

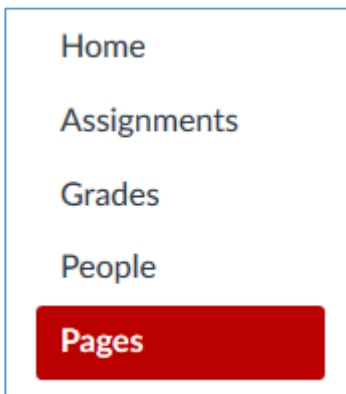
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## BUILDING YOUR COURSE IN CANVAS: PART 2

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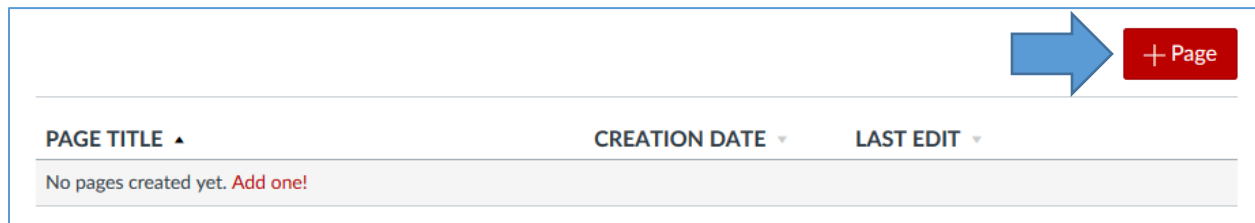
- STEP 1: Create a Introduction Page
  - STEP 2: Add Course Information
  - STEP 3: Add Syllabus
  - STEP 4: Set Your Introduction Page as Home Page
  - STEP 5: Publish Your Course
- 

### STEP 1: Create a Introduction Page



Select **Pages** from the left menu.

Click on the **+ Page** to add a new page. Or you can also click on **Add one!** to add a new page too.



## STEP 2: Add Course Information

Call it **Home Page** and add content into the Rich Content Editor window below.

Use the tools on the toolbar to edit your text.

Home Page

HTML Editor

**B** *I* U **A** **A** *I* **B** **B** **B** **B** **B**  $x^2$   $x_2$  **B** **B**

Grid Table Link Unlink Image Math YouTube Embed Video Audio Video 12pt P: **B**

Add content here

Links Files Images

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

Pages

+ Link to a New Page

- ▶ Assignments
- ▶ Quizzes
- ▶ Announcements
- ▶ Discussions
- ▶ Modules
- ▶ Course Navigation

Here is an example of the home page before the syllabus is added.

Home Page

HTML Editor

**B** *I* U **A** **A** *I* **B** **B** **B** **B** **B**  $x^2$   $x_2$  **B** **B**

Grid Table Link Unlink Image Math YouTube Embed Video Audio Video 12pt P: **B**

Welcome to READ 82!

**Instructor's Contact Information**

Instructor: John Doe

Phone Number: 562 938 4111

Email: [jdoe@bcc.edu](mailto:jdoe@bcc.edu)

Office Location: LL-124

Course Description: This course provides instruction in the strategies necessary for college reading with an emphasis on the application of

