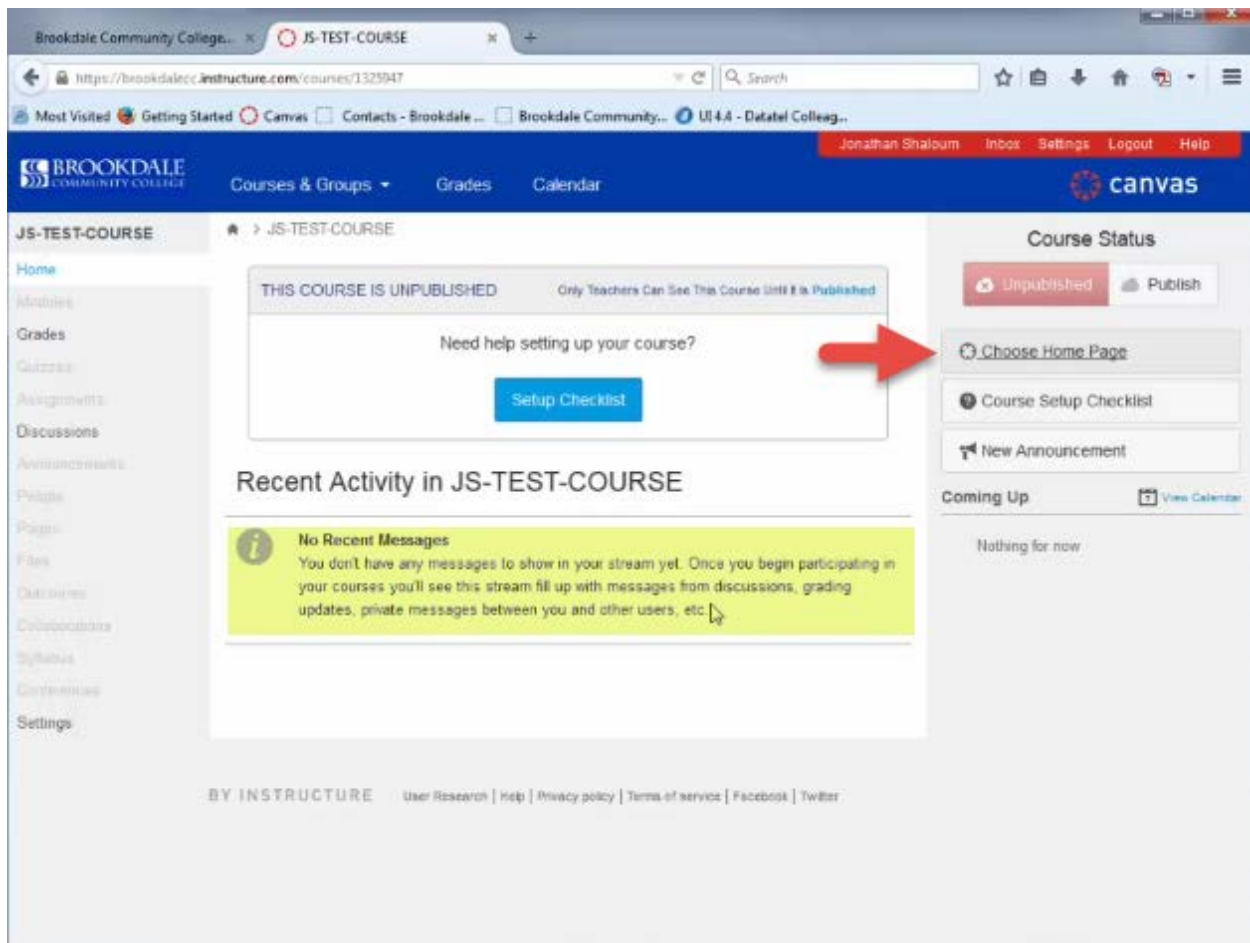




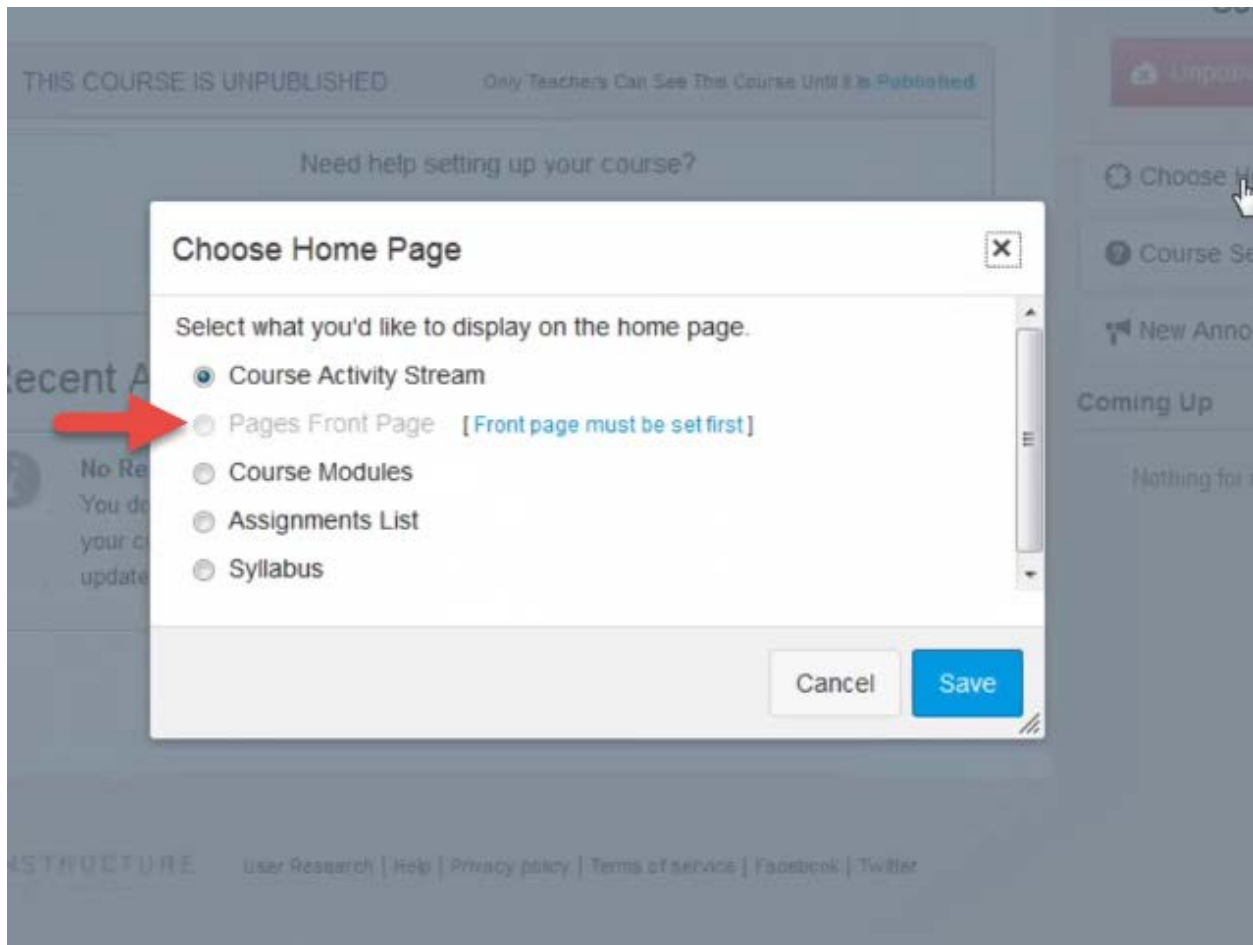
Canvas Tips for Faculty

Creating a Home Page

The Course Home Page is the first page that students see when they click the **Home** link in their course **Navigation Bar**. As an instructor, you decide what content you want students to see and interact with on the Home Page. When you first open your Canvas course, the **Home Page** is displayed. By default, the home page will display any messages in the **Recent Activities** stream.

