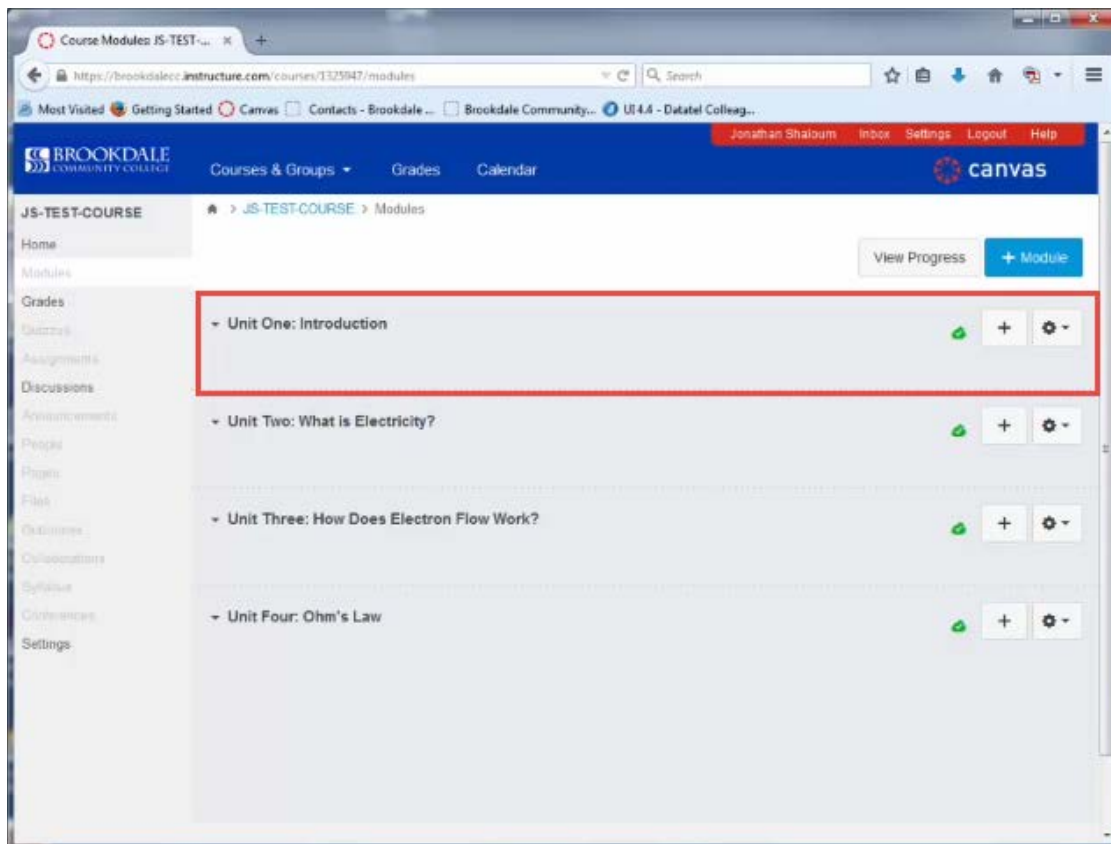




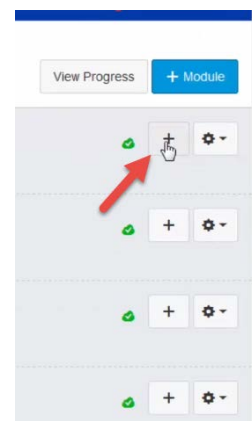
Canvas Tips for Faculty

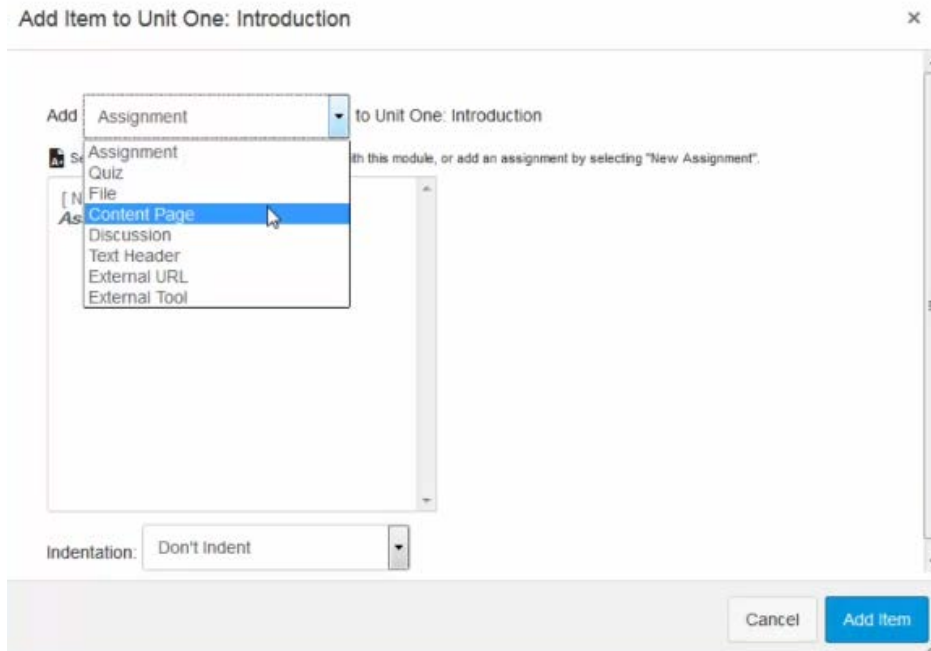
Creating a Content Page

In this section we will learn how to create a **Content Page** for your course module.

