# Pages in Canvas

#### A Guide for Educators

Created by the Academic Commons at Thomas Jefferson University

Pages can be added to a Canvas course to store content, including text, links, images, and other multimedia. In Canvas, Pages are the components that make up your course modules. Some examples of Pages are Content pages, Resource pages, and Wikis.

For an overview of Pages, check out the **Pages Overview Video** 

## **Creating a Page**

- Once you are in the course where you'd like to add a Page, click on the Pages link in the Course Navigation menu on the left.
- ➤ To add a new page, locate and click the blue **+Page** button in the top right.
  - ❖ You may need to click the **View All Pages** button first if, you've already created Pages.
- ➤ Give your page a title. This is the name that will display at the top of the page and in lists of pages or modules.
- Add text, media, and other instructional content using the Rich Content Editor. The Content Selector panels on the right allow you to link directly to other Pages, Assignments, and Files in your Canvas course.
  - To save the Page as a draft, click the Save button.
  - ❖ To make the page available to learners, publish the page by clicking the Save & Publish button.

For a walk-through with step-by-step screenshots, see the Canvas guide: <u>How do I create a new page in a course?</u>

## Pages Index Page

- After Pages have been added to a course, they will display in the Pages Index, which you can access by clicking Pages in the course navigation menu and (if necessary) clicking View All Pages.
- > The Page index displays Page titles, creation dates, and the dates of the last edit.
  - ❖ To sort any of these columns in ascending or descending order, click the arrow next to the header.
- You can publish or unpublish a Page from the index by clicking the **Publish** icon.

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- > Click the **Options** icon (three vertical dots) to edit, delete, or duplicate the page.
  - ❖ In the event you need to revert to a page's previous version, open a page from the Page Index and find the **Options** menu again to access it.

For a walk-through with step-by-step screenshots, see the Canvas guide: <u>How do I use the Pages</u> index Page?

### **Canvas Front Page**

- What it is:
  - ❖ The Front-Page option in Canvas allows you to set a page as the Course Home Page (the first content students see when they enter your course).
- > Select Front Page
  - ❖ To set a Page as the Front Page, click the Options icon and select the Use as Front Page link.
  - Once selected, a Front-Page tag displays underneath the page title.
- Change Home Page
  - ❖ You can choose a new Home Page for your course when viewing the current Home page from the menu on the upper right-hand side and selecting **Choose Home Page**.

For walkthroughs with step-by-step screenshots on setting up a Home Page and how to use all of its features see these guides: **Setting a Home Page** and **Using Home Page**.

## **Canvas Help**

- > Jefferson contracted for 24/7 live agent support for all Jefferson community members.
  - ❖ Call the Canvas Support Hotline: (267) 666-6253
  - Chat with live with Canvas support: cases.canvaslms.com/liveagentchat
- Campus Specific Support: Available Monday Friday 8AM 6PM
  - Center City: Contact the Academic Commons' Educational Technology Support team at EdTech.Support@lists.jefferson.edu or call (215) 503-2830.
  - ❖ East Falls: Contact the East Falls Help Desk at <u>EFHelpdesk@jefferson.edu</u> or call (215) 951-4648.

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