



# HOW TO EDIT PAGES

In the process of developing your Canvas course, you will likely want to edit your course pages. This may mean tailoring template pages or revising those from a previous course. It may mean any combination of adding, deleting, and updating content. Fortunately, the same set of steps allows you to do all three at the same time. Note that, in what follows, the focus will be on text and visuals, such as images or tables. Adding, deleting, or updating other elements—like documents, links, and media—will be taken up elsewhere.

- **STEP 1:** Start by opening the page where you want to edit. In this example, it is the 'Home' page. Click on the 'Edit' button in the upper right-hand corner.

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BigBlueButton

Collaborations

## Example Course



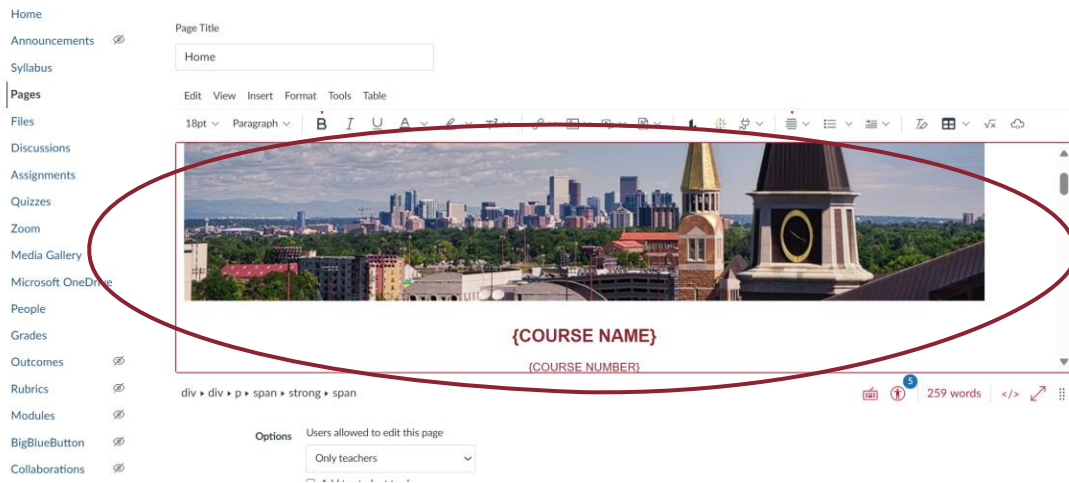
**{COURSE NAME}**

{COURSE NUMBER}

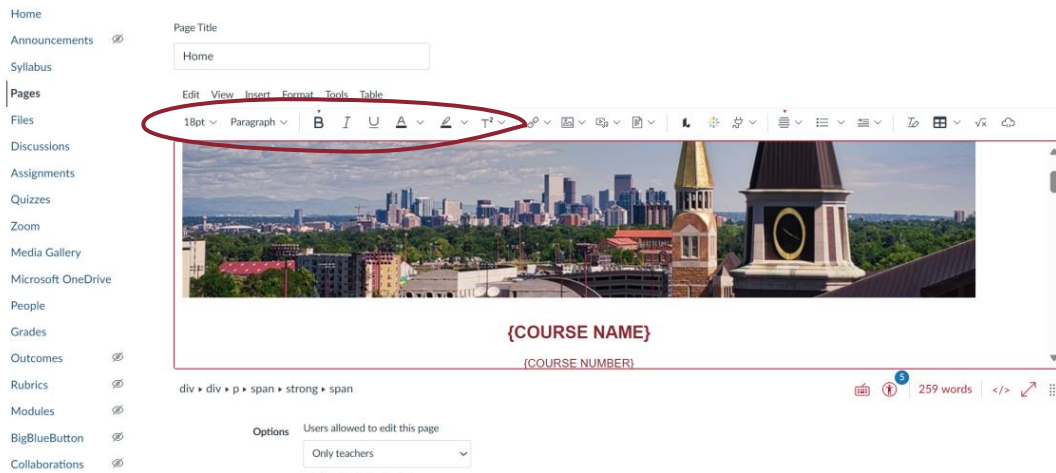
{SEMESTER YEAR}

WEEK 1 WEEK 2 WEEK 3 WEEK 4

□ **STEP 2:** In the main textbox, scroll to the element you wish to edit.



If it is the text of the page you wish to edit, you can **add**, **delete**, or **update** it as you would in any word-processing platform. Formatting tools can be found along the top of the textbox.



If you are looking to add an image or table, click the **'Images'** or **'Table'** button, which are also located along the top of the textbox.

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Page Title

Home

Edit View Insert Format Tools Table

18pt Paragraph B I U A [Color] [Background Color] [Link] [Image] [Table] [Code] [Undo] [Redo]



{COURSE NAME}

{COURSE NUMBER}

div • div • p • span • strong • span

Options Users allowed to edit this page

Only teachers

259 words

- STEP 3:** Finalize the editing process by clicking the 'Save' button in the lower right-hand side of the screen.

Only teachers

Add to student to-do

Publish At

Allow in mastery paths

Notify users that this content has changed

Cancel

Save