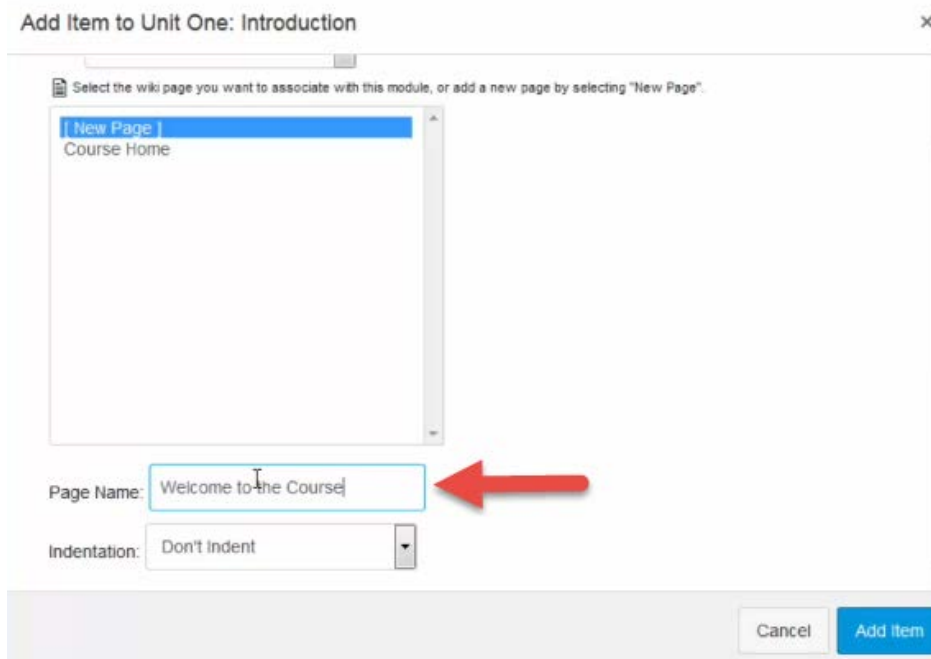


1. To add content to a module, locate the module in which you wish to add content and click on the **+** icon on the far right of the module name. This will open the **Add Items** box.



