

Canvas Tips for Faculty

Add Files to Pages

Canvas allows you to add media rich files to new and existing content pages very easily. This example will show you how to create pages, hyperlink text to files, insert content, test, and publish your pages.

1.) Locate the Module that you wish to add a content page to.

Modules are located on the left hand side of the Canvas Screen.



2.) Click the **Plus Button** to create a new page.



3.) From the drop down menu select **Content Page**.

Add Item to Module #2

Add Assignment to Module #2

Assignment
Quiz
File
Content Page
Discussion
Text Header
External URL
External Tool

Discussions
Extra Credit
Extra Credit

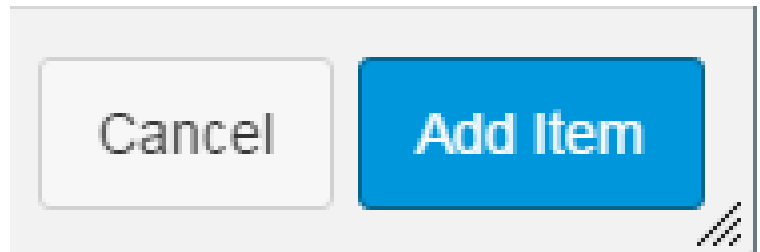
Indentation: Don't Indent

4.) Select **New Page** and enter a new page name into the field into the text field at the bottom of the window.

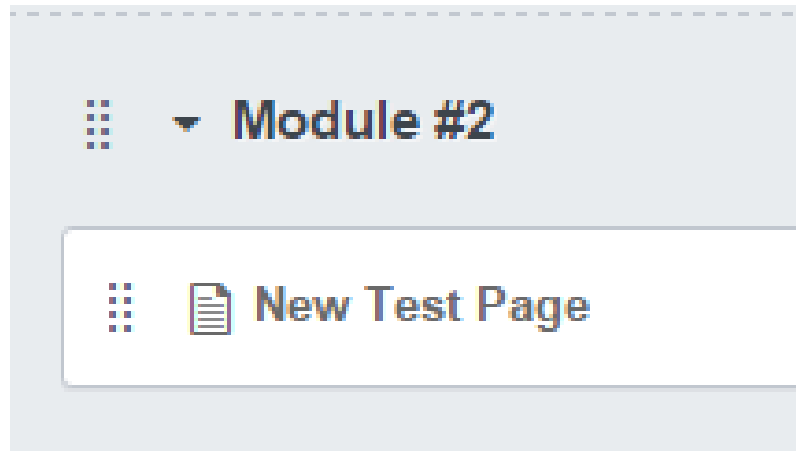
[New Page]
Jellyfish Image
Penguins
Front Page

Page Name: New Test Page

5.) Click **Add Item** to create your new page.



6.) Click on the newly created page, which is now embedded into your Module.



7.) Type the text in the content page that you wish to hyperlink to a file.

