

Canvas Starter Template

Getting Started

How to Use this Guide

Home Page

Editing Text

Editing Banner Image

Adding Instructor Headshot

Editing Module List

How to Choose a Home Page

How to Use the Course Orientation

Modules

What Are Modules?

How to Edit a Module Title

Adding Content to a Module

Remove Content within a Module

Duplicating Content

Locking a Module

Publishing a Module

How to Edit

Pages

View and restore page history

Discussions

Assignments

Quizzes

Create a new Quiz

Adding Files, Links, and Images

Adding Files

Adding External Links

Adding Links to Canvas Content Areas

Adding Images

Panopto

Create a Panopto recording and publish to Canvas

Embed Panopto Video on Canvas

Additional Panopto tutorials

How to Use this Guide

The Center for Digital Innovation in Learning at Boston College designed a customizable Canvas template to help you get started in the development of your online courses. Once the template is copied into your Canvas site, you can use this guide to make edits according to your needs.

Home Page

The Home Page is the first page students see when they enter your online course. We designed different home page styles to meet your needs. To view the home page options, please go to “**Modules**” on the left menu in your Canvas course. Scroll down until you find the module titled “**Home Page Options.**” Click on each one of the pages under the title to explore your options.

The “**Home**” page is the most basic option. Editable fields include:

- Program/Dept Name
- Course Name
- Course ID # | Instructor Name
- Welcome message
- Instructor Information
- Instructor’s headshot

The rest of the options add to “**Home**” by displaying the list of modules in the course, allowing you to edit the course banner, and providing a page with neutral colors instead of BC colors.

1. Editing Text

- A. Go to **“Modules”** on the left menu in your Canvas course, scroll down to **“Home Page Options,”** and select the home page you would like to use for your online course.
- B. Click the **“Edit”** button on the top right.



- C. Select the text you would like to edit and replace it with the new information.
- D. Click **“Save.”**

2. Editing Banner Image

Some homepage templates allow you to customize the course banner. You can select an image that describes your particular subject area, makes your course unique, and gets students excited to take this class.



Instructions:

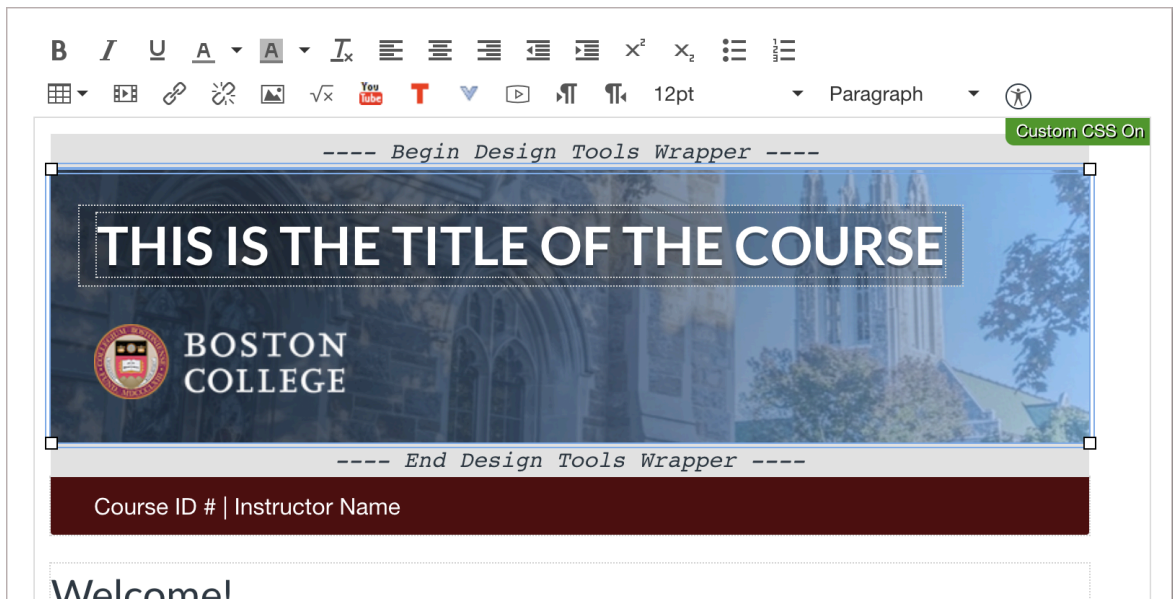
- A. Go to “**Modules**” on the left menu in your Canvas course, scroll down to “**Home Page Options**,” and select the home page you would like to use for your course. From the given options, you can choose:

- Home - with Editable Image
- Home - Editable Image, Neutral Color
- Home - Editable Image with Module List
- Home - Editable Image with Module List, Neutral Color

- B. Select the “**Edit**” button on the top right.



- C. **Double click** on the banner image until you see it highlighted in blue.



D. Select the “**Embed Image**” icon on the text editor.



E. Choose the “**Canvas**” tab.

F. Select “**Course Files.**”

G. Click on “**Upload File**” to upload the image you would like to use as the new banner. Images will fit best if they are around 800-900 pixels wide and less than 200 - 400 pixels height.

H. Either add Alt text to describe the image for accessibility or check “**Decorative Image.**”

I. Click “**Update.**”

Insert / Edit Image

Image Source

URL

Canvas

Flickr

Available folders

Course files

css

bc-general-1.jpg

bc-summer-session.jpg

Upload File

Attributes

Alt text

vietnam 21.jpg

Describe the image to improve accessibility

Decorative Image

☒

Indicates the image is for decorative purposes only and should not be read by screenreaders

Dimensions

740

x

416

Aspect ratio will be preserved

Cancel

Update

H

E

F

G

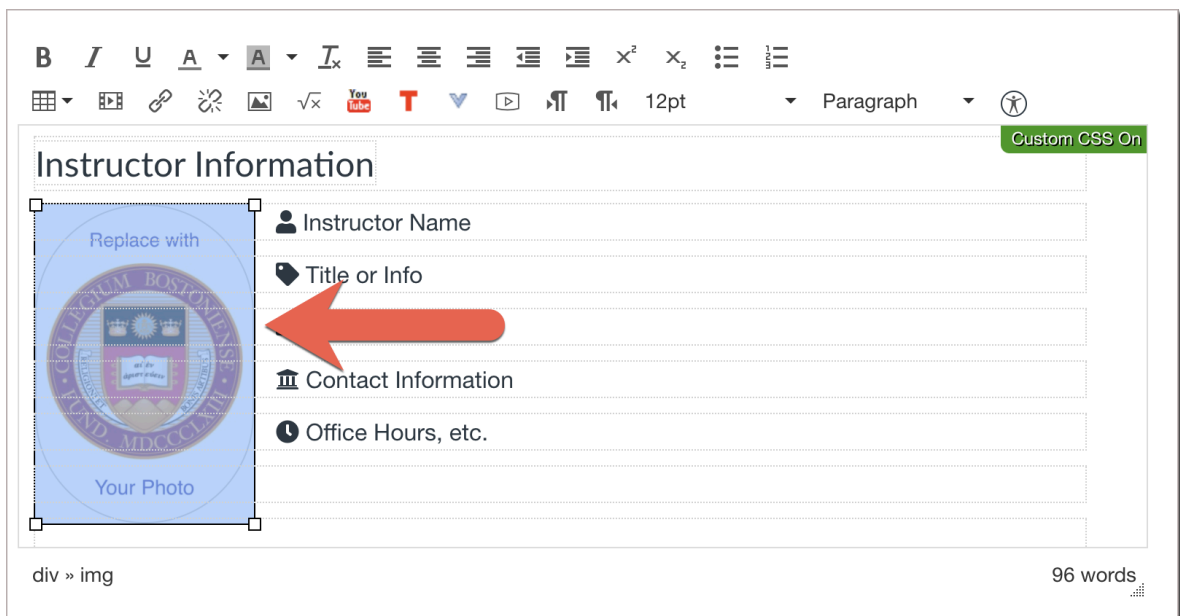
I

3. Adding Instructor Headshot

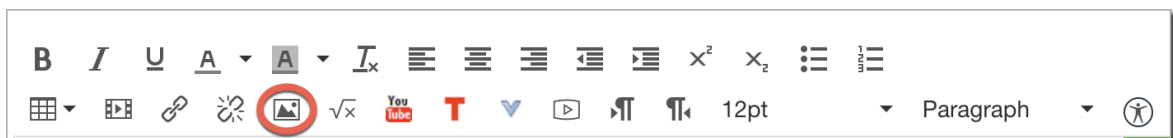
- A. Go to “**Modules**” on the left menu in your Canvas course, scroll down to “**Home Page Options,**” and select the home page you would like to use for your online course.
- B. Select the “**Edit**” button on the top right.



- C. Click on the Boston College logo. When selected, you will see the image highlighted in blue.



- D. Click on the “**Insert / Edit Image**” icon in the text editor.

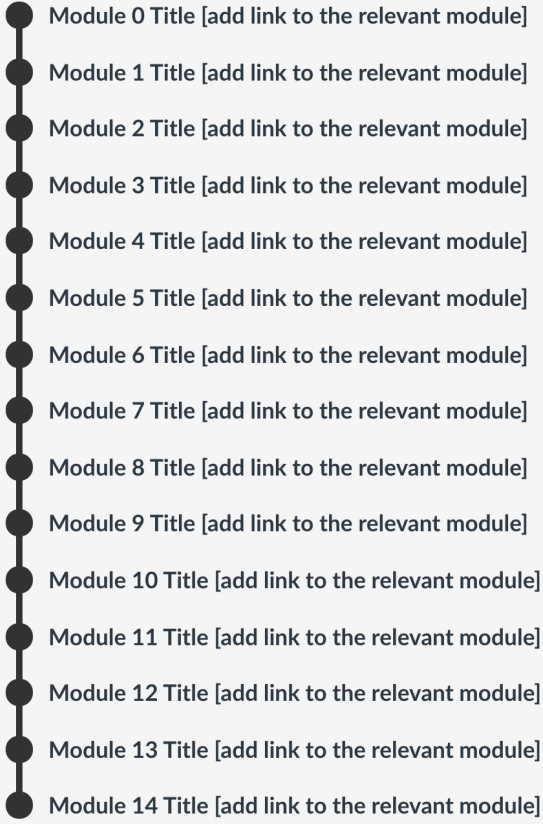


- E. Choose the “**Canvas**” tab.
- F. Select “**Course Files.**”
- G. Click on “**Upload File**” to upload the image you would like to use as your headshot from your computer.
- H. Click “**Update.**”

4. Editing Module List

Some homepage templates have an optional module list that provides an overview of the course structure. You can customize this by adding the module names and adding links to each module.