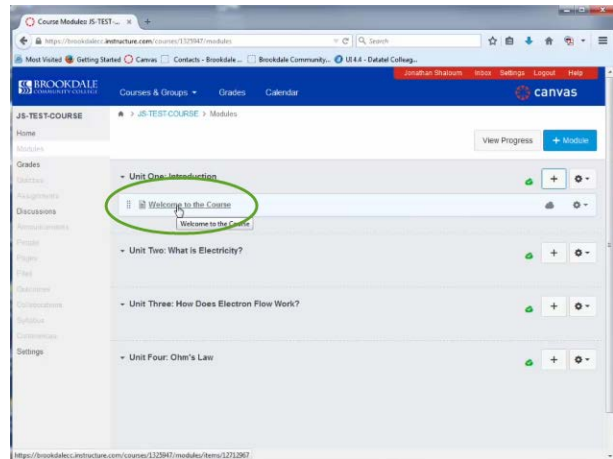


2. On the left side of the **Add Item** box will be a drop down menu, which allows you to select from several different categories to add to your module, such as **Quizzes**, **Files**, **Discussions**, and **Assignments**. Select **Content Page** from the drop down list.

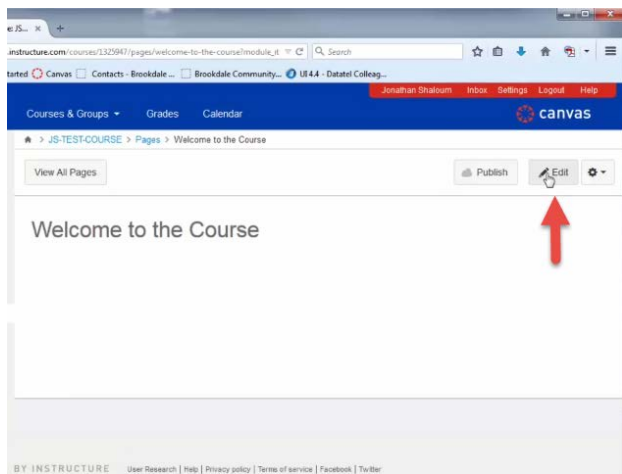


3. Click on **New Page** from the page list and enter a **Page Name** in the field below. When the name has been entered, click on the blue **Add Item** button to the lower right. The page is now created and will be listed under the module name.

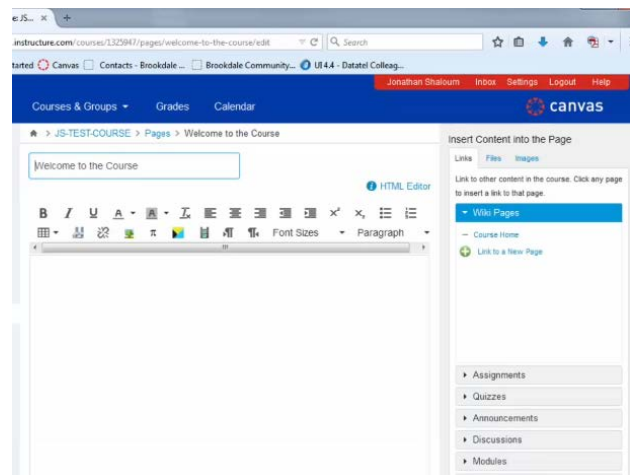
- To edit the page, click on the hyperlink in the module link.