New Test Page

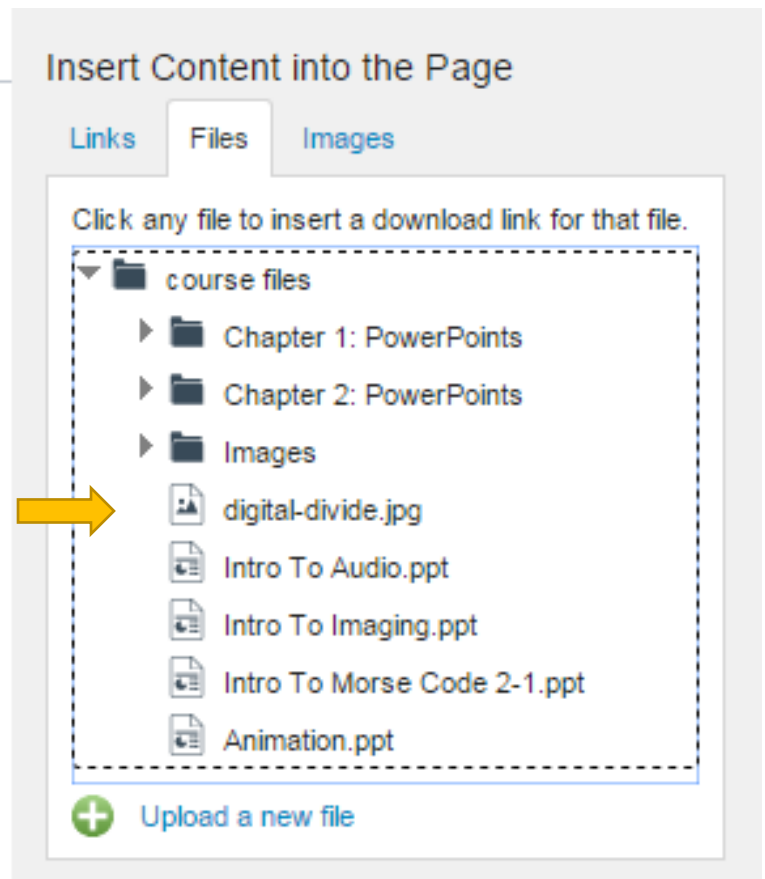
B *I* U A A *I*_x x^2 x_2

π Font Sizes Paragraph

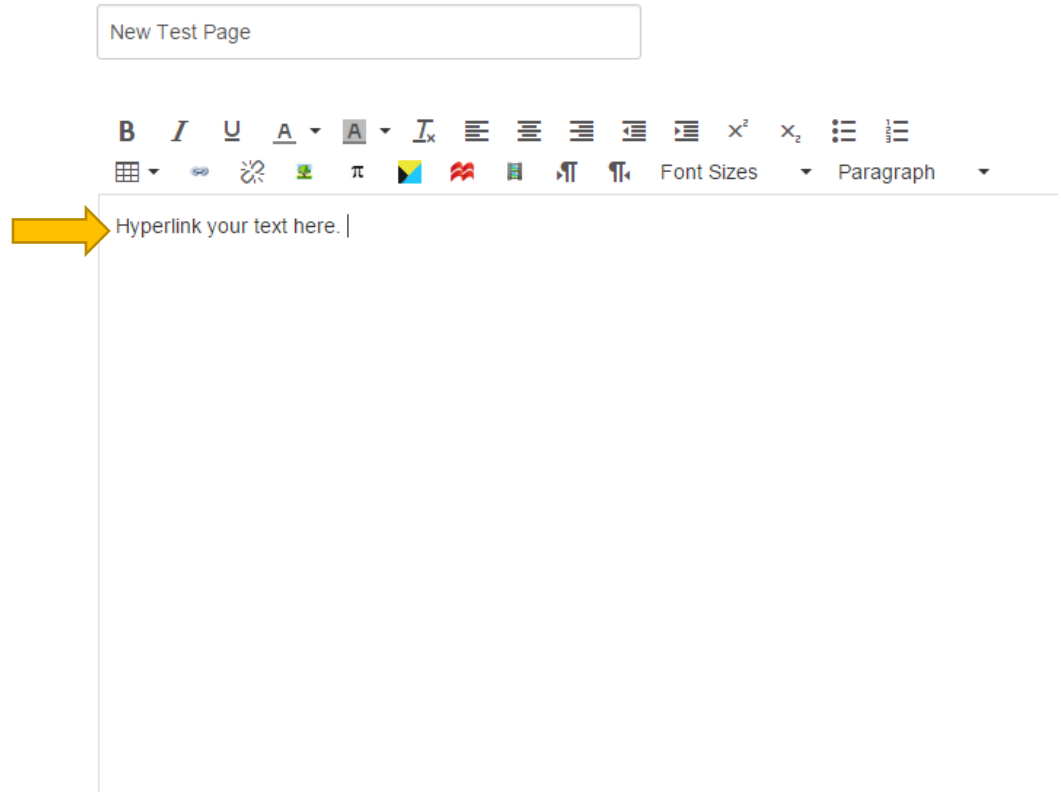
Hyperlink your text here. |

8.) On the right hand side of the page select course files.

Choose Files and then select the course file that you wish to hyperlink.



9.) Select (highlight) the text that you want to hyperlink to a file.



10.) Test the links to make sure that they work correctly.

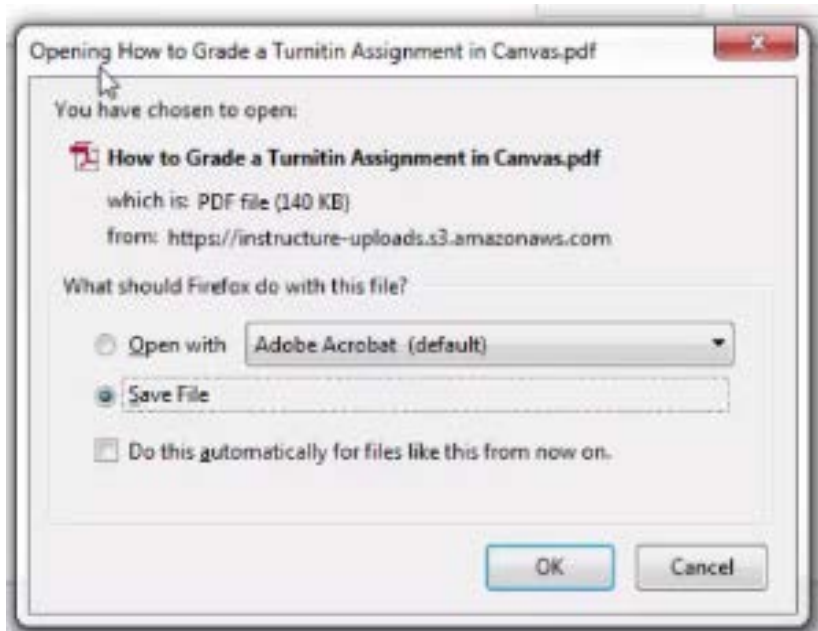
Click the arrow button next to the newly made hyperlink to download or view the file.



New Test Page

[Hyperlink your text here](#) 

11). Download the file to your computer.



12). When you are finished, click Save at the bottom of the page.

Save & Publish

Save