Course Modules



Module 0 Title [add link to the relevant module]

Module 1 Title [add link to the relevant module]

Module 2 Title [add link to the relevant module]

Module 3 Title [add link to the relevant module]

Module 4 Title [add link to the relevant module]

Module 5 Title [add link to the relevant module]

Module 6 Title [add link to the relevant module]

Module 7 Title [add link to the relevant module]

Module 8 Title [add link to the relevant module]

Module 9 Title [add link to the relevant module]

Module 10 Title [add link to the relevant module]

Module 11 Title [add link to the relevant module]

Module 12 Title [add link to the relevant module]

Module 13 Title [add link to the relevant module]

Module 14 Title [add link to the relevant module]

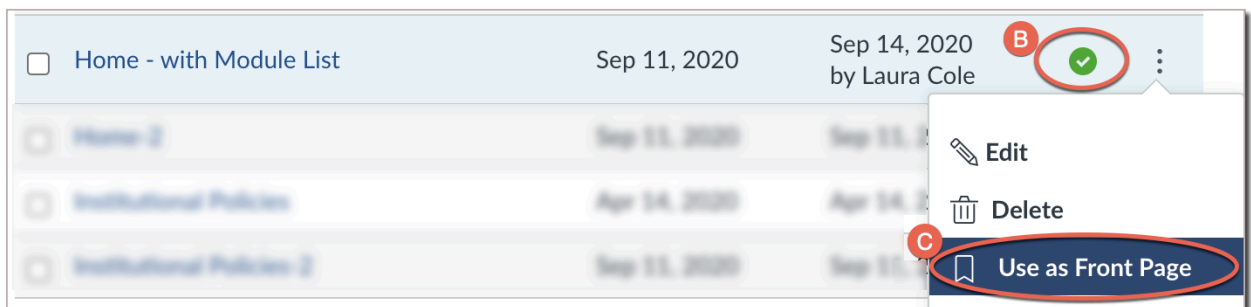
Instructions

- A. Go to “**Modules**” on the left menu in your Canvas course, scroll down to “**Home Page Options,**” and select the home page you would like to use for your course. From the given options, you can choose:
 - Home - with Module List
 - Home - Editable Image with Module List
 - Home - Editable with Module List, Neutral Color
- B. Select the “**Edit**” button on the top right.

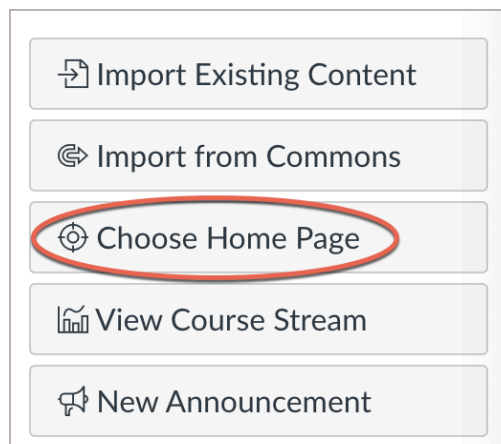
5. How to Choose a Home Page

To make the new Home Page the landing page in your Canvas course, please follow these steps:

- A. Go to “**Pages**” on the left menu in your Canvas course.
- B. Look for the page you would like to set as the home page and click the “**Publish**” icon. The icon will turn green, which indicates that the page is visible to participants in the class (if the course was already published.)
- C. Click on the **Options** icon (three dots next to the page) and select “**Use as Front Page.**”



- D. Go to the “**Home**” tab on the left navigation menu.
- E. From the buttons on the right side of the screen, select “**Choose Home Page.**”



- F. Click on “**Pages Front Page.**”
- G. Click “**Save.**”

Choose Course Home Page ×

Select what you'd like to display on the home page.

- ☐ Course Activity Stream
- ☒ Pages Front Page *Home - with Module List* [\[Change\]](#)
- ☐ Course Modules
- ☐ Assignments List
- ☐ Syllabus

Cancel

Save

How to Use the Course Orientation

Think about the course orientation as a start-up unit that contains all the information students need to get started with the course. It is similar to the first hour of your first day of class, where you go over the syllabus, talk about the highlights of the class, the grading structure, and address some of the policies you would like students to abide by, such as *“no late assignments”* or *“academic integrity.”*

The **“Course Welcome”** page and the **“Course Expectations and Schedule”** page are for you to fill out in its entirety.

The **“Institutional Policies”** page has a summary of BC policies, but you may want to include your course policies as well. On the same page, under the **“Participation”** header, we have included a placeholder for you to add your course participation policy. Under **“Accessibility,”** you will find the accessibility policies of the tools that are used frequently in BC online courses. If you are using additional tools, we recommend that you add the accessibility policies here.

Institutional Policies

Participation

Participating in class is an important component of learning. Students are expected to participate in and complete all discussions, assignments, and assessments.

[Instructor-specific policy for participation credit and the implications of missed work – particularly missed discussion boards.]

Consistent with BC's commitment to creating a learning environment that is respectful of persons of differing backgrounds, we believe that every reasonable effort should be made to allow members of the university community to observe their religious holidays without jeopardizing their academic status. Students are responsible for reviewing course syllabi as soon as possible, and for communicating with the instructor promptly regarding any possible conflicts with observed religious holidays. Students are responsible for completing all class requirements for days missed due to conflicts with religious holidays.

The **“Introduction to Online Learning”** page does not need any edits, and the **“Technologies and Support”** page only needs editing if you are using additional tools that were not listed here.

The **“General Course Questions”** discussion is a space where students can add any questions about the course. Feel free to edit the description text to make it your own. The **“Meet Your Classmates”** discussion allows students to get to know each other and their instructor. We recommend you ask students specific questions to help them engage. You can also model the introduction by posting your own.

Modules

1. What Are Modules?

Learning modules are a way of packaging course materials in a logical, sequential order. We use modules to guide students through the content and assessments that will help them meet the course goals and objectives.

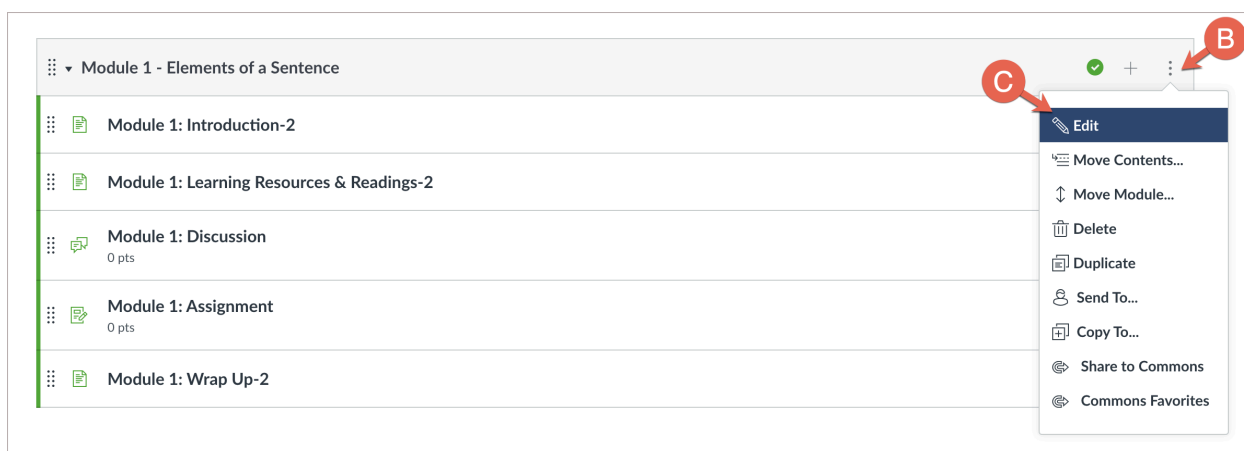
Learning modules are usually organized by weeks or by topics. Each module will include all the course materials, learning activities, and assessments students need to complete before they move to the next week or topic.

We know that not every course follows a linear format. If you are struggling to make this course structure work then you should consult your CDIL assigned learning designer. If you are working outside of a CDIL program then contact cdil-inbox@bc.edu but please be advised support for courses being developed outside of the CDIL process is minimal.

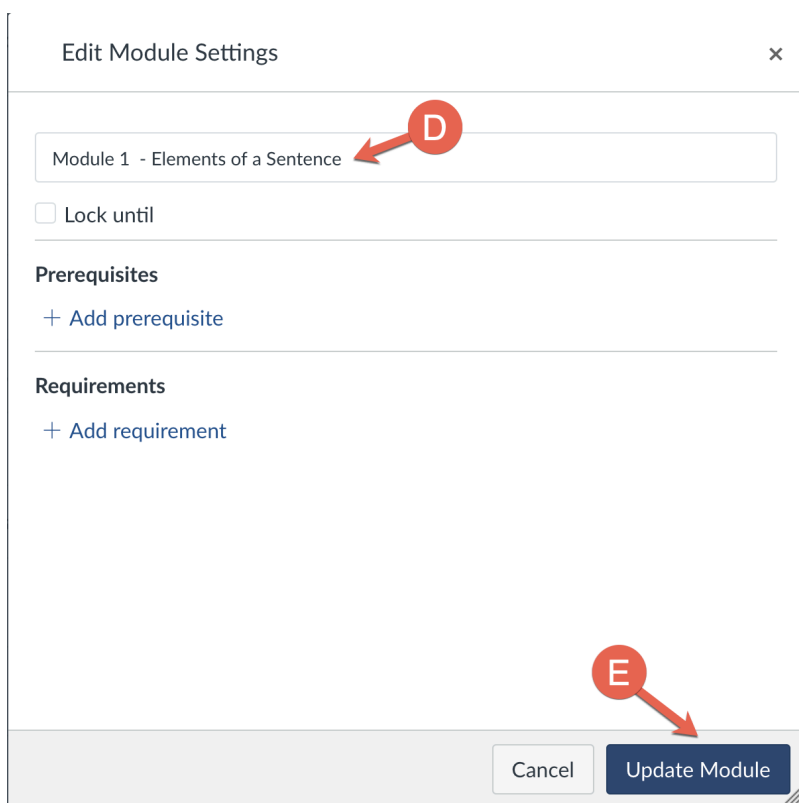
2. How to Edit a Module Title

To edit a module title, please follow these steps:

- A. Go to “**Modules**” on the left menu in your Canvas course.
- B. Scroll down to the module you would like to edit and click on the **Options** icon (three dots next to the title of your module.)
- C. Select “**Edit.**”

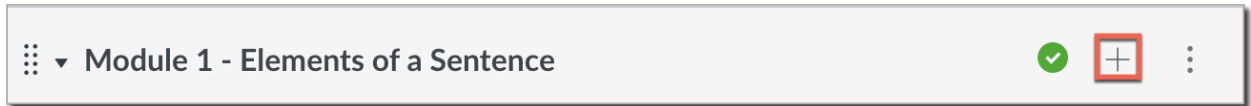


- D. Click on the text box to edit the title of your module.
- E. Click “**Update Module.**”



3. Adding Content to a Module

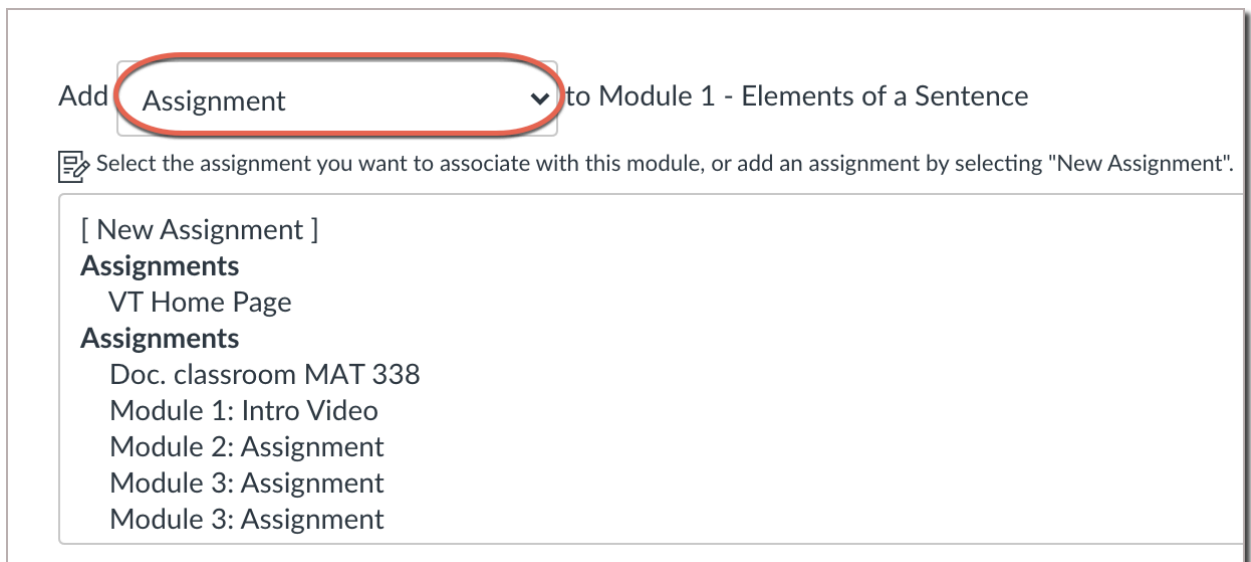
- A. In Course Navigation, click the **Modules** link.
- B. Click the **Add (+)** icon on the module title.



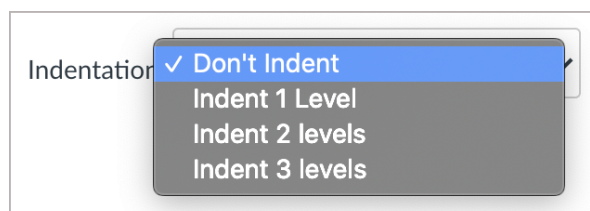
- C. Click the **Add** drop-down menu and select one of the following item types:

- Assignment (includes quizzes created using the New Quiz tool)
- Quiz
- File ([document](#) and [media](#) file types)
- Page
- Discussion

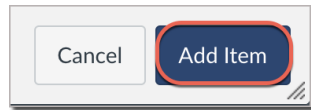
Note: Canvas will accept most media files as uploads. However, not all media files can be played within Canvas.



- D. Once you select one of these items, you will be able to create a new item from scratch or choose from existing ones. Depending on the item type, when adding new content, you may be asked to complete additional fields.
- E. Choose the **Indentation** drop-down menu to indent the item inside of the module.

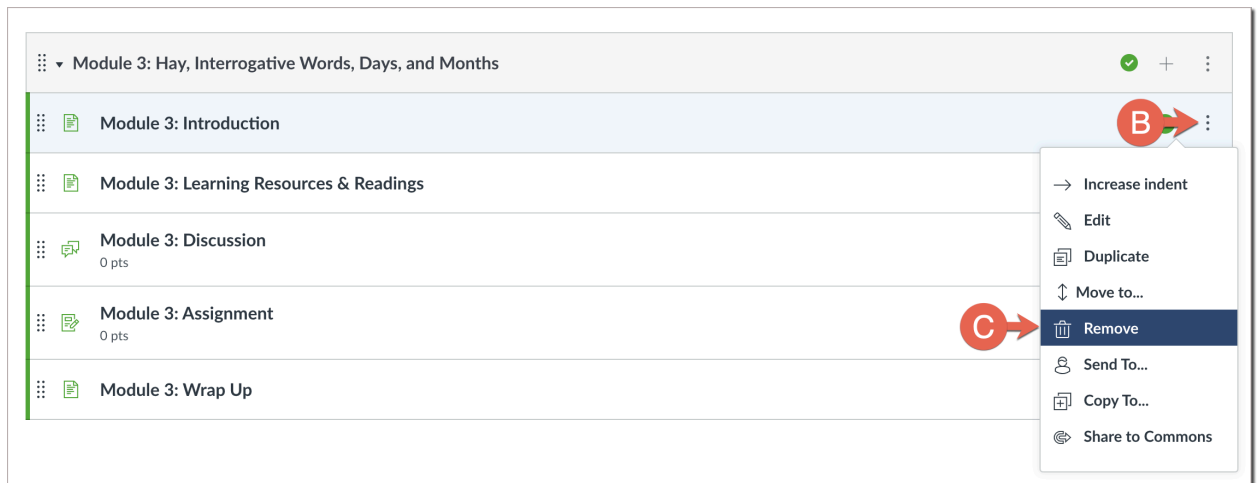


F. Select **“Add Item.”**

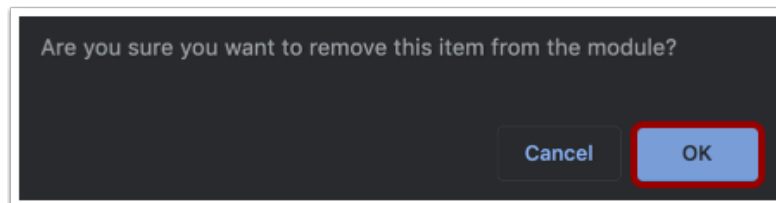


4. Remove Content within a Module

- A. In Course Navigation, click the **Modules** link.
- B. Click the **Options** icon.
- C. Select the **Remove** link.

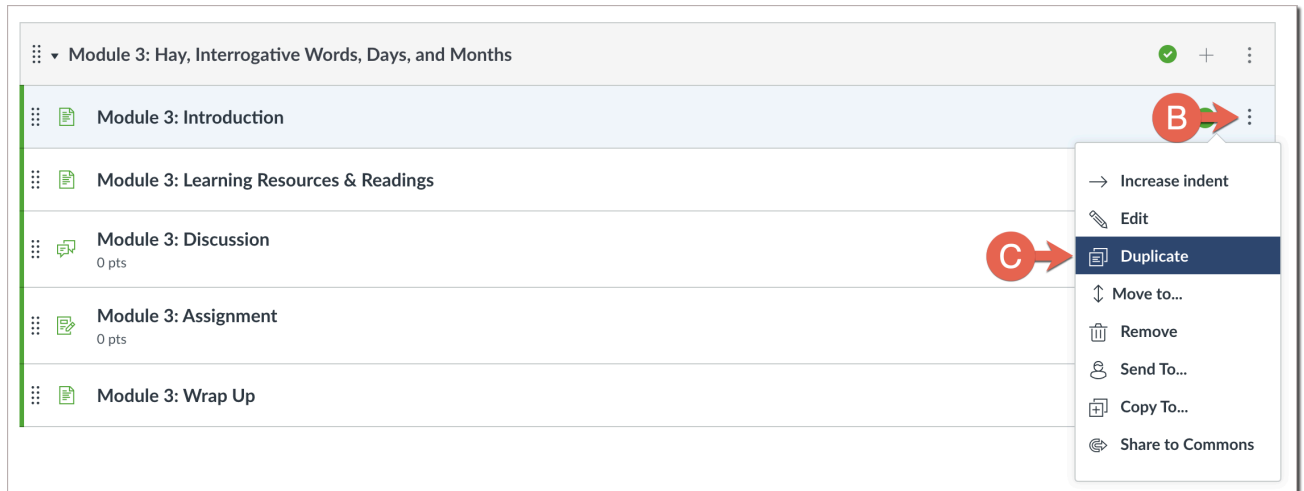


- D. Click the **OK** button.