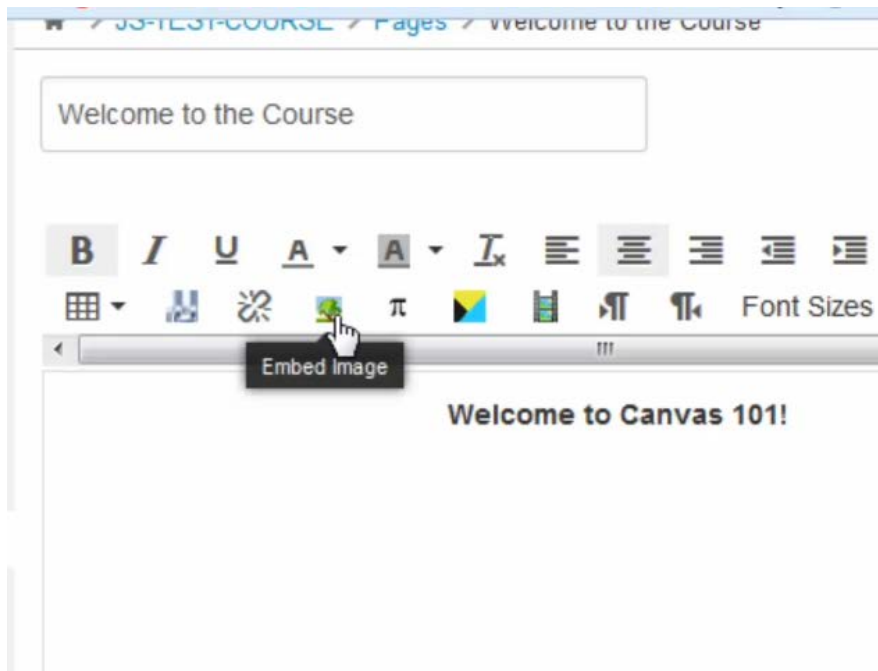


- When the page opens, click on the **Edit** button in the upper right of the screen.

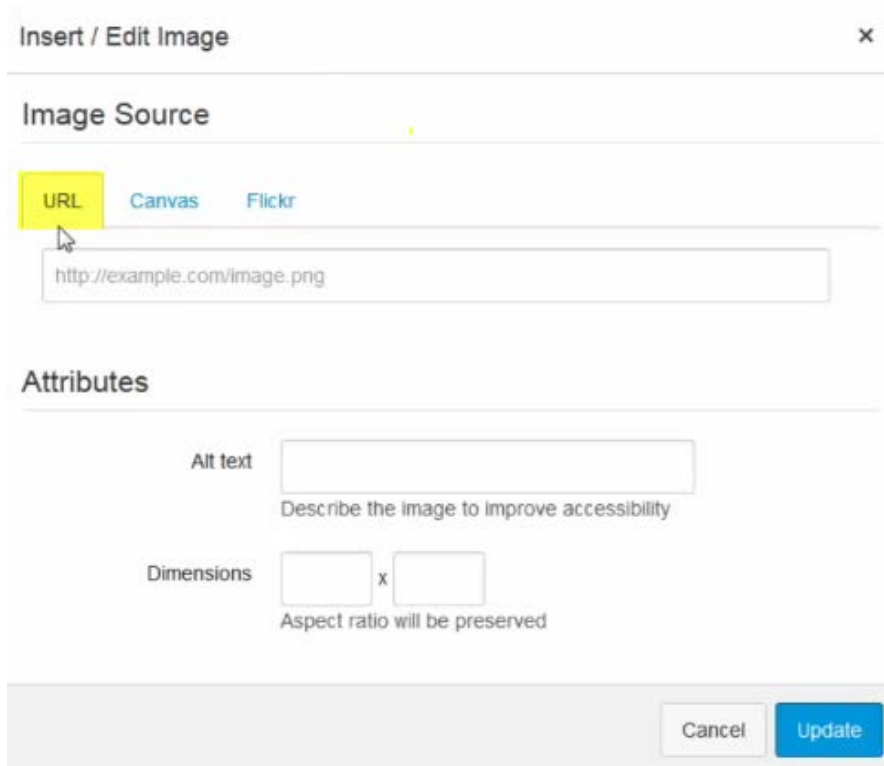


- This will open the **Content Editing** page with an editing tool bar and text field where you enter and format text as well as add image and hyperlinks.

