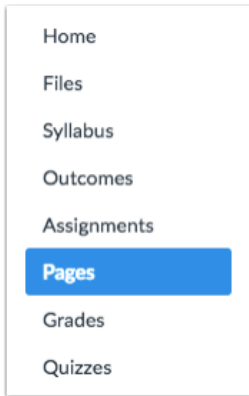


PAGES

Open Pages



Pages are where you can put content and educational resources that are part of your course but don't necessarily belong in an assignment, or that you want to refer to in multiple assignments. This is a place where you can include text, video, and links to your files. You can even make links to other pages.

Pages can also be used as a collaboration tool where you can create class wikis and set specific user access for each page. Canvas keeps the entire history of the page so you can see how it changes over time.

To view the Pages Index from the Front Page or any individual page, click the View All Pages button.



As an instructor, you can create a new page to add to your course.

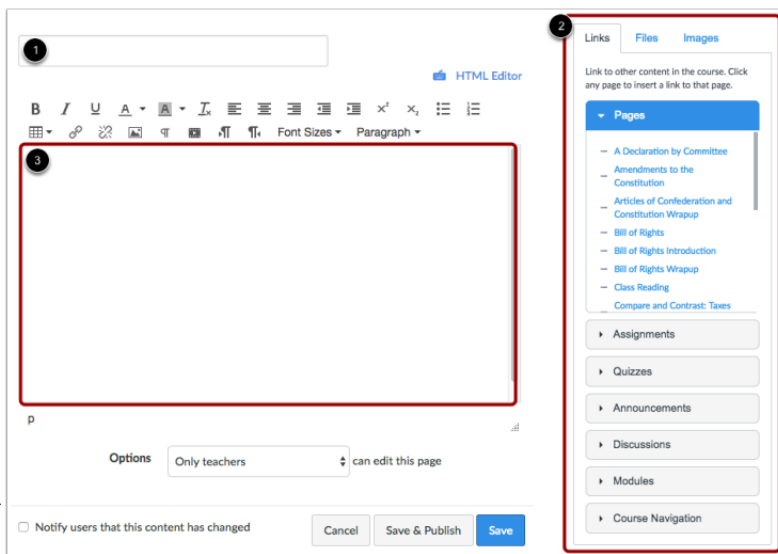
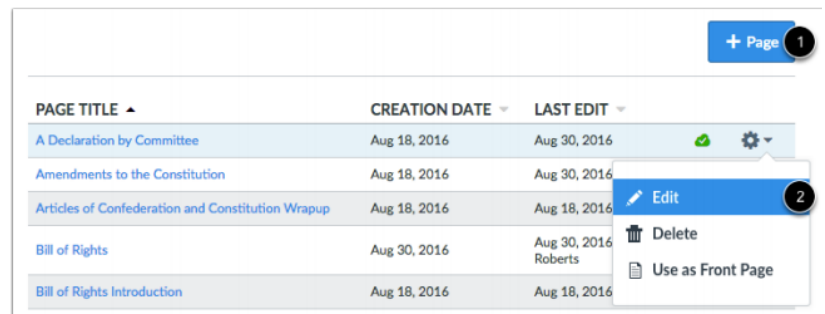
When creating pages, you can set page permissions as to who can edit the page: instructors (teachers), instructors and students, or anyone.

To add text, images, media, links, and/or other files to your course, you can create a new page [1].

To create links to other parts of your course, you can edit a page [2].

You can also put Pages into Modules for students to view.

Edit or Create Pages



Type a name for your page [1].

Use the **Rich Content Editor** [2] to create content for your page.

You can also add links, files, and images to the using the content selector [3].

PAGES

Rich Content Editor

Canvas has a simple, yet powerful, content editor that is available anytime for creating new content.

The **Rich Content Editor** is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

Although clean and streamlined, the **Rich Content Editor** is sophisticated enough to support embedding any video content, math formula, and other rich media. View a video about the **Rich Content Editor**.