5. Duplicating Content

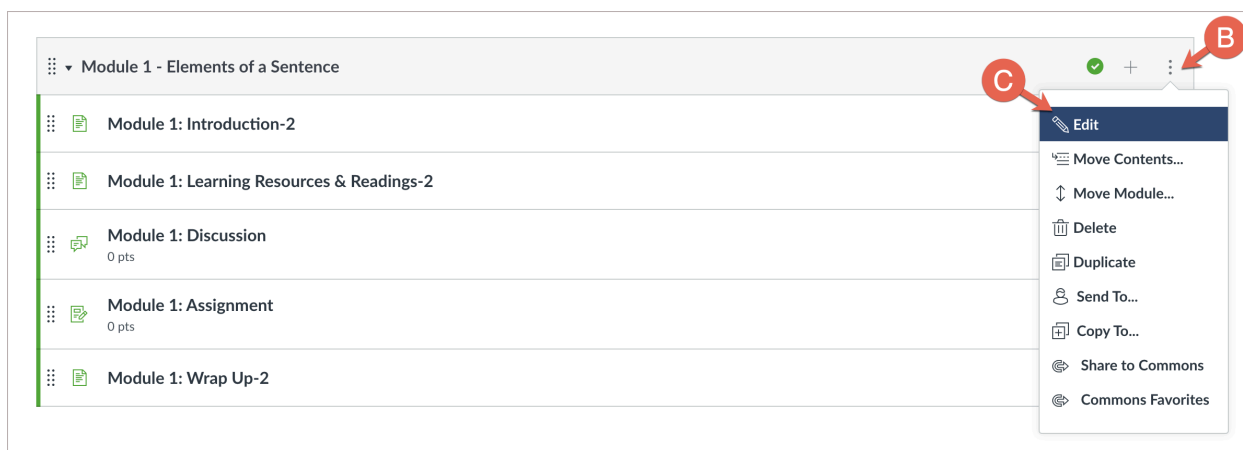
- A. Locate the module item you want to duplicate.
- B. Click the **Options** icon.
- C. Click the **Duplicate** link.



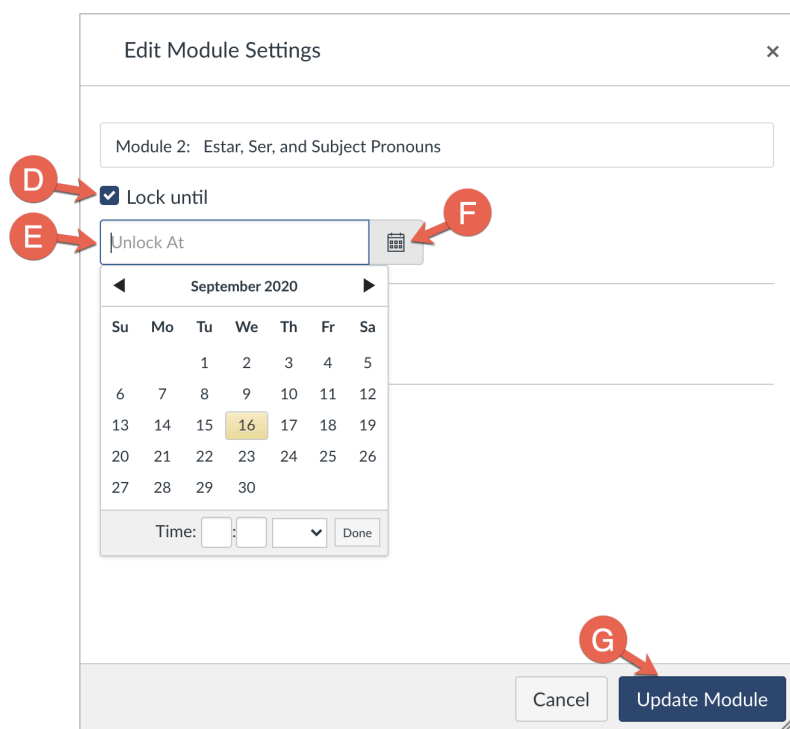
Note: If a module item cannot be duplicated, the Duplicate link will not display in the options menu.

6. Locking a Module

- A. Go to **“Modules”** on the left menu in your Canvas course.
- B. Scroll down to the module you would like to lock and click on the **Options** icon.
- C. Select **“Edit.”**



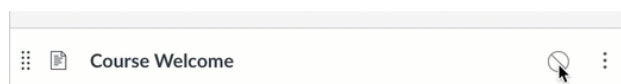
- D. Click the **“Lock until”** checkbox.
- E. In the **“Unlock”** field, enter a date that the module should unlock.
- F. You can also use the calendar to select a date. Click the Calendar icon. In the calendar, click the date the module should unlock. If you want to set a specific time, enter a time in the time field. Click the Done button.
- G. Click the **“Update Module”** button.



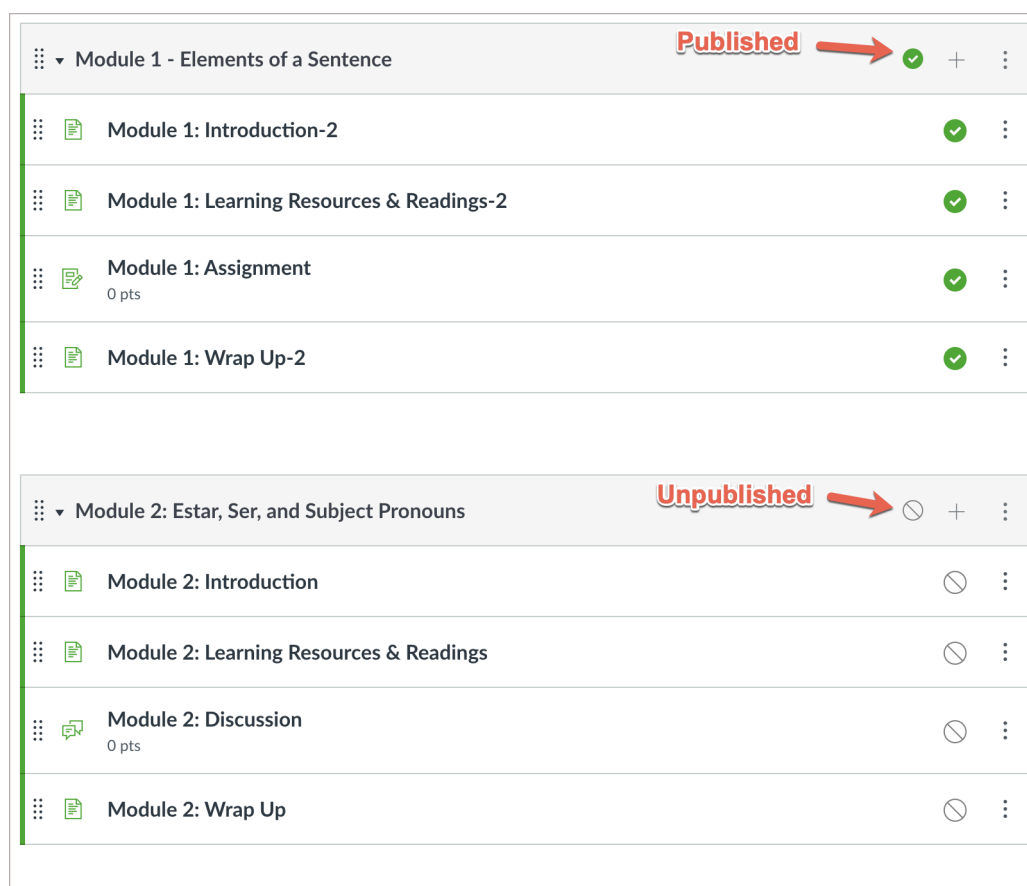
- H. The unlock date and time will appear next to the bottom of the module.

7. Publishing a Module

- A. Go to “**Modules**” on the left menu in your Canvas course.
- B. On the Index page, you can view the state of each module. Gray icons indicate unpublished modules. You can change the status of a module by toggling the published or unpublished icons.



- C. To publish a module, click the module's unpublished icon. The hover text will confirm you want to publish the module. The green icon indicates that the module is published.
 - **Note:** Publishing a module will automatically publish any unpublished content items within the module.
- D. To unpublish a module, hover over the published icon. The hover text will confirm you want to unpublish the module. Click the icon to confirm. Gray icons indicate the module is unpublished.



How to Edit

1. Pages

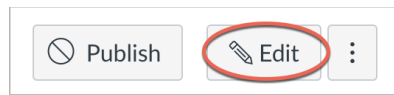
A. Go to “**Modules**” on the left menu in your Canvas course.

B. Click the title of the page you would like to edit.

Note: You can identify a page by the paper icon next to the title.



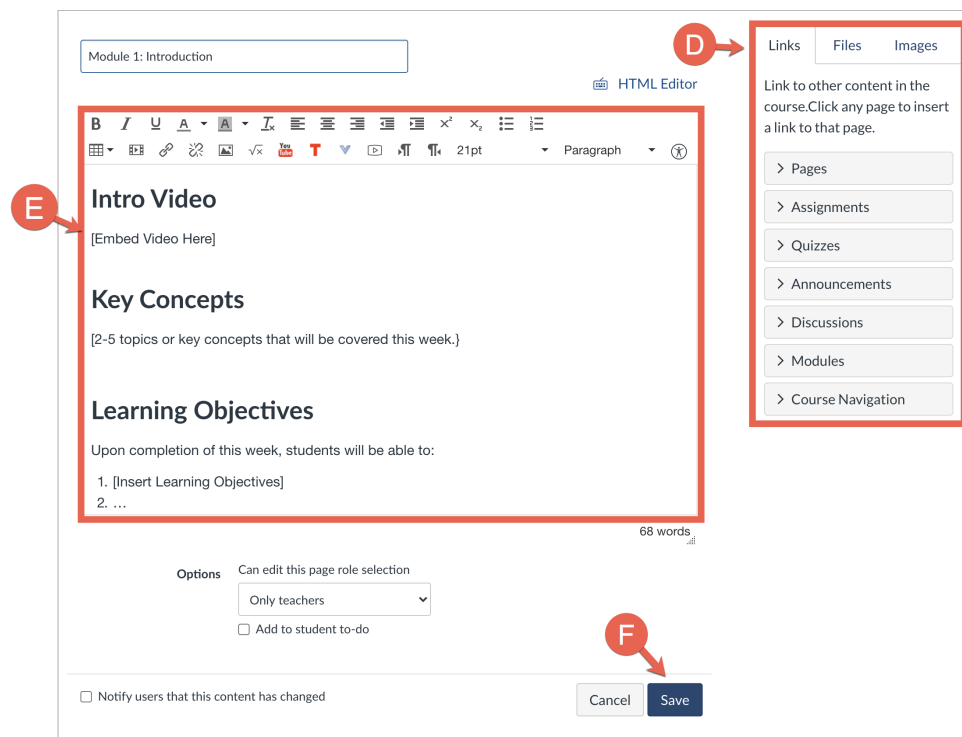
C. Click the **Edit** button on the top right of the screen.