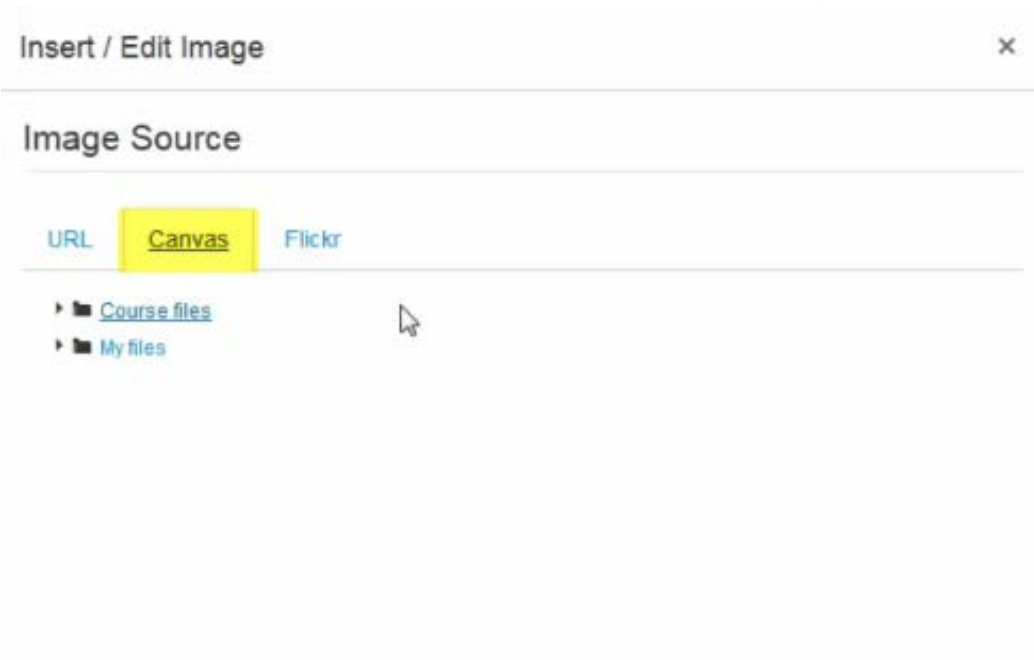




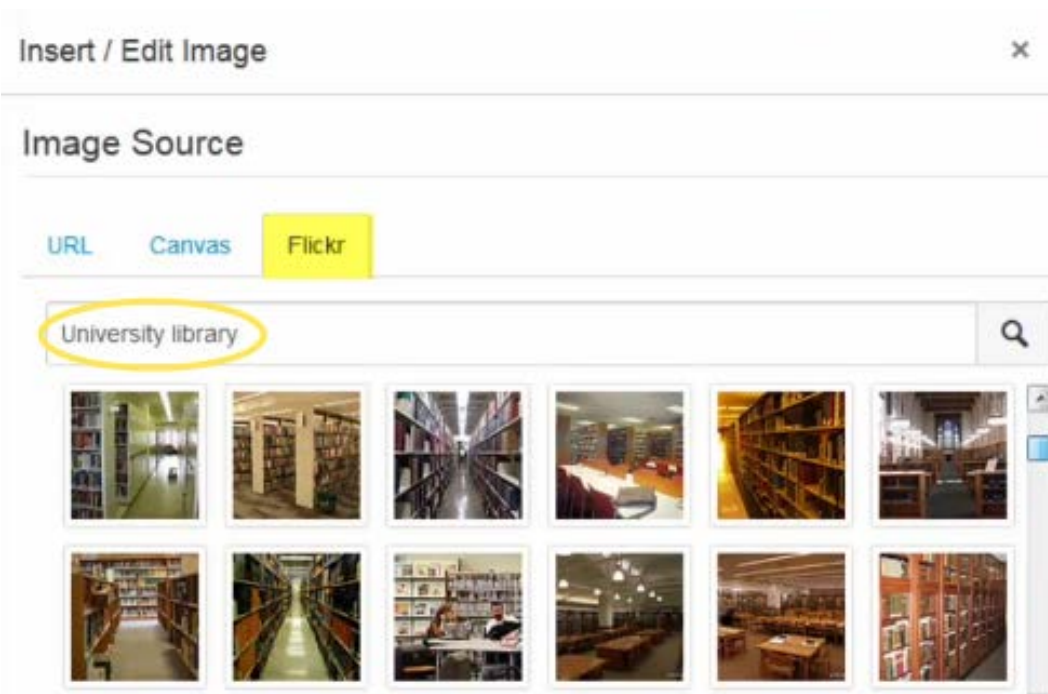
7. To add an image, click on the **Embed Image** icon in the toolbar.
-