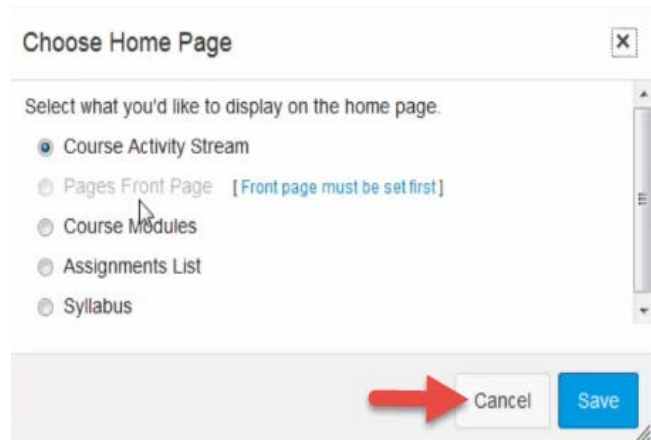


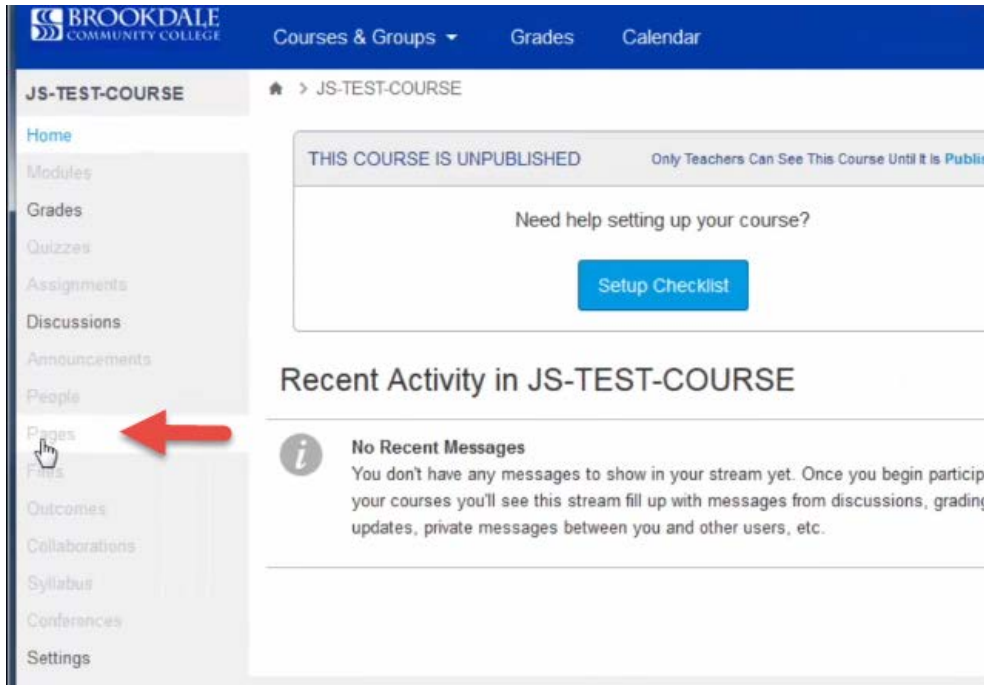
1. You may change the Home Page view according to different display options available, by clicking on the **Choose Home Page** button on the **right** hand side of the screen. This will open a dialog box where you can choose from 5 display options.



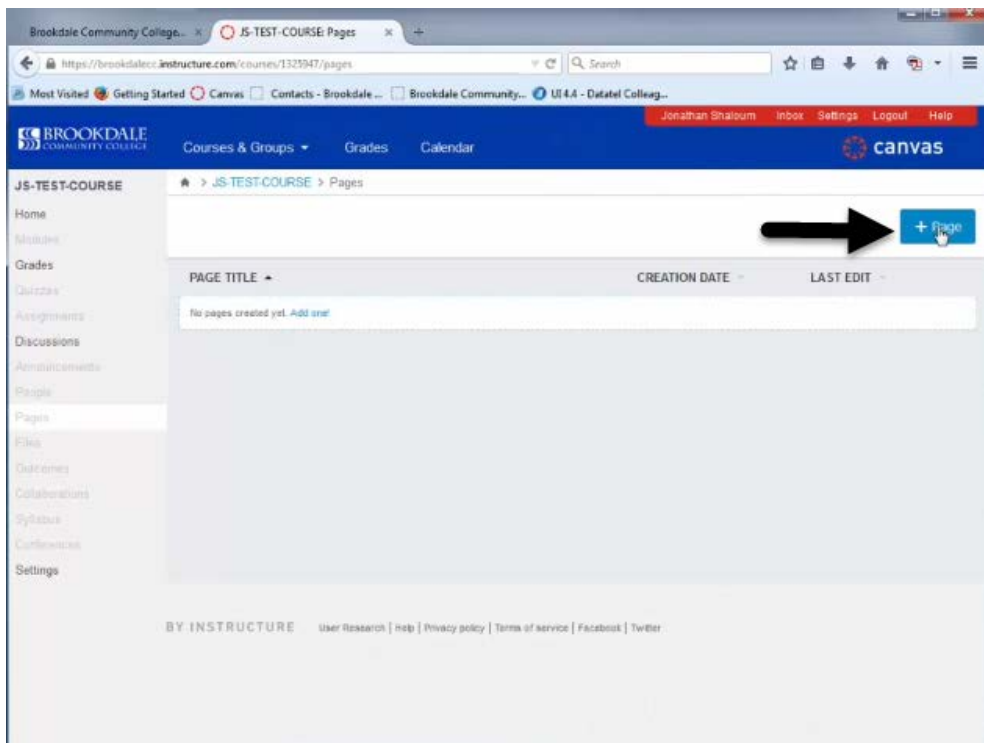
2. It is considered good practice to display a Home Page containing course and contact information. You will notice that the **Pages Front Page** option will initially be disabled until the page is actually created and saved in Canvas.