D. Add text and other types of content such as links, images, files using the [Content Selector](#).

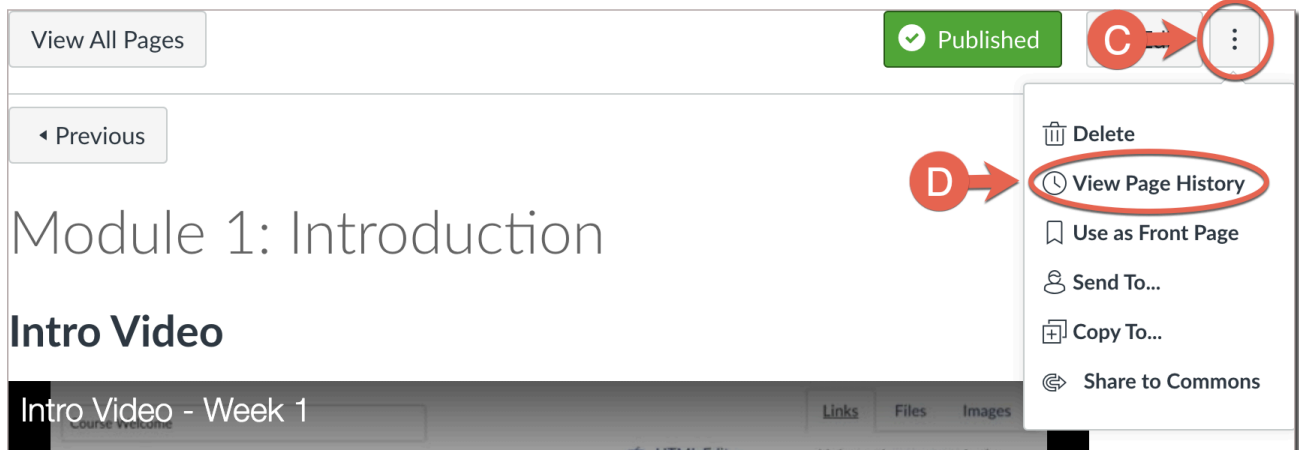
E. Edit the content and add links and media using the [Rich Content Editor](#), where you can find commonly used tools such as “**Link to URL**” to create hyperlinks and “**Embed Image**” to add an image to the page.

F. Click the **Save** button.

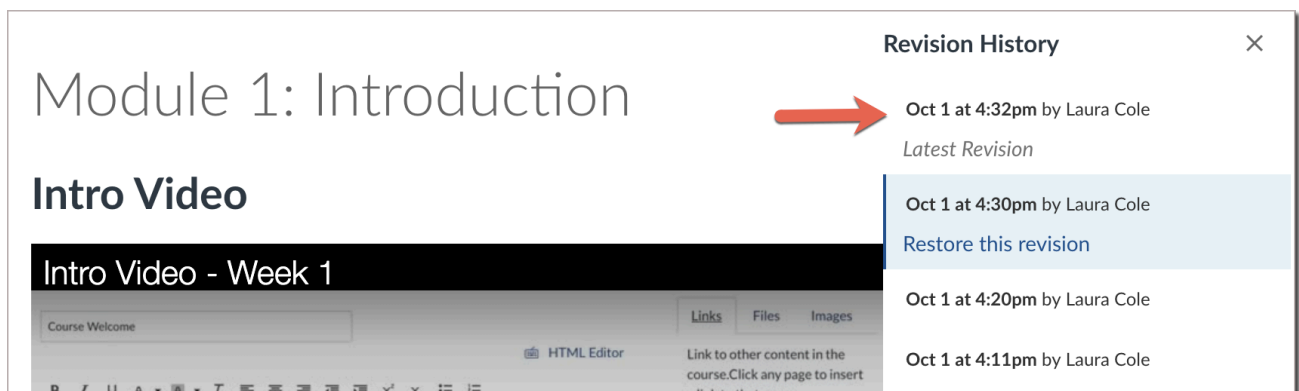


2. View and restore page history

- A. Go to “**Modules**” on the left menu in your Canvas course.
- B. Click the title of the page you would like to edit.
- C. Click the **Options** icon
- D. Select the **View Page History** link.

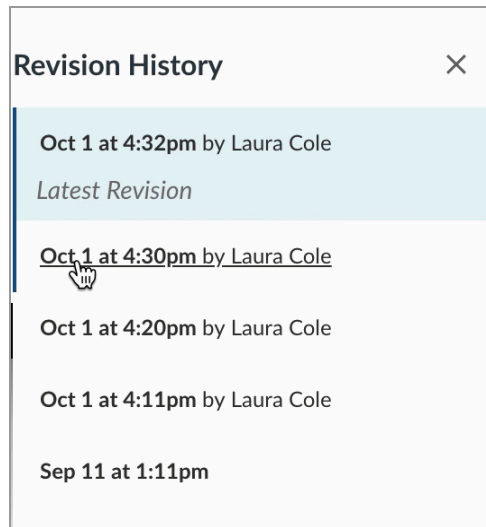


- E. By default, the page history will show the latest revision.



- F. To open a prior version of your page, click the date you want to access and then click the **Restore this revision** link.

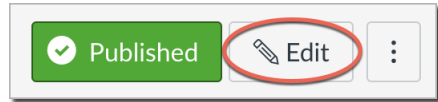
Note: Students cannot restore a prior version of a page within a course.



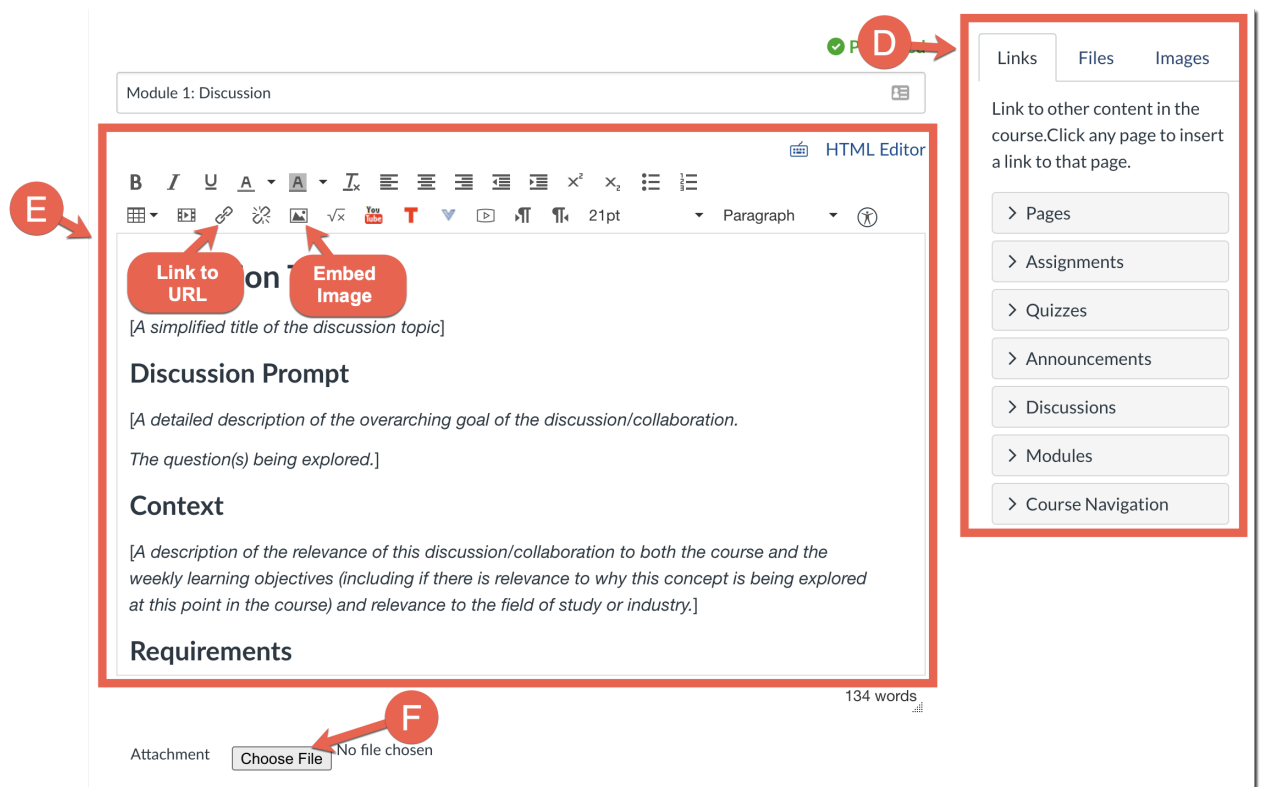
- G. Canvas will restore the prior version to the most recent revision. If you want to replace your current page with different content, click a different date and page revision. Note that restoring a page revision will also associate your name with the page history.
- H. To return to the current page revision, click the close icon.

3. Discussions

- A. Go to “**Modules**” on the left menu in your Canvas course.
- B. Click the title of the discussion you would like to edit.
- C. Click the **Edit** button on the top right of the screen.



- D. Add content to your page using the [Content Selector](#).
- E. Edit the content and add links and media using the [Rich Content Editor](#), where you can find commonly used tools such as “**Link to URL**” to create hyperlinks and “**Embed Image**” to add an image to the page.
- F. You can also add an attachment to your discussion by clicking the **Choose File** button.



Under the “**Options**” headers, you will be able to:

- G. Create a threaded discussion. By default, discussions are created as focused discussions.
- H. [Require users to reply to the discussion](#) before they can see any other replies.
- I. [Enable a discussion podcast feed](#).

- J. Make this a graded discussion. This option will change the rest of the discussion settings.

Note: In this guide, we'll focus on graded discussions. If you want to know more about non-graded discussions, please go to the [“How do I create a discussion as an instructor?”](#) tutorial.

- K. Allow students to [like discussion replies](#).
- L. Make the discussion a [group discussion](#)

Options

- ☐ Allow threaded replies
- ☐ Users must post before seeing replies
- ☐ Enable podcast feed
- ☒ Graded
- ☐ Allow liking

Group Discussion

☐ This is a Group Discussion

- M. Enter the number of points possible. Select the Grading Type and Assignment Group, and assign Peer Reviews, if any.

Points Possible

Display Grade as Points ▼

Assignment Group Imported Assignments ▼

Peer Reviews ☐ Require Peer Reviews

- N. Assign your graded discussion for everyone in your course, or to specific course sessions.
- O. Add your preferred date(s) with the following options:

- i. **Due:** Set the date and time that the graded discussion is due. The due date will already be populated for you if you created a discussion shell, but you can change it if necessary.
- ii. **Available From:** Set the date and time when the discussion will become available.
- iii. **Until:** Set the date and time when the discussion will no longer be available.