Links Files Images

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

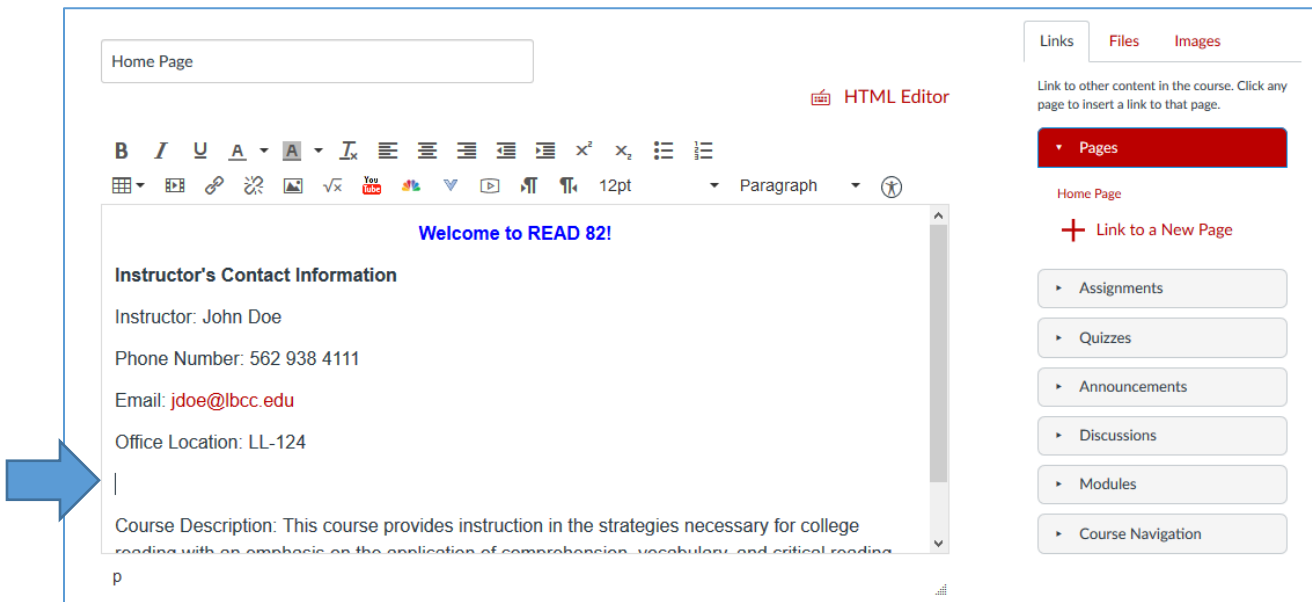
Pages

+ Link to a New Page

- ▶ Assignments
- ▶ Quizzes
- ▶ Announcements
- ▶ Discussions
- ▶ Modules
- ▶ Course Navigation

## STEP 3: Add Syllabus

To add syllabus to the page, position the cursor on the page where you want the syllabus to appear first.