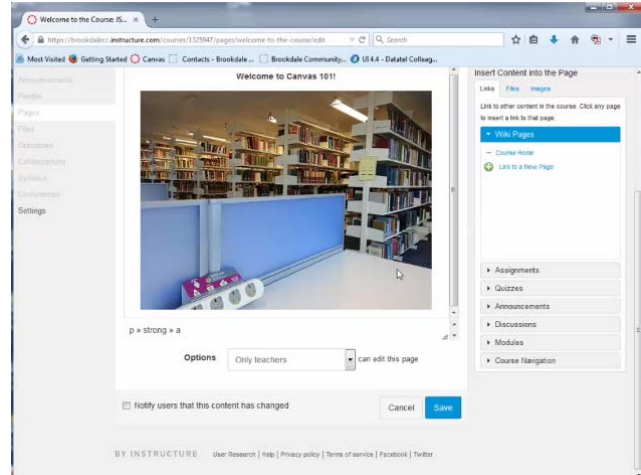
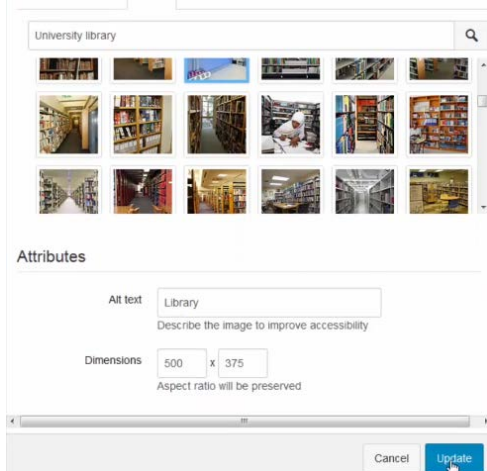
8. Then in the **Insert/Edit Image** box, you can select from three different sources Such as **URL's**. You can type in, or cut and paste an existing URL in the text field.



