All Users

Rich Content Editor

In this video, you will learn how to use the Rich Content Editor in Canvas. To learn more about this topic, visit the Canvas Guides at guides.canvaslms.com. Additionally, permissions vary between users and institutions, so what you see in this video may be different from what you see in Canvas.

Here you have the Rich Content Editor, which you can use to add and format content for several features in Canvas, including Announcements, Assignments, Discussions, Quizzes, and the Syllabus. But for this video, we will show you how to use the Editor in Pages. Format your content by highlighting the text you want to edit and clicking the different formatting options in the toolbar. To make the text accessible for screen readers, be sure to use the paragraph and header styles rather than resizing the text. In addition to text formatting options, there are other editing options that are helpful for organizing and inserting relevant content for your course. Let's look at a few of these tools.

First, you can add a table by clicking the tables button. Then, choose insert table in the drop-down menu. Select the number of cells you want your table to have. With your table selected, click the Tables icon again and then choose table properties to edit your table's General and Advanced settings. Note that you can also merge and split cells, as well as add and delete rows and columns. You can then add content to the table in the Rich Content Editor by clicking and typing in the cells.

Next, the Record/Upload Media tool allows you to insert audio or video into the Rich Content Editor. You can record your media on the spot, or upload an existing media file. To record your own media, select the Record Media tab, click the camera or microphone icon - respectively for video or audio - and click to record. Click again to stop recording, and then choose to save or re-record. To upload media from your computer, click the Upload Media tab, choose video or audio, and select the appropriate file.

You can also embed content from the Content Selector. Using the Content Selector, you can link to other content in your course, insert files, or upload images. To link to other content and locations within your course, first select and highlight the word or words you would like to make into a link. Then, click the Links tab in the Content Selector and select the course content to which you'd like to link. A yellow box will form around the new link and the word or words will turn blue to indicate that the link has been created.

To link to a course file or upload a new file link, select the Files tab and insert one of your Course Files or upload a new file from your computer. If you are an instructor, you can insert images from the Content Selector. Click the Images tab, search the Flickr Creative Commons site, upload a new image from your computer, or insert existing course images. Make sure to

save the changes made to your Page!

You've now completed this tutorial video on the *Rich Content Editor*. For additional information on this or any other topic about Canvas, just visit guides.canvaslms.com. You can also ask questions and engage with other Canvas users by visiting community.canvaslms.com.