The screenshot shows the Canvas HTML Editor interface. On the right-hand side, the 'Files' tab is selected, and the 'Pages' section is expanded. The main editor area contains the following text:

Home Page

HTML Editor

Welcome to READ 82!

**Instructor's Contact Information**

Instructor: John Doe

Phone Number: 562 938 4111

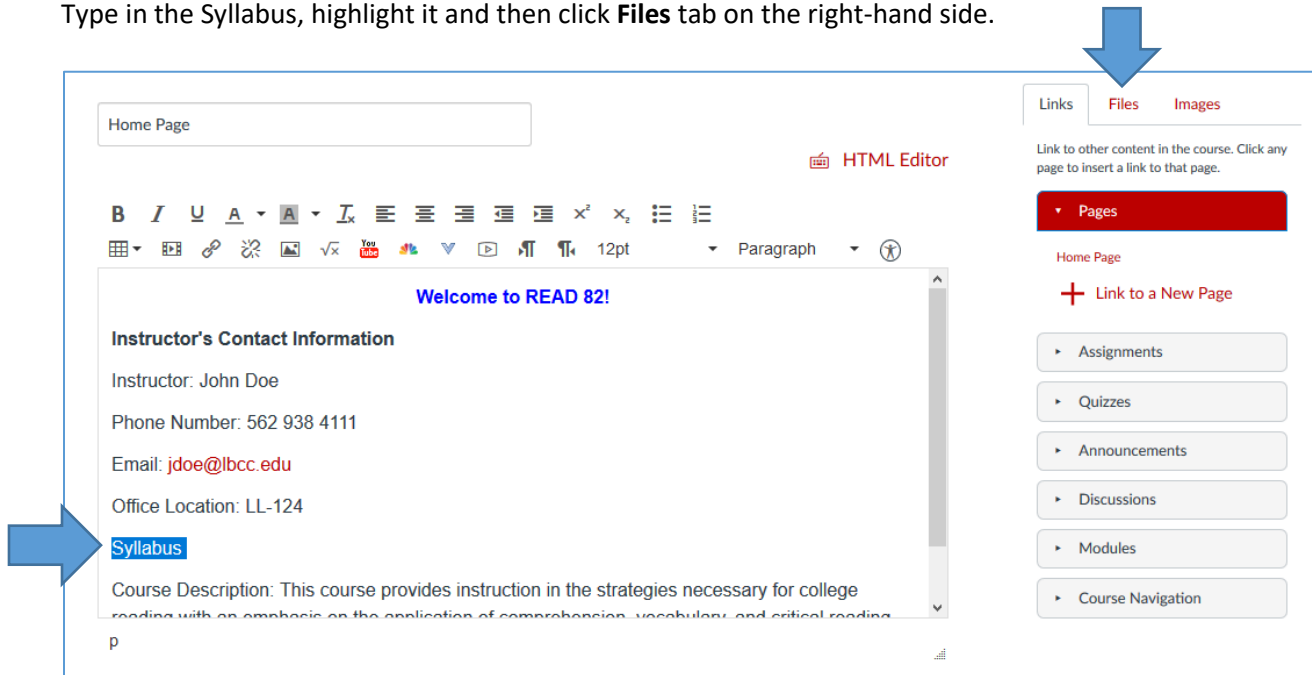
Email: [jdoe@lbcc.edu](mailto:jdoe@lbcc.edu)