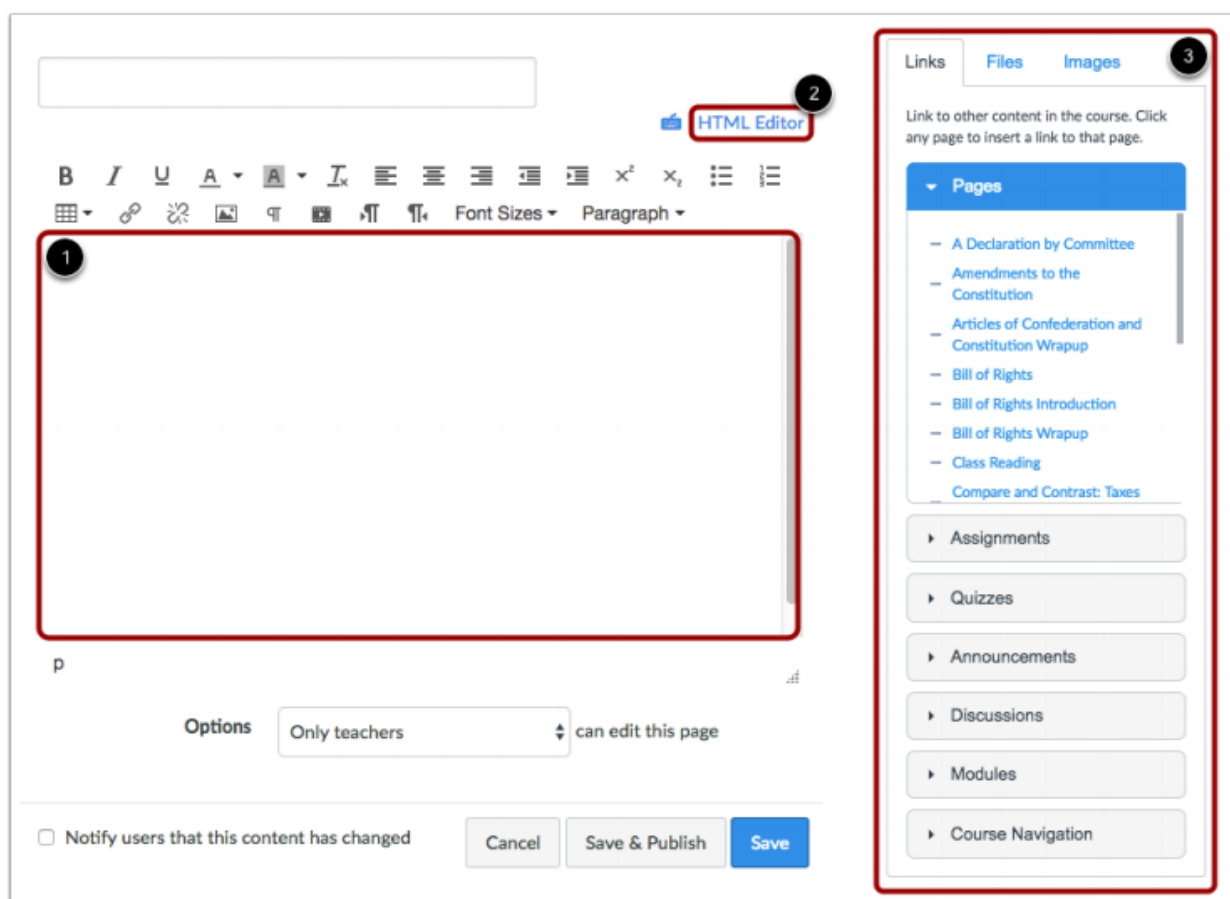
Note: Configured External (LTI) Tools may create additional buttons in the Rich Content Editor.

The Rich Content Editor includes the content area and the content selector. Anything that can be viewed in a web browser can be inserted into the Rich Content Editor content area [1].

Content can also input HTML directly into Canvas using the HTML Editor link [2].

Users can also easily link to course content using the Content Selector [3], which is displayed in the sidebar any time the Rich Content Editor is open.

Depending on the feature area being viewed (course or group), users may be able to link to existing files, images, or links, and upload new files and images. Note: In Pages and the Syllabus, the Content Selector includes visual style updates and content section pagination. However, the overall functionality of the Content Selector throughout Canvas is the same.