9. Images uploaded directly into Canvas Course files.

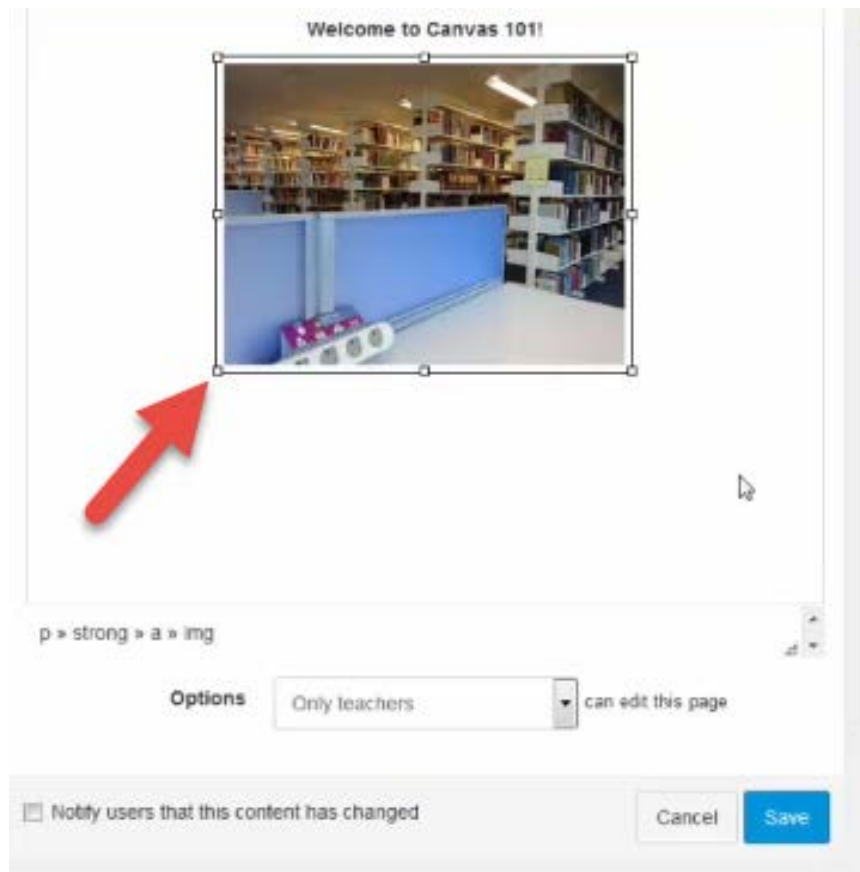


10. Or images uploaded directly from **Flickr**. The easiest way to access Flickr, is to click on the **Flickr** tab, then search the **Creative Commons** files by entering key words in the **Find Creative Commons** field.

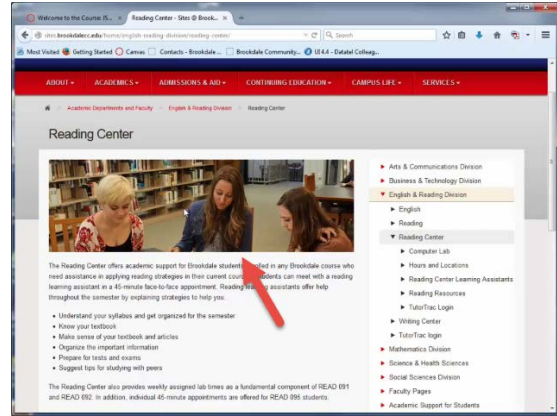


11. Select an image, click on it, then click the blue **Update** button below. The image you selected is now inserted into the content page.

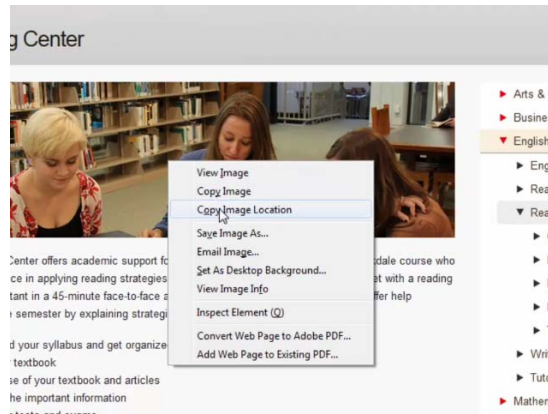
12. The image can also be resized by clicking on it and grabbing a side or corner and scaling to the size you require. Be sure to click on the blue **Save** button in the lower right corner when you are finished editing your image.



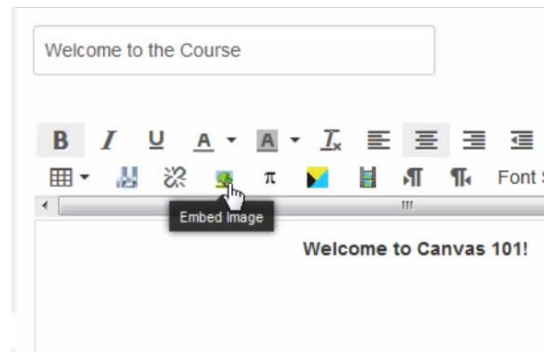
13. You can also add images from websites. To do this, locate an image from a current Website.



14. Right click on the image and select **Copy Image Location**.



15. In the Canvas Content Editing Page, click the **Imbed Image** icon in the toolbar.



Insert / Edit Image x

Image Source

URL Canvas Flickr

http://sites.brookdalecc.edu/wp-content/uploads/2013/09/reading.jpg


Attributes

All text
Describe the image to improve accessibility

Dimensions x
Aspect ratio will be preserved

➔ Update

16. Click on the **URL** tab and paste the URL text into the field below. Then most importantly, **update** the page by clicking on the blue bottom on the bottom right of the box. Then the Image will appear in the *Content Editing Page*.
-