Office Location: LL-124

Course Description: This course provides instruction in the strategies necessary for college reading with an emphasis on the application of comprehension, vocabulary, and critical reading.

A blue arrow points to the cursor position at the end of the contact information section.

Type in the Syllabus, highlight it and then click **Files** tab on the right-hand side.



The screenshot shows the Canvas HTML Editor interface. On the right-hand side, the 'Files' tab is selected. The main editor area contains the following text:

Home Page

HTML Editor

Welcome to READ 82!

**Instructor's Contact Information**

Instructor: John Doe

Phone Number: 562 938 4111

Email: [jdoe@lbcc.edu](mailto:jdoe@lbcc.edu)

Office Location: LL-124

**Syllabus**

Course Description: This course provides instruction in the strategies necessary for college reading with an emphasis on the application of comprehension, vocabulary, and critical reading.

A blue arrow points to the 'Files' tab on the right-hand side.

If the syllabus is already included in your files, you can find it and click on it and it will be automatically linked with the highlighted text.

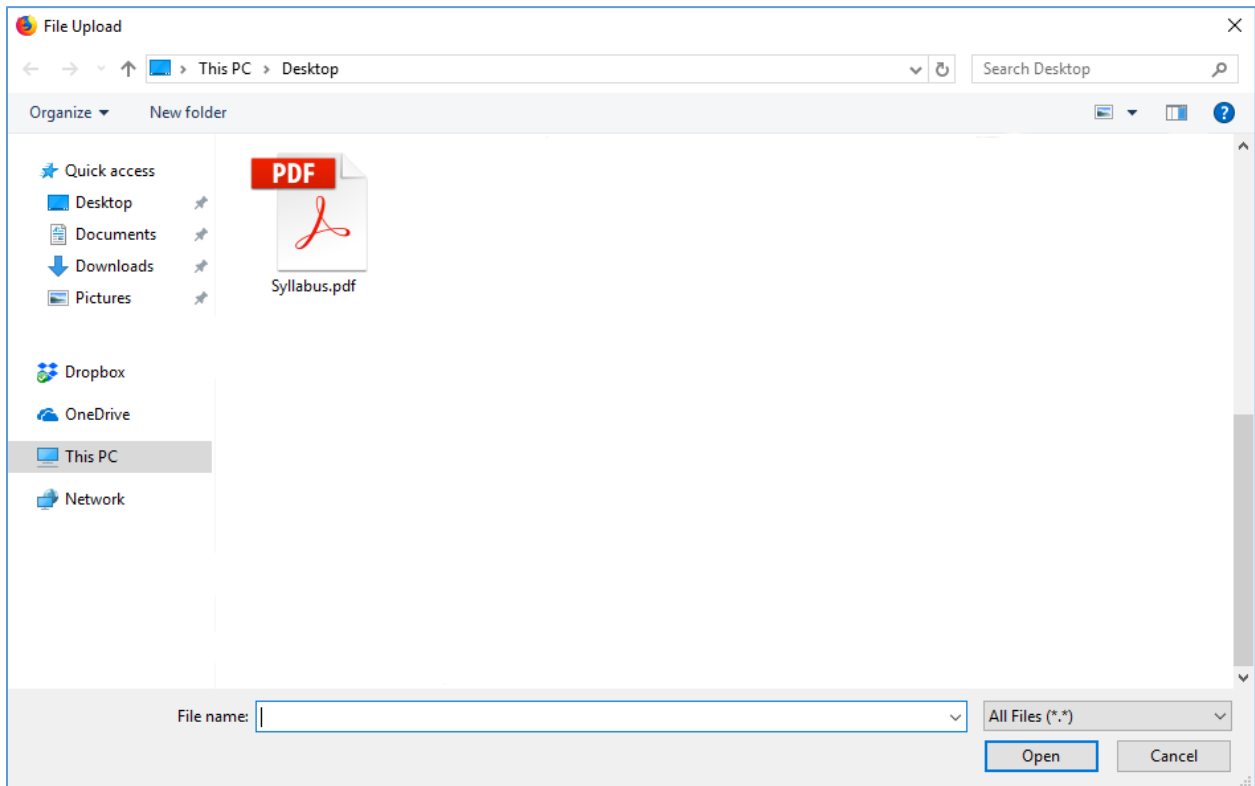
If you need to upload your syllabus, click the **Upload a new file** link next.