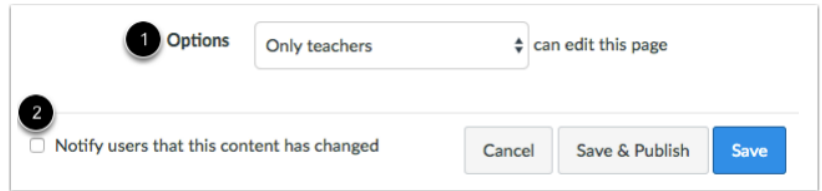
The following Canvas features use the Rich Content Editor:

• Announcements • Assignments • Discussions • Pages • Quizzes • Syllabus

PAGES

Edit Page Settings

You can decide *who* can edit the page by selecting the Who can edit this page drop down menu [1]. Options include only teachers, teachers and students, or anyone. You can also notify users that content has changed by selecting the Notify users that this content has changed check-

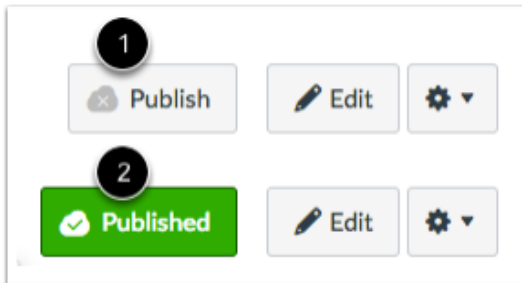
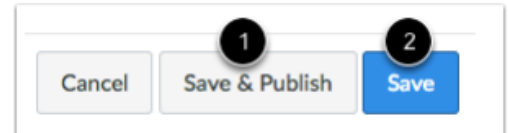


Save and Publish Your Page

If you are ready to publish your page, click the **Save & Publish** button [1].

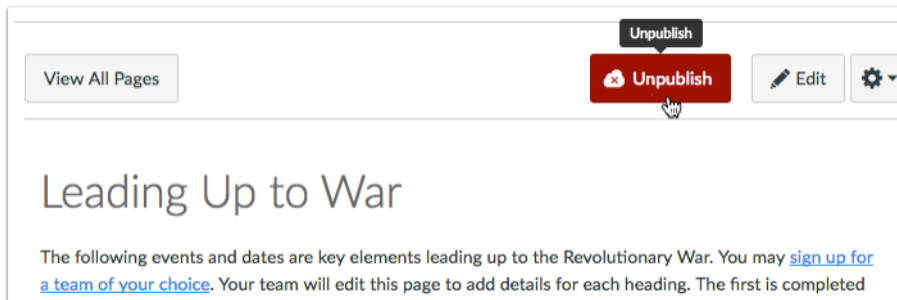
If you want to create a draft of your page, click the **Save** button [2].

Note: If you try to navigate away from a page without saving, you will generate a pop-up warning.



When your page is saved in a draft state, you can return to the page and publish it at any time by clicking the Publish button [1]. The button will change from gray to green [2].

Unpublish a Page



To unpublish a page, hover over the published button.

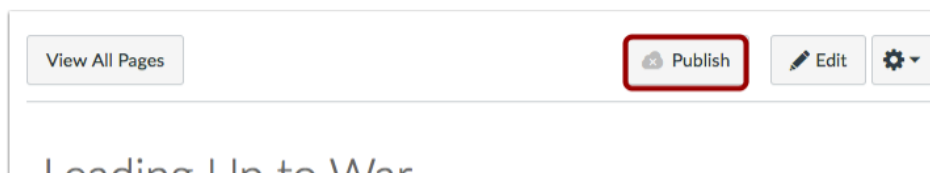
The hover text will confirm you want to unpublish the page, and the button will change from green to red. Click the button to confirm.

Note: You cannot unpublish a page that has been set to the Front Page.

Draft State in Pages

Draft State allows content in Pages to exist in an unpublished (draft) state. Unpublished content is invisible to students.

Note: If you use Modules in your course and add a Page to a Module, please be aware that the state of the Module overrides the state of all module items. You may want to consider leaving Pages unpublished until you are ready to publish the entire Module.



PAGES

View Status of All Pages

On the Pages Index page, you can view the status of each page. Green cloud icons with a white checkmark [1] indicate the page is published. Solid gray cloud icons [2] indicate unpublished pages.

You can change the status of a page by toggling the published and unpublished icons.

