

- Instructor Training -

Pages - Creation and Management

Step	Action	Script - Narration
1	First Screen - Course Home	In this video, you will learn how to create and manage Pages in Canvas.
2		Pages let you display content and educational resources that are part of your course. With a page, you can add and format content, including text, video, images, and other helpful links to create a customized static or dynamic page of content.
3		So, why should you use pages? First off, Pages are useful for giving more in-depth content or instructions for Assignments. For example, you might create a Page that has all the learning content, resources, videos, links, and instructions that a student needs in order to complete an upcoming Assignment.
4		You can also use Pages to help organize your Modules within a course. For example, you can insert a page at the beginning of a Module to give a preview of what content is going to be covered in that module.
5	Click "Pages"	Now take a look at Pages by clicking on the "Pages" link in Course Navigation on the left.
8	Click "View All Pages" Click "+ Page"	You can add a new page in the Pages Index. If you don't see the add page option in your course, click the "View all Pages" button at the top of your screen, then click the "Add Page" button.
9	Type title: "Elements of Communication"	When your new page appears, first add a Title...
10	Search Flickr "communication" Select image Set header Header 3 "Communication Elements" Paste Lorem Ipsum	... then add text, images, videos or any relevant content to your Page by using this Rich Content Editor.
11	Type - Submit HERE Highlight + link to Assgnmt	You can also quickly add links to other pages, files, and images using the Content Selector on the right.
12	Click HTML Editor + paste	Click this link to switch to the HTML Editor if you want to add or edit HTML for your page.
13		For more information on using the Rich Content Editor or the Content Selector to customize your page, watch the video tutorial on the <u>Rich Content Editor</u> .
14	Click dropdown menu	Depending on your settings, you can change who is allowed to edit your Page by clicking the drop-down menu. By default, the page is set to give only teachers editing rights. Note that this option is all or nothing. For example, you can't create a page that only one section of students can edit. If that is your goal, you may want to use the Collaborations tool or create student groups.
15	Check Notify users of changes	When you make changes to a page, you can notify students by checking this checkbox below the page content.
16	Click "Save"	Make sure to click the "save" button when finished editing your page.
17	Click "Publish"	To publish your page and make its content viewable to students, click the "Publish" button.
18		Now that there are pages in the course, they can be managed from the Pages index. You can see the title of all the pages you have created in your course, the creation date, and the date and name of the person who last made page edits.

19	Click the arrow next to each heading	Sort any of these columns in ascending or descending order by clicking the arrow next to the heading.
20	Unpublish page Publish APA Formatting Publish Taxonomy	You can also tell if a page is published or not on the Index page. A green cloud with a white checkmark indicates a page is published whereas a light grey cloud with no checkmark indicates an unpublished page. Toggle these icons to publish or unpublish a page.
21	Click Taxonomy Settings Change name to Taxonomy	To change the name of a page, click the Settings menu on the right, then click edit. Now you can change the page name and Save it.
22	Hover over "Taxonomy" Click to visit page	To modify the content of a page, click the title or anywhere on the row of a given page.
23	Add video on taxonomy	Make changes to your page using the Rich Content Editor and Content Selector.
24	Click Save	And again, be sure to click Save.
25	View Page Click Settings Menu, Select View Page History	One of the great options you'll find with pages is a history of all the page revisions where you can see the date, time, and author of any changes made to a page.
26	Click Aug 9 - 8:43am	Those who have permission to edit a page will be able to view previous versions of the page by clicking the date...
27	Click Restore this version	...and they can even restore a previous version of the page.
28	Click "View All Pages"	To revisit the index of Pages in your course, click the View All Pages button.
29		And finally, lets look at a couple different ways to utilize the Front Page feature.
	Viewing Pages Index Set "Old Home" as the FP	Some instructors like to use Pages as a public wiki for a course. A wiki is a collaborative space where many authors contribute and modify content. As with any wiki site, you may want to set some instructions for using pages and have them appear before any other pages are viewed. You can do this by designating any of these pages as your "Front Page." When someone clicks on "Pages", this Front Page will be the first page they see.
30	Click Bio Wiki Settings	To set a page as the Front Page, click the Settings Menu.
31	Click "Use as Front Page"	Then click the "Use as Front Page" option.
32		The Pages Index will identify the Front Page with a gray tag.
33	Click "Pages"	Now when you open Pages, Canvas will always open to this Front Page.
34	Show View All Pages button	Now, you can click this "View All Pages" button to see the Pages Index and create new pages.
35	Click "Course Home" setting Set as Front Page	An alternative way to use this Front Page feature is for an instructor to customize one of these pages and then use it as the course home page for students. To do this, you'll create a page, customize it, be sure to publish it, and then mark it as the Front Page.
36	Click "Home"	Next, visit the Home Page of your course...
37	Click "Edit Homepage"	... then click "Edit Homepage" and select "Pages Front Page" from the drop-down.
38	In drop-down menu, click "Pages Front Page"	
39	Click Save	... then click Save
40	Show new Homepage view	Now, the page you designated as the Front Page will be displayed to students when they enter your course. Remember that this option will only work if you have created, published, and designated a Page as your Front Page. And, you can edit this front page or select a different page as your Front Page, at any time.
		You've now completed this tutorial video on <u>Pages</u> .
		For additional information on this or any other topic about Canvas, just visit

		<p>guides.canvaslms.com.</p>
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You can also ask questions and engage with other Canvas users by visiting community.canvaslms.com.