The screenshot shows the Canvas HTML Editor interface. At the top, there is a 'Home Page' input field and a 'HTML Editor' label. Below this is a rich text editor toolbar with various icons for text formatting and alignment. The main content area contains the following text: 'Welcome to READ 82!', 'Instructor's Contact Information', 'Instructor: John Doe', 'Phone Number: 562 938 4111', 'Email: [jdoe@lbcc.edu](mailto:jdoe@lbcc.edu)', 'Office Location: LL-124', a 'Syllabus' link, and a 'Course Description: This course provides instruction in the strategies necessary for college reading with an emphasis on the application of comprehension, vocabulary, and critical reading...'. On the right side, there are three tabs: 'Links', 'Files', and 'Images'. The 'Files' tab is active, showing a message: 'Click any file to insert a download link for that file.' Below this, there is a folder icon labeled 'course files' and a red '+ Upload a new file' button. A large blue arrow points directly to this button.

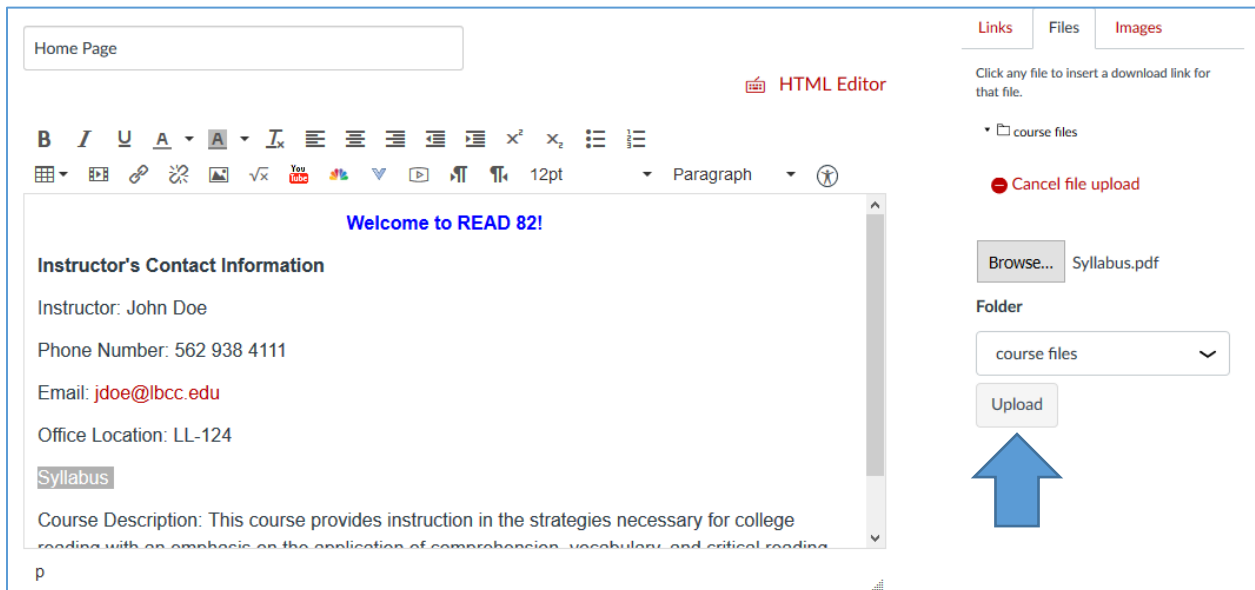
First click **Browse...**

This screenshot shows the same Canvas HTML Editor interface as the previous one, but with a file selection dialog open. The dialog has a 'Browse...' button, a 'Folder' dropdown menu, and a 'Cancel file upload' button. The 'Browse...' button is highlighted with a blue arrow. The 'Folder' dropdown menu is set to 'course files'. The text in the main content area is the same as in the previous screenshot.

In **File Upload** window, find the file you want to upload, select it and click **Open**.



Click **Upload**. The file gets uploaded and linked to Syllabus at the same time.

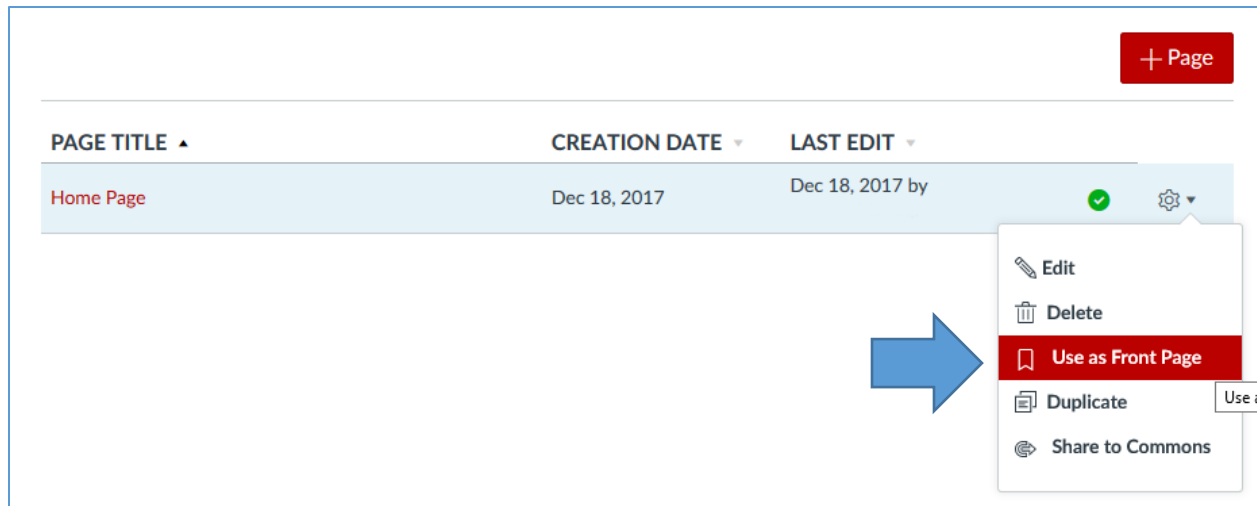


When completed, click **Save & Publish**.