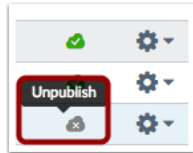
+ Page

PAGE TITLE ▲	CREATION DATE ▼	LAST EDIT ▼		
A Declaration by Committee	Aug 18, 2016	Aug 30, 2016 by Doug Rol	1	2
Amendments to the Constitution	Aug 18, 2016	Aug 30, 2016 by Doug Rol	2	
Articles of Confederation and Constitution Wrapup	Aug 18, 2016	Aug 18, 2016		
Bill of Rights	Aug 30, 2016	Aug 30, 2016 by Doug Roberts		

Publish a Page



Unpublish a Page



Editing a Page

As an instructor, after you have created a page for your course, you can edit the page at any time. By default, only instructors (teachers) can edit pages.

However, you can set a default preference for specific users to edit and contribute to the page in the Course Settings Course Details tab.

[View All Pages](#)[Front Page](#)[Published](#)[Edit](#)[Settings](#)

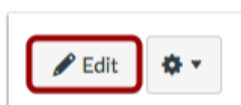
Open Page

+ Page

PAGE TITLE ▲	CREATION DATE ▼	LAST EDIT ▼		
A Declaration by Committee	Dec 19, 2016	Dec 19, 2016	✓	⚙
Amendments to the Constitution	Dec 19, 2016	Dec 19, 2016	✓	⚙
Articles of Confederation and Constitution Wrapup	Dec 19, 2016	Dec 19, 2016	✓	⚙

Click the title of the page you want to change.

Edit Page



Click the **Edit** button.

Edit the content and add links and media using the Rich Content Editor or switch to the HTML Editor.

PAGES

Delete a Page in a Course

You can delete a page if you no longer need it or if it is not used as the Front Page for your course.

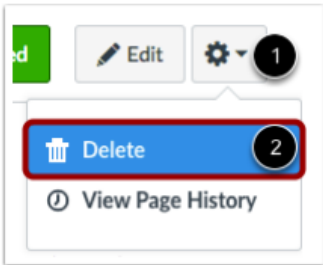
Note: You will be unable to delete a page if it is used as the Front Page for your course.

+ Page

PAGE TITLE ▲	CREATION DATE ▼	LAST EDIT ▼	
A Declaration by Committee	Aug 18, 2016	Aug 30, 2016 by Doug Roberts	✓ ⚙
Amendments to the Constitution	Aug 18, 2016	Aug 30, 2016 by Doug Roberts	✕ ⚙
Articles of Confederation and Constitution Wrapup	Aug 18, 2016	Aug 18, 2016	✓ ⚙
Bill of Rights	Aug 30, 2016	Aug 30, 2016 by Doug Roberts	✓ ⚙

Click the title of the page you want to delete.

Delete Page



Click the **Settings** icon [1] and select the **Delete** link [2].

Edit the content and add links and media using the Rich Content Editor or switch to the HTML Editor.

To change the editing permissions for the page, click the Options drop-down menu.

Confirm Deletion

Delete Wiki Page

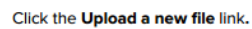
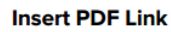
Are you sure you wish to delete this wiki page?

Cancel

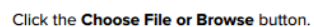
Delete

Upload a PDF to a Page

In the Content Selector, click the Files tab.



Choose File

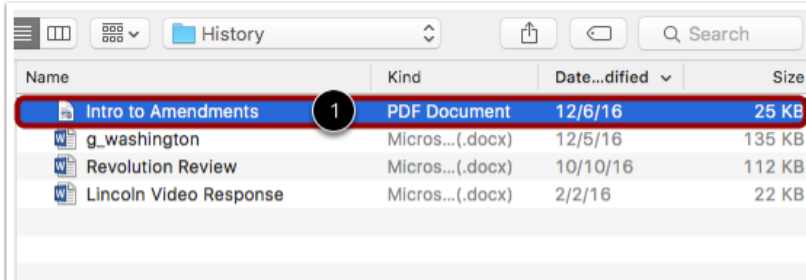


PAGES

Upload a PDF to a Page

Click the document you want to upload [1] and click the Open button [2].

Open File

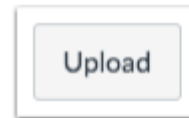


Select Folder

Click the Folder drop-down menu and choose where you would like to store the file.



