

# Canvas Basics: Part 2

## Suggested Practice Activities

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### Activity #1: Familiarize Yourself with the Rich Content Editor

- Create an empty Page in a Module, by clicking the + to the right of a Module title and adding a new Page.
- Open the Page by clicking on the Page title.
- Click on EDIT on the top right corner to bring you to the Rich Content Editor (RCE).
- Practice the following in the RCE:
  - **Resize the RCE** by clicking and dragging on the six dots on the bottom right of the RCE.
  - **Add an External Link** by going to Insert > Link > External Link, then pasting a link to a website.
  - **Add a Course Link** by going to Insert > Link > Course Link, then choosing a link from the right panel.
  - **Upload an image and add Alt Text** by going to Insert > Image > Upload Image, then choosing an image saved on your computer.
  - **Create and download a button** at [Da Button Factory](#), upload the button to your Canvas Page, and turn it into a course link by highlighting the image and going to Insert > Link > Course Link, then choosing a link from the right panel.
  - Upload a document by going to Insert > Upload Document, then choosing a document saved on your computer.
  - **Make your document display automatically** by clicking on the document title, then choosing Link Options > Preview Inline > Open by Default.
  - **Insert a horizontal line** by going to Insert > Insert Horizontal Line
  - Remember to SAVE your page.

### Activity #2: Create an Assignment

- Create an empty Assignment in a Module, by clicking the + to the right of a Module title and adding a new Assignment.
- Open the Assignment by clicking on the Assignment title.
- Click on EDIT on the top right corner to edit the Assignment.
- Type the instructions for the Assignment in the RCE.
- Choose the desired options for the Assignment.
- Check for accessibility violations by looking at the Accessibility Checker icon on the bottom right of the RCE.
- Remember to SAVE your Assignment.

### **Activity #3: Create a Discussion**

- Create an empty Discussion in a Module, by clicking the + to the right of a Module title and adding a new Discussion.
- Open the Discussion by clicking on the Discussion title.
- Click on EDIT on the top right corner to edit the Discussion.
- Type the prompt and instructions for the Discussion in the RCE.
- Choose the desired options for the Discussion.
- Check for accessibility violations by looking at the Accessibility Checker icon on the bottom right of the RCE.
- Remember to SAVE your Discussion.

### **A Note About Gradebook and SpeedGrader**

To experiment in Gradebook and SpeedGrader, you will need to create Assignments, complete the Assignments as a Test Student, and then view the Test Student's submissions in the Gradebook. Instead, we encourage you to wait until you have real students in your course to practice with Gradebook and SpeedGrader, at which time you can schedule an appointment with the Office of Online and Distance Learning if you would like additional assistance.