HOW TO
Add Content

Many of features in Canvas support a Rich Content Editor where you can type and format text, attach images and media, and add links from content within Canvas and external web links.

Create the course content by selecting the feature from the course navigation menu

Click "+" to make new content or "edit" to change existing content. Both buttons are found near the top right of the screen.

Add content to your page

Place your mouse cursor in the text box. Go ahead and type in it. There's a formatting toolbar that works a lot like MS Word.

**You may need to click on the 3 dots icon to see the full list of options.

Add files if you want

Locate the document icon.

Select one of the options.
- Upload Document: computer
- Course Document: Canvas Files Area
- User Documents: Canvas account

A pop-up will display to the right of your screen with a list of user documents. Select the desired file.

The link to the file will show up where you put your cursor. This is a great way to add readings.
Add images if you want

Locate the image icon.

Select one of the options.
- Upload Document: computer*
- Course Document: Canvas Files Area
- User Documents: Canvas account

A pop-up will display to the right of your screen.

If you select "Upload Document", you will also have the option to search Unsplash's photo libraries (this search will comply with copyright laws).

Remember to click the Submit button after you have made your upload or selected image.

Make sure you keep copyright in mind.

The image will show up wherever your cursor is. This works just like adding images to your home page.

Link to other parts of Canvas

Locate the links icon.

Select one of the options.
- External Links: on the web
- Course Links: content you’ve already created in Canvas

A pop-up will display to the right of your screen.

There will be a list of dropdown menus for items like quizzes and assignments. Everything you have already built-in Canvas will be on one of these lists.

Click the item you want to link to and the link will show up where you had your cursor.
When you’re done click “Save”
You’ll find it on the bottom right of your screen.

When you’re completely done, click “Publish”
You’ll see it near the top of your screen after you have saved the page.