Upload File

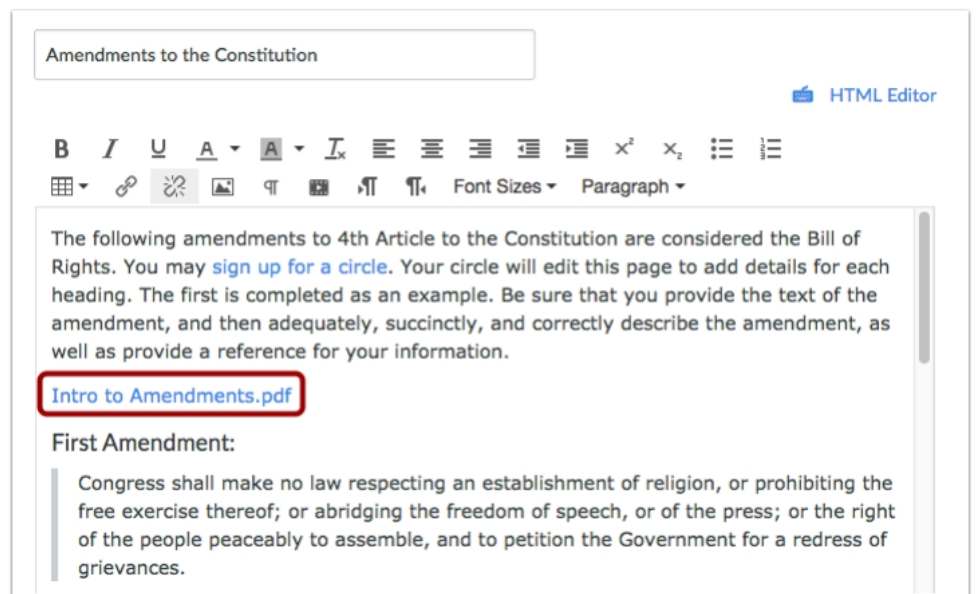


Click the **Upload** button.

View PDF Link

Look in the Rich Content Editor to be sure that the file was properly inserted where you left your cursor.

If you look closely you will see the file name flash yellow the moment it is inserted in the page.



Link to Other Canvas Pages

Insert Link

A Declaration by Committee

HTML Editor

B I U A ▾ A ▾ I_x [List Icons] x² x₂ [List Icons]

[Table Icon] [Link Icon] [Unlink Icon] [Image Icon] [Text Color Icon] [Background Color Icon] [Font Size ▾] [Header 4 ▾]

The following are key elements leading up to the Declaration of Independence. You may [sign up for a group](#). Your group will edit this page to add details for each heading. The first is completed as an example. Be sure that you adequately, succinctly, and correctly describe the concept as well as the people involved. Make sure to provide a reference for your information.

| ←

Developing the idea

In June 1776, the Second Continental Congress decided that they needed to declare independence in one fashion or another. They agreed to take a three week recess and appointed the "Committee of Five" which included John Adams, Roger Sherman, Benjamin Franklin, Robert R. Livingston, and Thomas Jefferson. After the committee discussed the general direction that the document would take, they asked Jefferson to write the first draft.

A Declaration by Committee

HTML Editor

B I U A A T [List Icons] Font Sizes Header 4

The following are key elements leading up to the Declaration of Independence. You may [sign up for a group](#). Your group will edit this page to add details for each heading. The first is completed as an example. Be sure that you adequately, succinctly, and correctly describe the concept as well as the people involved. Make sure to provide a reference for your information.

Declaration of Independence Introduction

Developing the idea

In June 1776, the Second Continental Congress decided that they needed to declare independence in one fashion or another. They agreed to take a three week recess and appointed the "Committee of Five" which included John Adams, Roger Sherman, Benjamin Franklin, Robert R. Livingston, and Thomas Jefferson. After the committee discussed the general direction that the document would take, they asked Jefferson to write the first draft.