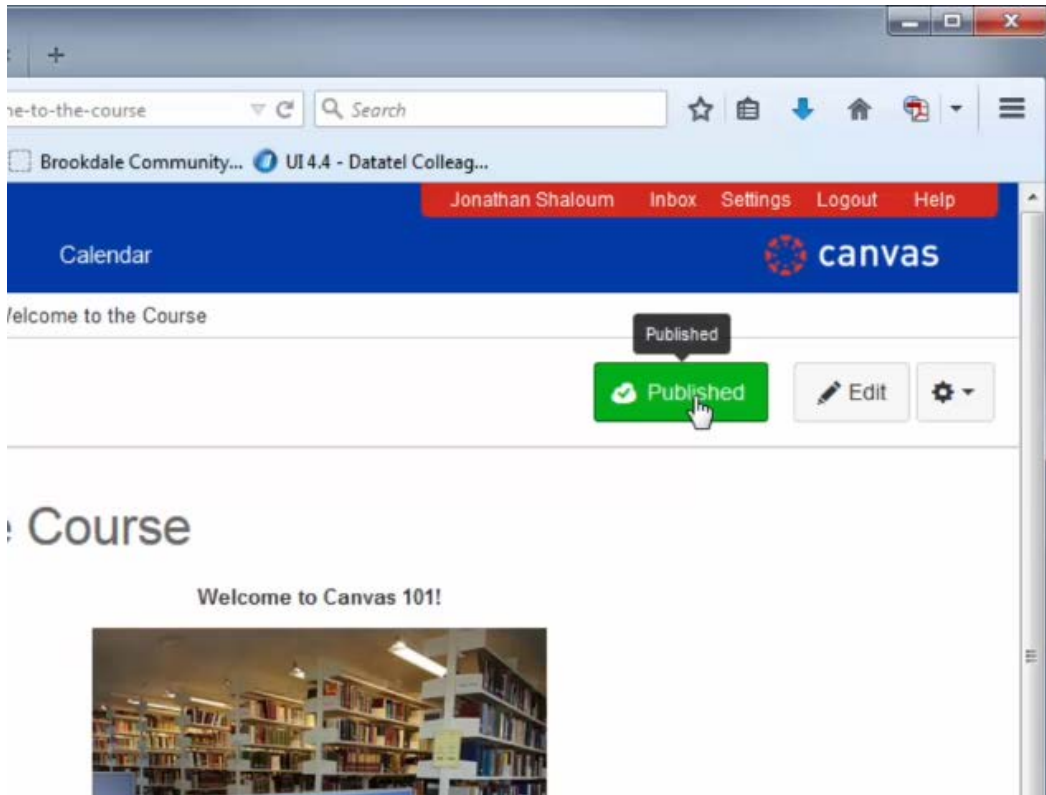
p » img

Options Only teachers can edit this page

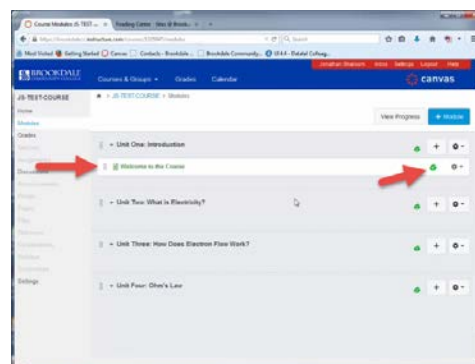
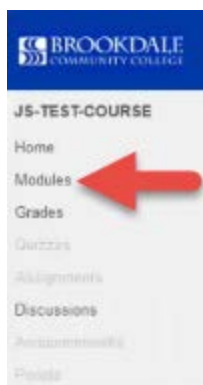
Notify users that this content has changed ➔ Save

17. When you are finished making changes to your images, click on the blue **Save** button at the bottom.

At this point you may want to **Publish** the Content Page to make it available to students.



18. Click on the **Publish** button in the upper right of the page. It will turn *green* to indicate that the page is now published in Canvas.



19. Now click on the **Modules** link in the Navigation Bar and the page will listed and published. You can always *Publish* and *Unpublish* a page, simply by clicking on the **Cloud** icon on the Right of the listing.