3. To start creating and editing your new Home Page, you will first **Cancel** the dialog box. This will bring you back to the unpublished Home Page.

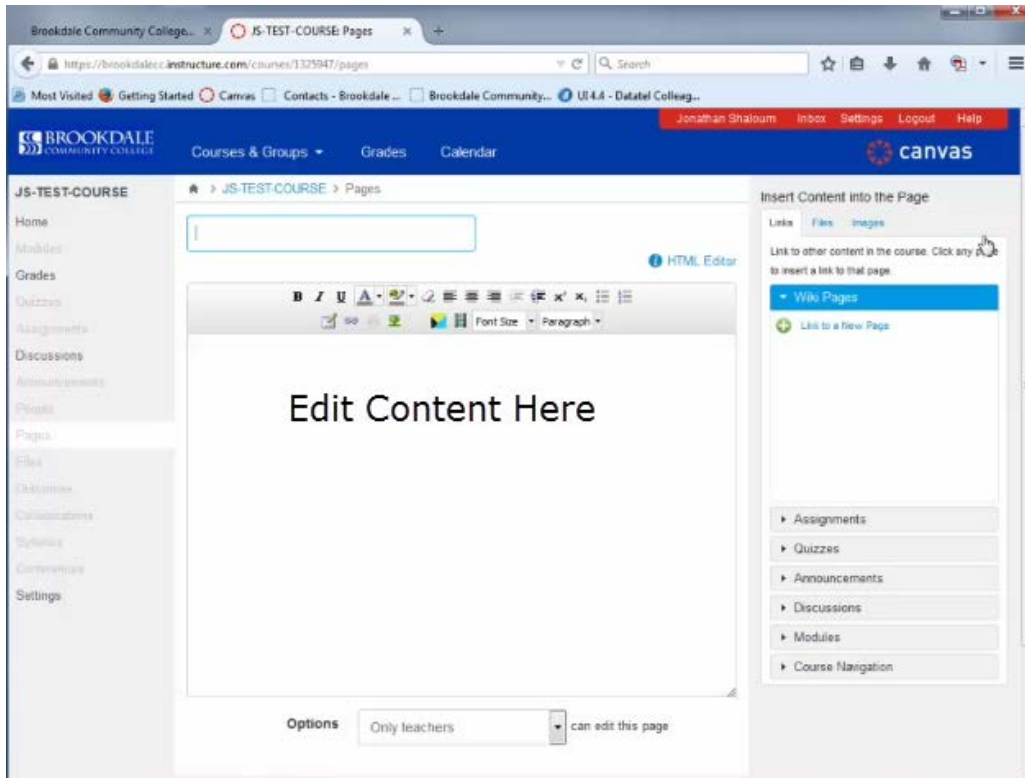




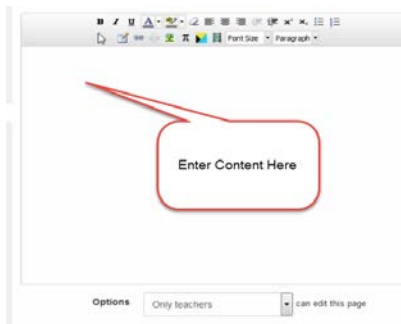
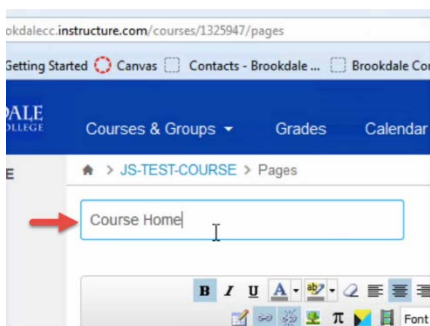
4. To get started creating your **Home Page**, click the **Pages** link in the *navigation bar* on the left hand side of the page.



