

- All Users -

Rich Content Editor - Content Creation

Step	Action	Script - Narration
1	Start on editable page	In this video, you will learn how to use the Rich Content Editor in Canvas.
2		You can use the Rich Content Editor 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.
3	Point out RCE	Here you have the Rich Content Editor, where you can insert and format text and other content to be viewed in your course.
4	Format content [Use header option for resizing]	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.
5	Point out other editing options	In addition to text formatting options, there are <i>other</i> editing options, including Insert and Edit a Table, Link and Unlink to URL, Embed Image, Insert Math Equation, External Tools, and Record/Upload Media.
6		These tools are helpful for organizing and inserting relevant content for your course. Let's go through how to use a few of these tools.
7	Click into the editor window	
8	Click Table icon	First, click on the tables button and then choose "insert table" on the drop-down menu.
9	Edit table properties	Then drag to select the number of cells you want your table to have.
10	Click Table icon again in RCE	With your table selected, click the Tables icon again and then choose "table properties" to edit your table's General and Advanced settings
11	Click Table icon again	Note that you can also merge and split cells as well as add and delete rows and columns.
12	Add content to table	You can now add content to the table in the Rich Content Editor by clicking and typing in the cells.
13	Click below page title	
14	Click the Media button	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.
15	Point out Record Media tab	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.
16	Point out Upload Media Tab	To upload media from your computer, click the "Upload Media" tab, choose video or audio, and select the appropriate file.
17	Point out Content Selector, Tabs (Links, Files, Images)	You can also embed content from the Content Selector on the right sidebar. Using the Content Selector, you can link to other content in your course, insert files, or upload images.

18	Highlight the word	To link to other content and locations within your course, first select and highlight the word or words you would like make into a link.
19	Click Links tab	Then click the "Links" tab in the Content Selector...
20	Select Page	and select the course content you want to link to.
21		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.
22	Click Files tab	To link to a course file or upload a new file link, select the "Files" tab...
23	Select Course File	... and insert one of your Course Files...
24	Point out Upload a new file	... or upload a new file from your computer.
25	Click Images tab	If you are an instructor, you can insert images from the Content Selector. Click the "Images" tab...
26	Point out Upload a new image	... and upload a new image from your computer...
27	Point out Flickr	... search the Flickr Creative Commons site...
28	Select Course Image	... or insert existing course images.
29	Click "Save Changes"	Make sure to save the changes made to your Page!
		You've now completed this tutorial video on the <i>Rich Content Editor</i> .
		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 .