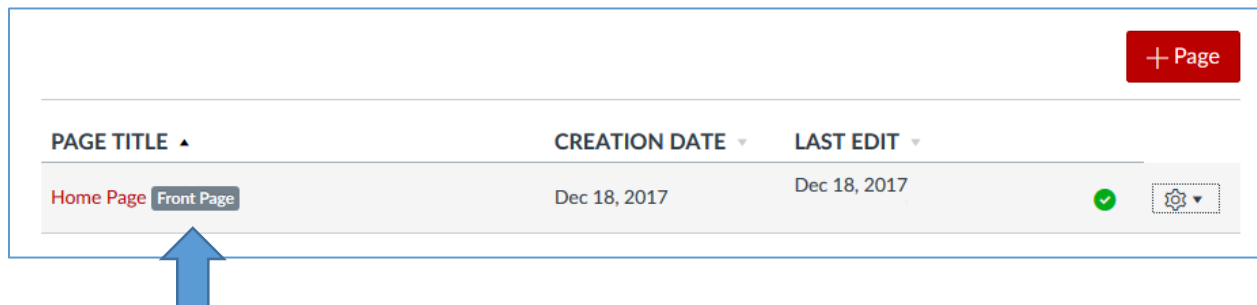
## STEP 4: Set Your Introduction Page as Home Page

In order to see the Home Page as the first page after you click on the course name in Dashboard, home page needs to be also marked as a front page.

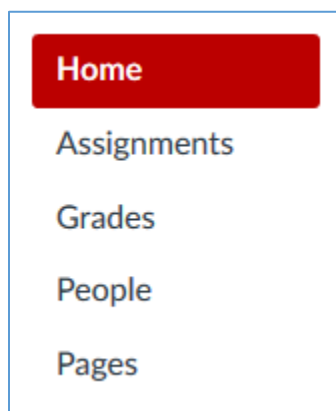
To do that click **Pages** to view all pages, then click on the drop-down menu of the Home Page, and select **Use as Front Page**.



Home Page is now also marked as **Front Page**.



Now click on Home button and complete the home page setup.



**Course Status**

Unpublished  Publish

**Coming Up**  3

*Nothing for the next week*

Look for **Course Status** on the right-hand side and select **Choose Home Page**.



**Choose Home Page**

Select what you'd like to display on the home page.

Course Activity Stream

Pages Front Page *Home Page* [Change]

Course Modules

Assignments List

Syllabus

When **Choose Home Page** opens, deselect **Course Modules** and select **Pages Front Page**.

**Choose Home Page**

Select what you'd like to display on the home page.

Course Activity Stream

Pages Front Page *Home Page* [Change]

Course Modules

Assignments List

Syllabus

Then, click **Save**.



## Final Home Page

### READ 82 Course Shell

[Edit](#)

**Welcome to READ 82!**

**Instructor's Contact Information**  
Instructor: John Doe  
Phone Number: 562 938 4111  
Email: [jdoe@bcc.edu](mailto:jdoe@bcc.edu)  
Office Location: LL-124

Course Description: This course provides instruction in the strategies necessary for college reading with an emphasis on the application of comprehension, vocabulary, and critical reading skills to academic and technical reading assignments.

**Course Status**  
 Unpublished  Publish

[Import from Commons](#)  
[Choose Home Page](#)  
[View Course Stream](#)  
[New Announcement](#)

**Coming Up** [View Calendar](#)  
Nothing for the next week

## STEP 5: Publish Your Course

Now you need to publish your course in order for your students to be able to see it.

Click **Publish** under **Course Status**.

Once the Course Status turns green and displays **Published**, your course is now live and accessible to your students.

### READ 82 Course Shell

[Edit](#)

**Welcome to READ 82!**

**Instructor's Contact Information**  
Instructor: John Doe  
Phone Number: 562 938 4111  
Email: [jdoe@bcc.edu](mailto:jdoe@bcc.edu)  
Office Location: LL-124

[Syllabus](#)

Course Description: This course provides instruction in the strategies necessary for college reading with an emphasis on the application of comprehension, vocabulary, and critical reading skills to academic and technical reading assignments.

**Course Status**

Unpublish  Published

[Import from Commons](#)  
[Choose Home Page](#)  
[View Course Stream](#)  
[New Announcement](#)  
[View Course Analytics](#)

**Coming Up** [View Calendar](#)  
Nothing for the next week

# CONGRATULATIONS!

You have successfully created your first course.