5. Click on the **+ Page** button in the upper right corner to bring up the create a content page.

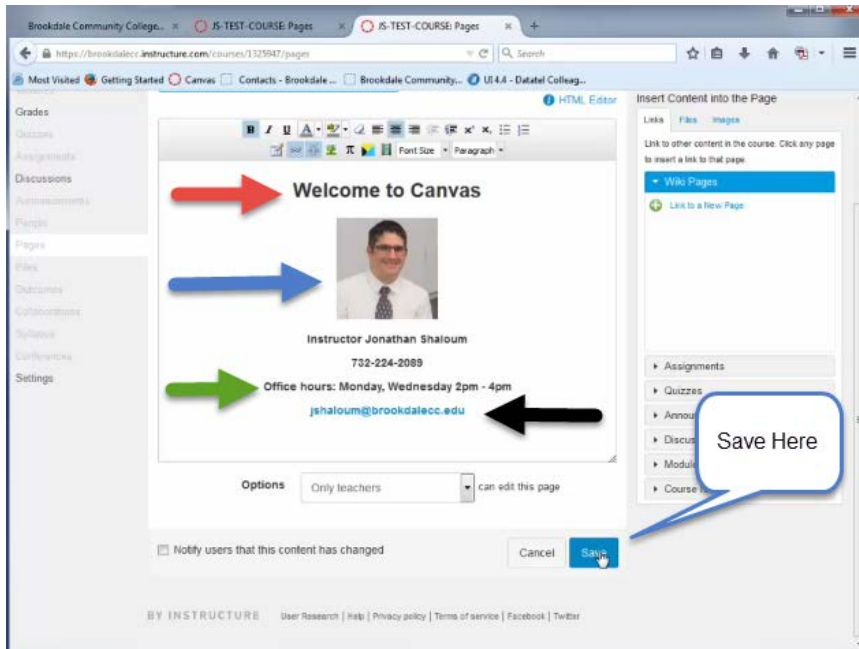


- Once you click on the **+ Page** button, the content **Editing Area** will be displayed. Next you will enter a title for your page in the blue field at the top. Then you can begin entering your page content in the text field.



- You will notice the **tool bar** above the text field. As in **MS Word**, it is used to format text as well as add pictures and hyperlinks.

