Rich Content Editor and Page Creation

Canvas Tip Sheet

This webinar demonstrates how to use the Rich Content Editor to add and edit content and explains how Pages can be managed and created within Modules and the Page Index.

Rich Content Editor (RCE)

- Use the Rich Content Editor (RCE) to add and edit content in Announcements, Assignments, Discussions, Pages, Quizzes, and the Syllabus.
- The RCE lets you format text, insert links, images, media, and documents, open external tools, format paragraphs, clear formatting, add tables, insert an equation, and more.
- You can upload documents in the RCE by either dragging and dropping the file or using the RCE menu button titled Insert and then Document.

Understanding Pages

- Pages are the primary tool to present content and educational resources that are part of a course but don't necessarily belong in an assignment
- When you are in Module view, Pages are identified by the paper icon.
- To create a page from the Modules area, select the plus button at the top-right of the Module within which you would like the Page.
- To create a page from the Pages Index, select Pages from the Course Navigation. You may need to select View All Pages and then select the +Page button at the top-right.

Things to Remember

- The Page Index, accessed from the Course Navigation Menu, provides an alphabetical list of all the Pages in the course. From this view, you can see which pages are published, when they were created and last edited, and using the three-dot menu, you can delete and duplicate pages.
- Use the Accessibility Checker, the RCE's built-in accessibility tool, to find common accessibility errors within the editor such as heading structure, hyperlinks, image alt text, text contrast and more.

Learn More

- Consult the Canvas Instructor Guides for updated information on how to use Canvas.
- Find on-demand resources and support at LEAD's Teaching and Canvas Help webpage.
- Register for live LEAD faculty trainings on Griz Hub for focused training on using Canvas.