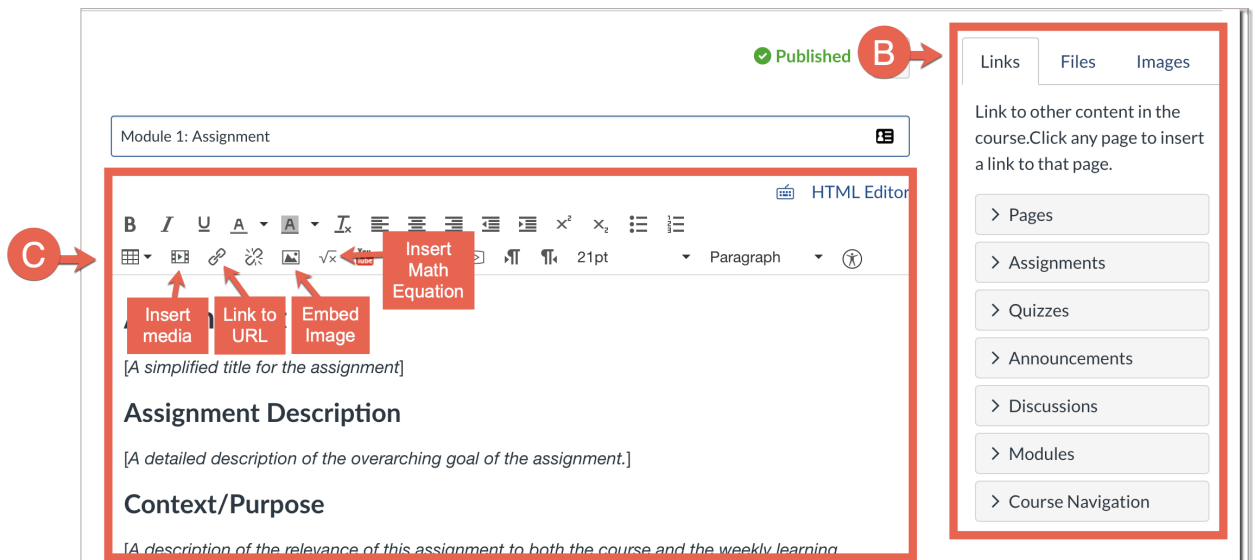
The screenshot shows a dialog box titled "Assign". Inside, there is a section "Assign to" with a dropdown menu currently showing "Everyone" and a close button "X". Below this is a section with a red border containing three date/time pickers: "Due", "Available from", and "Until". A red circle with the letter "N" and an arrow points to the "Assign to" dropdown. Another red circle with the letter "O" and an arrow points to the "Due" picker. At the bottom of the red-bordered section is a "+ Add" button.

- P. If you are ready to publish your discussion, click the **Save & Publish** button. If you want to create a draft of your discussion and publish it later, click the **Save** button.

The screenshot shows three buttons in a row: "Cancel", "Save & Publish", and "Save". The "Save" button is highlighted in dark blue, while the others are light gray.

4. Assignments

- A. Go to “**Modules**” on the left menu in your Canvas course, and click the title of the assignment you would like to edit.
- B. Use the [Content Selector](#) in the Sidebar to link to or upload course resources, including files and images.
- C. Use the [Rich Content Editor](#) to add images, text, links, equations, or insert media.



- D. Enter the points for your assignment in the Points field.
- E. Select or create the assignment group (these are categories that mirror your grading criteria and will help you keep your gradebook organized).
- F. In the Display Grade as drop-down menu, select the method you want to use for grading. You can grade your assignment by percentage, complete/incomplete, points, letter grade, GPA scale, or set as not graded.

Note: The grading type is how the assignment score will display in the Gradebook. For example, an assignment worth 10 points is set to display as a percentage. A student who receives 8/10 points on the assignment will show as 80 in the Gradebook. If using a letter grade, learn how to create a [grading scheme](#), and [apply a grading scheme](#) to your assignment.

The screenshot shows a portion of the Canvas assignment settings interface. It includes three labeled fields: 'D Points' with a text input containing '0'; 'E Assignment Group' with a dropdown menu showing 'Imported Assignments'; and 'F Display Grade as' with a dropdown menu showing 'Points'. Below these fields is an unchecked checkbox labeled 'Do not count this assignment towards the final grade'.

- G. In the Submission Type drop-down menu, select the type of submission you want to accept for the assignment. By default, the submission type will be set to “Online.”
- i. No Submission is when you do not want students to submit an assignment in Canvas. This assignment type can be used to create extra columns in the Gradebook, or when you want to create an assignment that involves multiple scores. Submission Type does not apply to Not Graded assignments.
 - ii. Online is when you want students to submit their assignments using Canvas.
Note: If you select the Online submission type, you can [limit submission attempts for the assignment](#).
 - iii. On Paper is when you want students to submit an assignment to you but not through Canvas. This assignment type applies to traditional face-to-face courses or hybrid courses when you want the assignment turned in during class, but you still want to create a column in the Canvas Gradebook for grading purposes.
 - iv. External Tool is when you want students to submit their assignments using an external app (LTI) enabled for your course. You must enter a URL for the external tool.
- H. You can also set up an assignment as a [group assignment](#). You can also choose to grade students individually in group assignments.
- I. If you want to require students to review each other's work, you can [create a peer review assignment](#). When requiring peer reviews, you can select whether to manually assign peer reviews or automatically assign peer reviews.

The image shows a portion of the Canvas LMS assignment settings interface. It features three main sections, each with a red circular icon containing a letter:

- G Submission Type:** A dropdown menu is open, showing four options: "No Submission" (selected with a checkmark), "Online", "On Paper", and "External Tool".
- H Group Assignment:** A checkbox labeled "This is a Group Assignment" is present and currently unchecked.
- I Peer Reviews:** A checkbox labeled "Require Peer Reviews" is present and currently unchecked.

- J. If you want to set up an assignment with additional reviews, you may be able to enable Moderated Grading, Anonymous Grading, or both. [Moderated grading](#) allows multiple graders to evaluate a student's work and create provisional grades. [Anonymous grading](#) hides student names from graders when they view assignment submissions in SpeedGrader. These options can be used together or independently.
- K. If you want to assess submissions with DocViewer and make all instructor annotations and comments in DocViewer-supported submissions anonymous, select the [Anonymous Instructor Annotations](#) checkbox.
- L. By default, Canvas will set your assignment dates for everyone in your course. However, you can assign the assignment to an [individual student](#) or [course section](#).
- M. Create a due date for the assignment in the Due Date field. You also have the option to add [availability date](#) fields.

J Moderated Grading

☐ **Moderated Grading**
Allow moderator to review multiple independent grades for selected submissions

K Anonymous Grading

☐ Graders cannot view student names

K Anonymous Instructor Annotations

☐ Anonymize all annotations made by instructors on submissions for this assignment in DocViewer

Assign

L Assign to

Everyone X

M Due

Available from

Until

+ Add

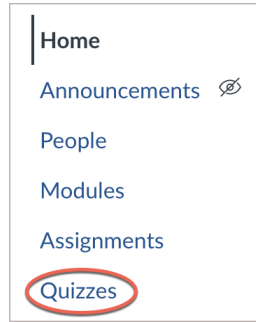
- N. If your assignment has not yet been published, the assignment will show the **Save & Publish** button. The Save button will create a draft of your assignment so you can publish it later.

Cancel Save & Publish Save

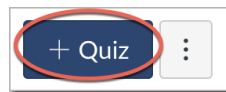
Quizzes

1. Create a new Quiz

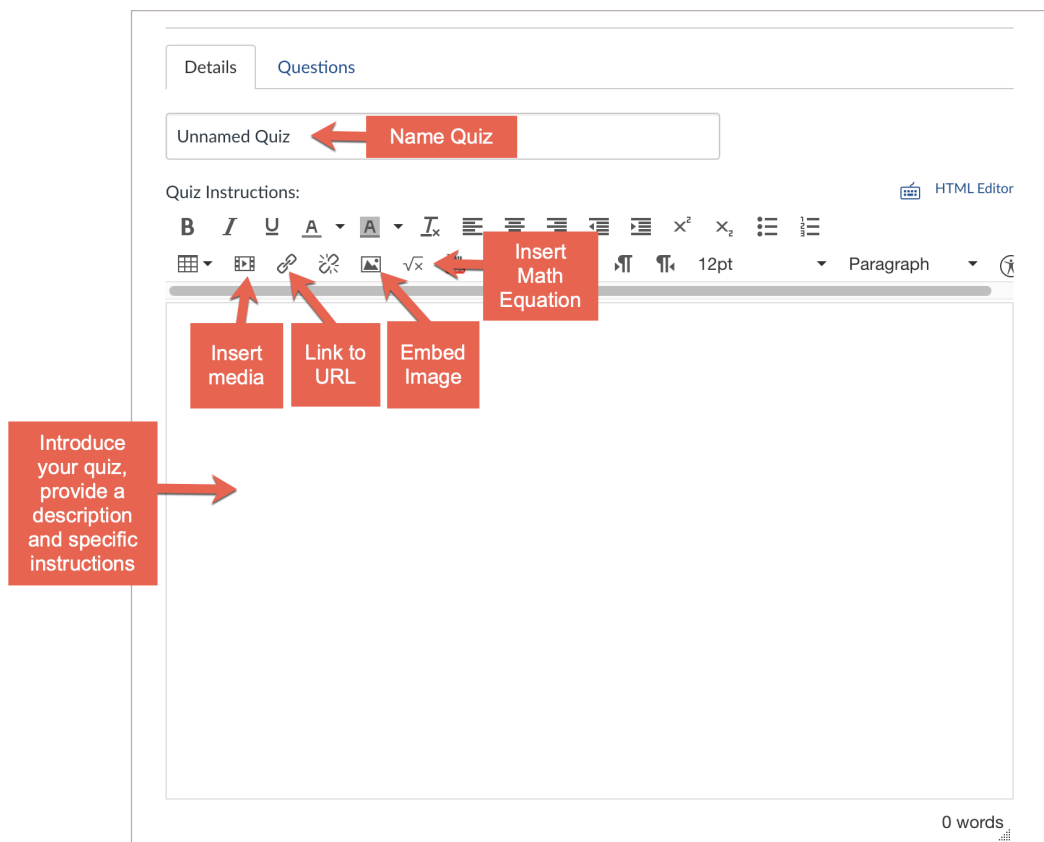
A. In Course Navigation, click the **Quizzes** link.



