. This is the first way. Your syllabus must be in OneDrive to do this. You must also set your OneDrive up on Canvas as well. Here is a Knowledge Base Article that walks you through the steps to do this: [Canvas: Microsoft OneDrive Integration](#)
 - a. In Canvas, go into your Syllabus link in the Course Menu
 - b. Click on the edit button
 - c. Click on the O365 icon (red square, next to Kaltura icon)
 - d. Choose your file and attach it – general default is view only (can be changed in OneDrive)
3. The second way to do this is to share the link directly from your OneDrive and paste it into Canvas
 - a. Go into your OneDrive and find the document you want to share.
 - b. Click on the share icon to the right of it. Choose who can view it (anyone with a USNH link)
 - c. Choose if they can edit or just view it.
 - d. Copy the link and paste it into Canvas