[References: http://www.archives.gov/exhibits/charters/declaration_hist

h4 » a

Links Files Images

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

Pages

- Articles of Confederation and Constitution Wrapup
- Bill of Rights
- Bill of Rights Introduction
- Bill of Rights Wrapup
- Class Reading
- Compare and Contrast: Taxes Today
- Declaration of Independence Introduction**
- Declaration of Independence

Assignments

Quizzes

Announcements

Discussions

Modules

Course Navigation

PAGES

Pages Index Page

You can view all your pages in your course on the Pages Index Page. As an instructor, you can add new pages, edit pages, and manage page settings.

View Front Page

Pages is designed to open to the designated front page for the course.

Global settings are at the top of the page [1], followed by the individual page content [2]. You can also use the Front Page for the course home page.

Note: If your course does not yet have a front page, Pages will open to the Pages Index Page.

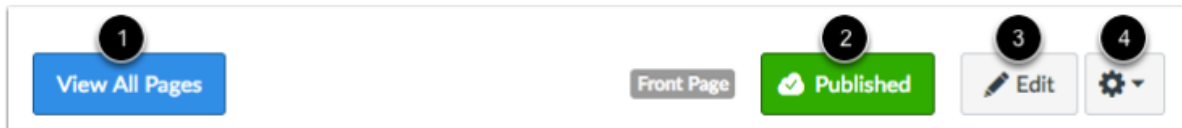


For individual pages, global settings include Viewing All Pages [1], publishing and unpublishing the page [2], and editing the page [3].

In the Settings drop-down menu [4], you can delete the page and view the page history.

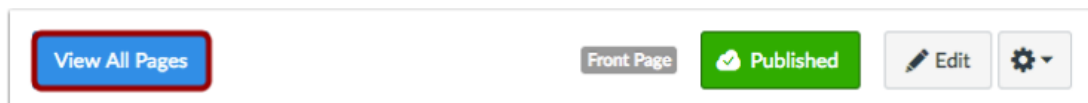
Note: You cannot delete a page that is set as the Front Page.

View Pages Global Settings



To view the Pages Index from the Front Page or any individual page, click the View All Pages button.

View All Pages



PAGES

View Pages Index Page

The Pages Index has one global function at the top of the page, which is to add new Pages [1]. The rest of the Index displays the individual pages created in Canvas [2]. Your front page is identified with a gray Front Page tag [3].

1 + Page

PAGE TITLE ▲	CREATION DATE ▼	LAST EDIT ▼		
A Declaration by Committee	Aug 18, 2016	Aug 30, 2016	✓	⚙
Amendments to the Constitution	Aug 18, 2016	Aug 30, 2016	✓	⚙
Articles of Confederation and Constitution Wrapup	Aug 18, 2016	Aug 18, 2016	✓	⚙
Bill of Rights	Aug 30, 2016	Aug 30, 2016 by Doug Roberts	✓	⚙
Bill of Rights Introduction	Aug 18, 2016	Aug 18, 2016	✓	⚙
Bill of Rights Wrapup	Aug 18, 2016	Aug 18, 2016	✓	⚙
Compare and Contrast: Taxes Today	Aug 18, 2016	Aug 18, 2016	✓	⚙
Declaration of Independence Introduction	Aug 18, 2016	Aug 18, 2016	✓	⚙
Declaration of Independence Wrapup	Aug 18, 2016	Oct 19, 2016 by Doug Roberts	✓	⚙
History 101 Front Page 3	Aug 18, 2016	Aug 18, 2016	✓	⚙
Leading Up to War	Aug 18, 2016	Aug 30, 2016	✓	⚙

For each individual page, you can use the settings drop-down menu [1] to edit the page title or delete the page. You can also set any page as your front page through the page settings.

To edit a page or change the page name, click the name of the page [2]. Note: If a page has not been published, you cannot set it as your Front Page.

Manage Individual Pages

PAGE TITLE ▲	CREATION DATE ▼	LAST EDIT ▼		
A Declaration by Committee 2	Aug 18, 2016	Aug 30, 2016	✓	⚙ 1
Amendments to the Constitution	Aug 18, 2016	Aug 30, 2016		
Articles of Confederation and Constitution Wrapup	Aug 18, 2016	Aug 18, 2016		
Bill of Rights	Aug 30, 2016	Aug 30, 2016 by Doug Roberts		
Bill of Rights Introduction	Aug 18, 2016	Aug 18, 2016		

Edit

Delete

Use as Front Page