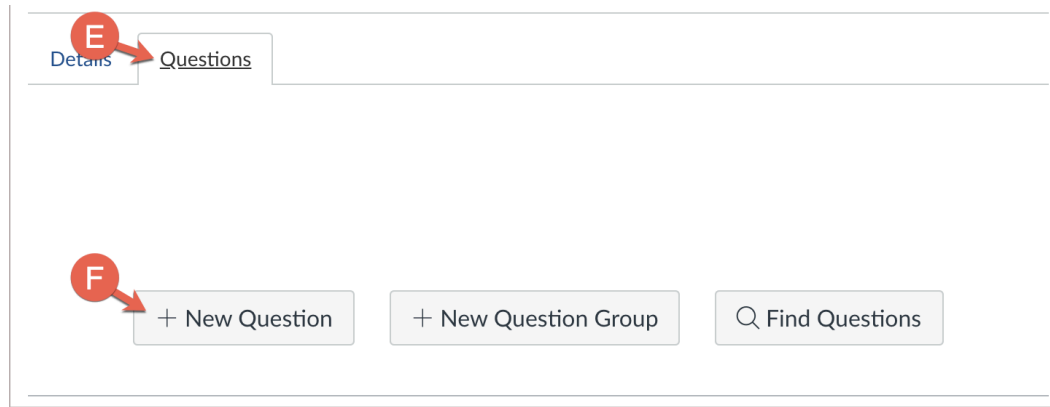
B. Click the **Add Quiz** button.



C. In the Details tab, enter the name of your quiz. In the [Rich Content Editor](#), introduce your quiz with formatted text, images, video, or sample math equations. You can even use the media commenting tool to record an introduction to the quiz.



- D. Complete the rest of the quiz details.
- E. Click the **Questions** tab.
- F. Manually create a new quiz question by clicking the **New Question** button.



- G. Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).
- H. In the question type drop-down menu, you can create the following types of quiz questions:
- [Multiple Choice](#)
 - [True/False](#)
 - [Fill-in-the-Blank](#)
 - [Fill-in-Multiple-Blanks](#)
 - [Multiple Answers](#)
 - [Multiple Drop-down](#) (can be used for [Likert scale](#))
 - [Matching](#)
 - [Numerical Answer](#)
 - Formula ([simple formula](#) and [single variable](#))
 - [Essay](#)
 - [File Upload](#)
- I. You can [link course content](#) to create Quiz questions, such as linking a diagram image. You will use the Rich Content Editor to link to content in your quiz question.
- J. If you want to add course content to your quiz question, you can access it in the content list on the sidebar. You can upload images and files from your desktop or link to images and files you have previously uploaded.

- K. To set the point value for the question, enter the points in the **pts** field. **Note:** Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

The screenshot shows the 'Questions' tab of a quiz editor. At the top, it displays 'Points 0' and 'Not Published'. Below this are tabs for 'Details' and 'Questions'. A red box highlights the 'Questions' tab area. Inside this box, there is a 'Question' label (G), a 'Multiple Choice' dropdown menu (H), and a 'pts: 1' input field (K). Below these is a large text area for the question, labeled 'Question:' and 'HTML Editor' (I). To the right of the question area is a sidebar with tabs for 'Links', 'Files', and 'Images'. The 'Links' tab is selected, showing a list of links to other content in the course, including Pages, Assignments, Quizzes, Announcements, Discussions, Modules, and Course Navigation. A red box highlights this sidebar area (J).

- L. To save your question, click the **Update Question** button.

A button labeled 'Update Question' is highlighted with a red oval. It is located next to a 'Cancel' button.

- M. Click the **Save** button to save your work and preview the quiz. **Note:** You should not publish your quiz until it is your final product. If you are ready to publish your quiz and make it available to students, click the **Save & Publish** button.

Two buttons are shown: 'Save & Publish' and 'Save'. The 'Save' button is highlighted with a red oval.

- N. Click the **Preview** button to see what students will see when they take the quiz. If the preview shows the quiz the way you want it, click the **Publish** button. **Note:** Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.

Three buttons are shown: 'Publish', 'Preview', and 'Edit'. The 'Preview' button is highlighted with a red oval.

Adding Files, Links, and Images

The **Rich Content Editor** and the **Content Selector** are Canvas tools that appear on every item (pages, discussion, assignments, quizzes). In this section, you will learn how to use both of these tools to add files, links, images, and videos to your course.

The screenshot displays the Canvas Rich Content Editor and Content Selector interface. The **Rich Content Editor** is the main area, outlined in red, containing a text editor with a toolbar and a paragraph of text titled "Accessibility". The **Content Selector** is a sidebar on the right, also outlined in red, with tabs for "Links", "Files", and "Images". It contains a list of links to other content in the course, such as "Pages", "Assignments", "Quizzes", "Announcements", "Discussions", "Modules", and "Course Navigation".

Rich Content Editor

Content Selector

Links | **Files** | **Images**

Link to other content in the course. Click any page to insert a link to that page.

- > Pages
- > Assignments
- > Quizzes
- > Announcements
- > Discussions
- > Modules
- > Course Navigation

Rich Content Editor Content:

Institutional Policies

Accessibility

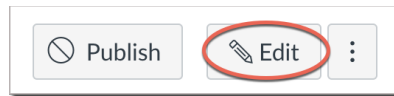
Your success in this class is important to me. If there are aspects of this course that prevent you from learning or that form barriers to your inclusion, I encourage you let me know as soon as possible. Together we'll develop strategies that can enable you to succeed in the course. If you need official accommodations, you have a right to have these met; please contact the Disability Services Office (617-552-3470). If you are seeking accommodations for a documented learning disability, please contact Kathleen Duggan, Director of the Connors Family Learning Center (617-552-8093 or dugganka@bc.edu).

The technologies used in this course comply with standards set by W3C's [Web Accessibility Initiative](#) and [Section 508](#) guidelines. See the links below to particular policies:

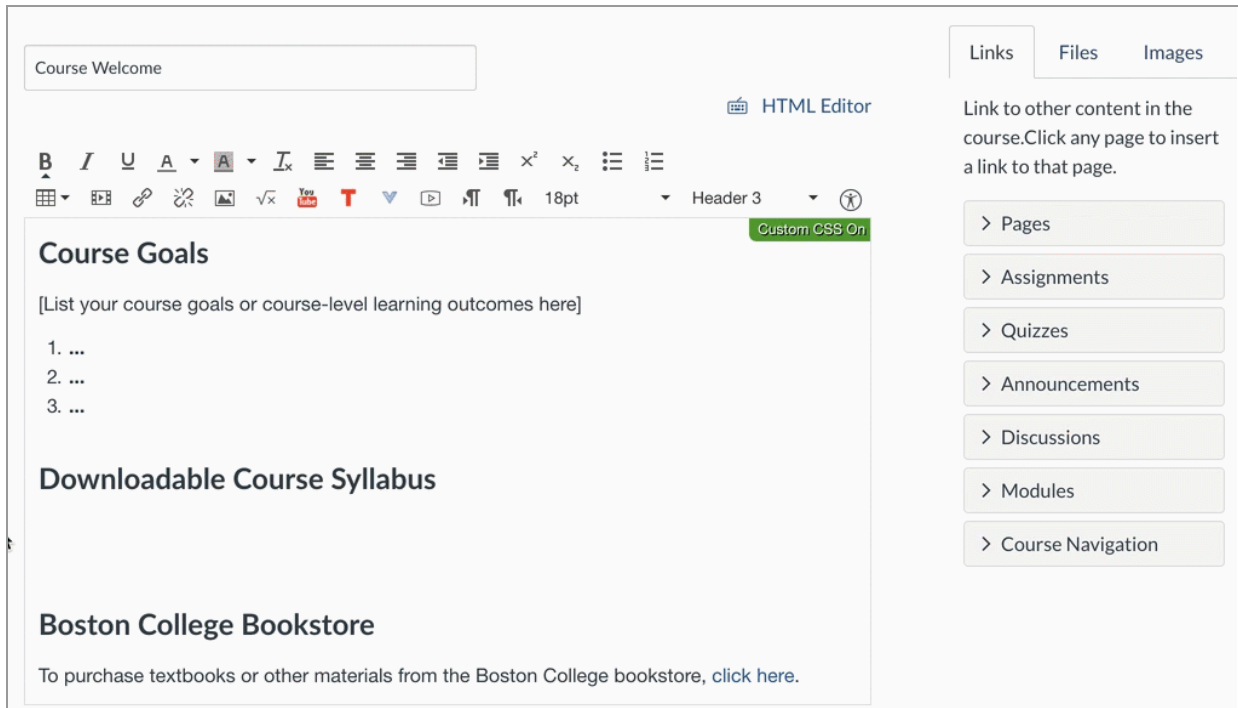
- [Accessibility in Canvas](#)
- [Accessibility in Zoom](#)
- [Accessibility in Panopto](#)

1. Adding Files

- A. Select the content area where you would like to add the file (page, discussion, assignment, quiz.)
- B. Click **“Edit”** on the top right.



- C. Inside the text box, click on the area where you want your file to appear.
- D. Locate the **Content Selector** on the right side of the screen and click the **“Files”** tab.
- E. From here, you have two options:
 - If the file has been uploaded to Canvas, click on the name of the file, and it will immediately appear in the text editor.