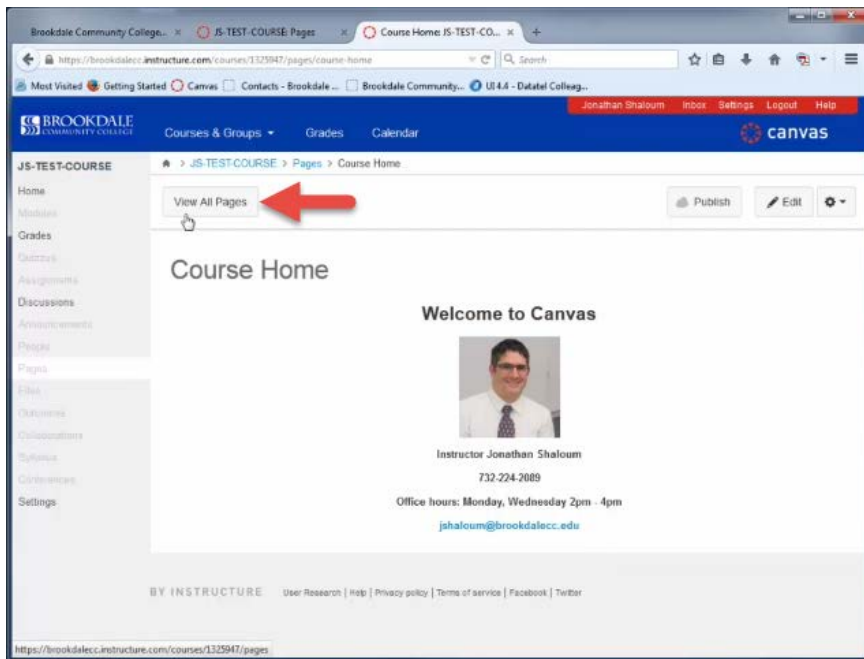




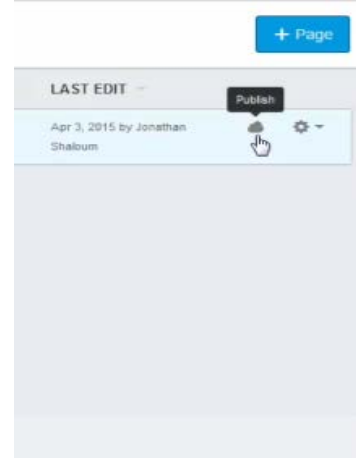
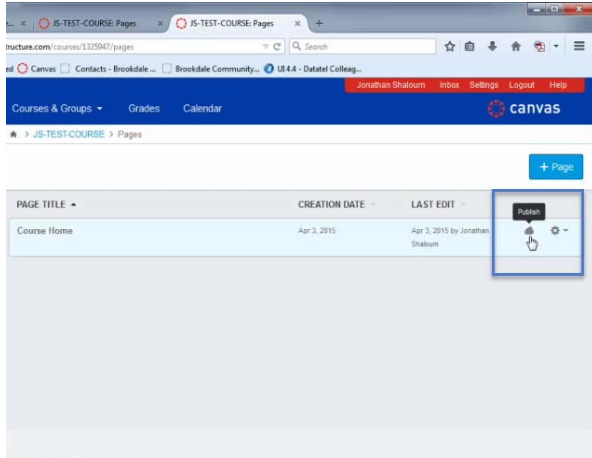
This is what the edited content will look like containing the following:

- Title
- Picture
- Text
- Hyperlink

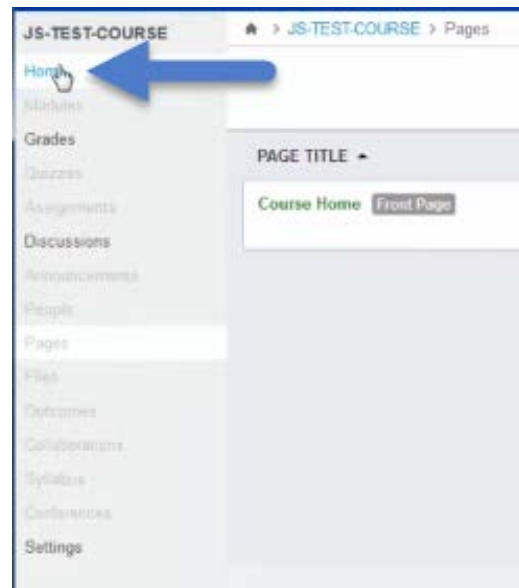
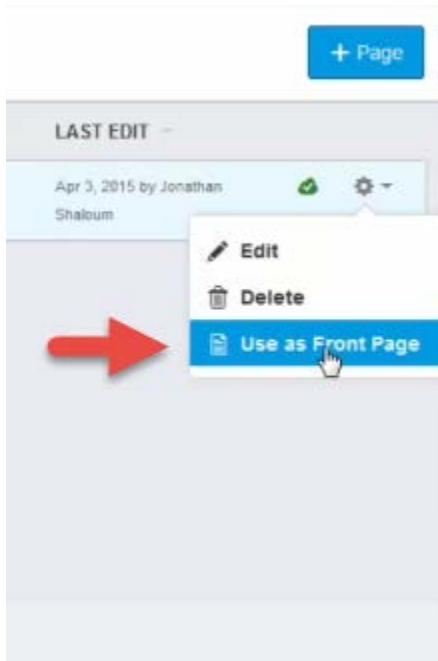
Remember when finished editing to click on the blue **Save** button at the bottom of the screen to retain the content in Canvas.



8. After saving your edited content, you must publish it as the *Course Home Page*. To do this, click on the *gray* button that says **View All Pages**.



9. Next, from the **View All Pages** list, click on the gray “cloud” icon on the right side of the **Course Home** row to publish the page. The cloud icon will turn **green** to verify publication.



10. Now click on the *gear* icon next to the cloud, and from the drop down list, select **Use As Front Page**. Go back to the left side of the page and click on the **Home** link. This will bring up your new **Course Home Page**.