- If the file has not been uploaded to Canvas, click on **“Upload a New File”** → **Choose File**. Locate and upload the file from your computer, then click **“Upload.”**

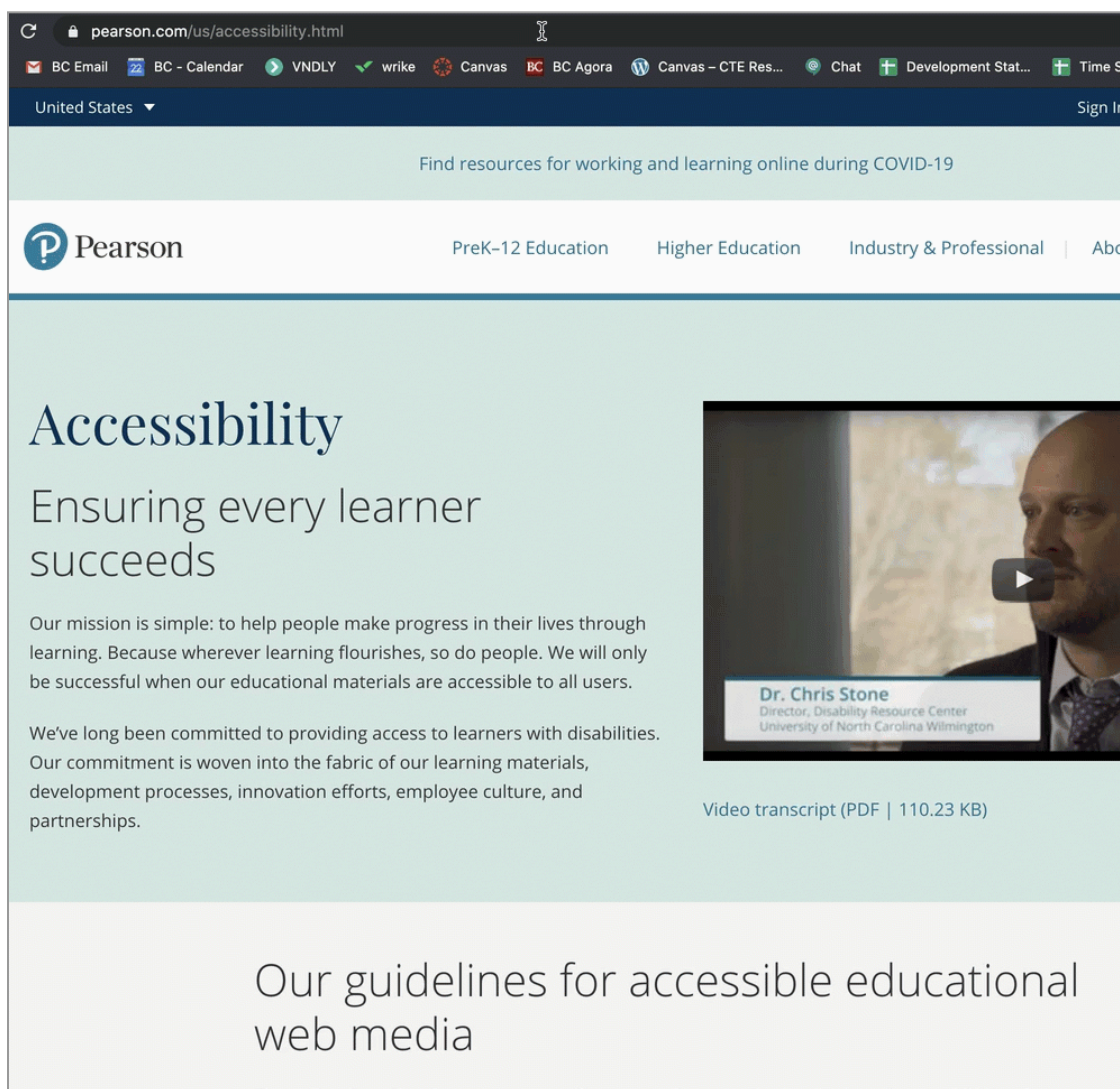
F. Click **“Save”** at the bottom of the page.

2. Adding External Links

- A. Select the content area (page, discussion, assignment, quiz) where you would like to add the file.
- B. Click **“Edit”** on the top right.

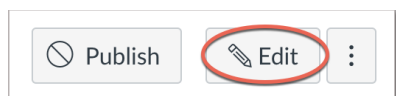


- C. Go to the website you would like to link and copy the URL.
- D. Go back to Canvas, and inside the text box, highlight the text you would like to link.
- E. Select the **“Link to URL”** button in the **Rich Content Editor** and paste the URL.
- F. Click **“Insert Link.”**
- G. Click **“Save”** at the bottom of the page.

A screenshot of the Pearson website's Accessibility page. The browser address bar shows 'pearson.com/us/accessibility.html'. The page has a dark blue header with the Pearson logo and navigation links for 'PreK-12 Education', 'Higher Education', and 'Industry & Professional'. Below the header, there is a light blue section with the title 'Accessibility' and the subtitle 'Ensuring every learner succeeds'. The main content area is white and contains two paragraphs of text about Pearson's mission and commitment to accessibility. To the right of the text is a video player showing a man speaking, with a play button overlay. Below the video player is a link to a 'Video transcript (PDF | 110.23 KB)'. At the bottom of the page, there is a light blue section with the text 'Our guidelines for accessible educational web media'.

3. Adding Links to Canvas Content Areas

- A. Select the content area (page, discussion, assignment, quiz) where you would like to add the link.
- B. Click “**Edit**” on the top right.



- C. Inside the text box, click on the area where you want the link to appear.
- D. Locate the **Content Selector** on the right side of the screen.
- E. Select what type of content you want to link, for example, a link to an assignment, a page, etc.

A screenshot of the Canvas HTML Editor interface. On the left, there is a text editor with a toolbar and a text area containing placeholder text. On the right, there is a 'Content Selector' panel with tabs for 'Links', 'Files', and 'Images'. The 'Links' tab is active, showing a list of content types: Pages, Assignments, Quizzes, Announcements, Discussions, Modules, and Course Navigation. Each item has a right-pointing arrow next to it.

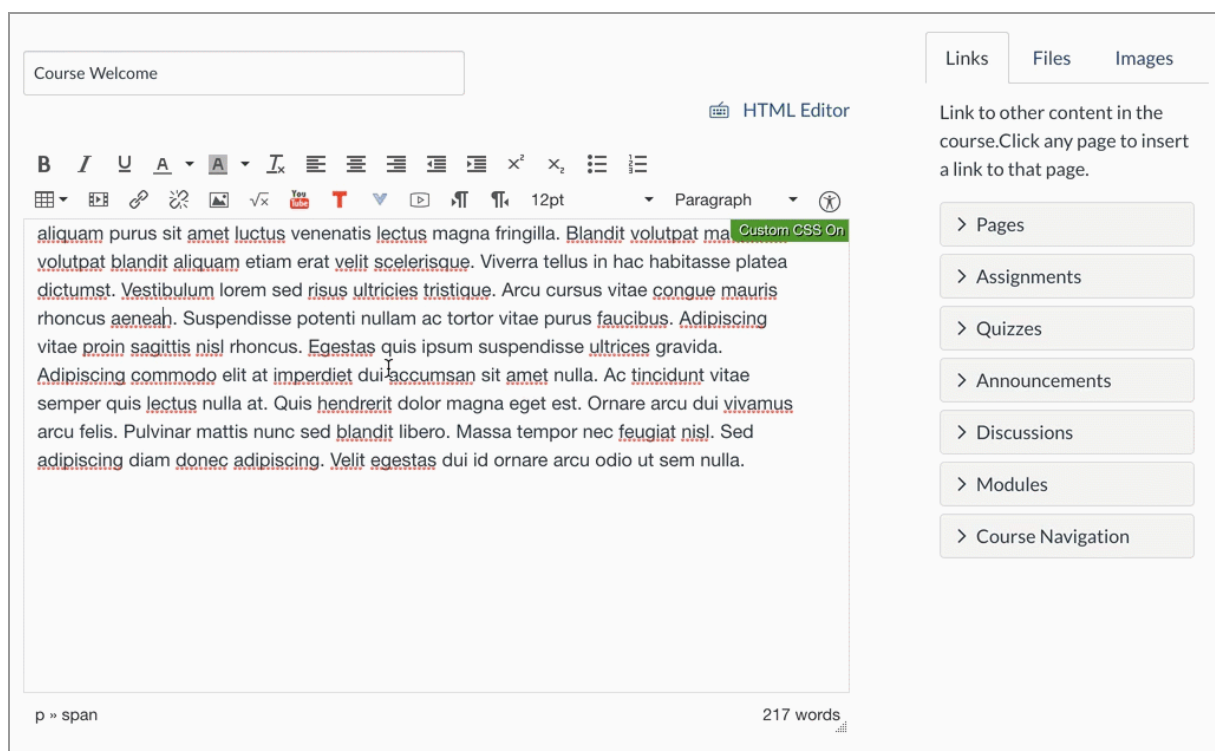
- F. Click “**Save**” at the bottom of the page.

4. Adding Images

- A. Select the content area (page, discussion, assignment, quiz) where you would like to add the image.
- B. Click “**Edit**” on the top right.



- C. Inside the text box, click on the area where you want your image to appear.
- D. Locate the **Content Selector** on the right side of the screen and click the “**Images**” tab.
- E. From here, you have two options:
 - If the image has been uploaded to Canvas, click on the name of the image, and it will immediately appear in the text editor.



- If the file has not been uploaded to Canvas, click on “**Upload A new image**” → **Choose File**. Locate and upload the file from your computer. You will be asked to provide an Alt Text or description of the image. If your image is only for decoration purposes and does not add to student’s learning, click on the “**Decorative image**” checkbox. Click “**Upload**” to insert the image.

F. Click **“Save”** at the bottom of the page

Panopto

1. [Create a Panopto recording and publish to Canvas](#)

2. Embed Panopto Video on Canvas

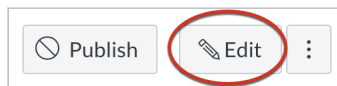
Recent major Panopto upgrade means that access permissions to Panopto videos is most reliably provided by Canvas **not** from Panopto Admin. Viewers must be students enrolled in the course. To embed videos the embedder **must be enrolled in the course as a teacher or designer**.

Permissions are tied to the video not the folder. So videos can be reused but they must be embedded by someone with a teacher/designer role in the relevant course **using only the wysiwyg approach to embedding videos** (outlined below).

The wysiwyg approach to embedding videos (outlined below) must always be used, **never** the 'Panopto Recordings' link on the left hand Canvas course navigation bar as it will create different viewing permissions.

Instructions:

- A. Go to **“Modules”** on the left menu in your Canvas course, and click the title of the content area (page, discussion, assignment, quiz) where you would like to add the video.
- B. Select **“edit”** at the top of the page.



- C. Click on the area where you want your video to be located.
- D. In the text editor tools, select the **“external tools”** icon.
- E. From the external tools menu, select **“Panopto Recordings”**
- F. Click on the video you would like to add, then click **“Insert.”**
- G. Click **“Save”** at the bottom of the page

Note: For visuals on steps C-G, please see the animated image below

p 65 words

☐ Add to student to-do

Save

3. Additional Panopto tutorials