

How do I create a new page in a course?

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. You can also add a page to student To Do lists.

<https://embed.app.guidde.com/playbooks/mHBAaiRWjcgdQofzkU7nXs>

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Open Pages

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In Course Navigation, click the **Pages** link.

View Pages

[View Pages](#)

Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the **View All Pages** button.

Add Page

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Click the **Add Page** button.

Add Content

[Add Content](#)

Enter a name for your page [1].

Add links, files, images, and other content using the [Rich Content Editor](#) [2]. The Rich Content Editor includes a word count display below the bottom right corner of the text box.

Edit Page Settings

Edit Page Settings

You can decide who can edit the page by clicking the **Users allowed to edit this page** drop-down menu [1]. Options include only teachers, teachers and students, or anyone. The Anyone option only applies to users who are enrolled in the course.

You can [add the page to the student to-do list](#) by clicking the **Add to student to-do** checkbox [2]. When you add a page to the student to-do, the to-do displays in the student's to-do list as well as the in the course calendar and students' course sidebar To Do list.

You can schedule when a page will be published. Enter a date and time in the **Publish At** field [3]. Your page must be unpublished to schedule a publication date.

To assign specific sections or users for your page, set Availability dates for it, or assign it to Mastery Paths, click the **Assign To** field [4].

You can also notify users that content has changed by clicking the **Notify users that this content has changed** checkbox [5].

Note: If a users Course Content notification is turned off they are not notified of page updates.

Select Assignees

Select Assignees

To change the assignees, click the **Assign To** field [1]. Then, select one or more assignees. You can assign to everyone, everyone else, a course section [2], an individual student [3], or to [Mastery Paths](#).

Find Student or Section

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To find a student or section more easily, enter a few letters of the name [1] and select the name from a filtered list [2].

To remove an assignee, click the assignee **Remove** icon [3].

Enter Availability Dates

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By default, students can access the page at any time during the course or section dates. However, to provide specific dates and times for the page to be available, enter dates and/or times in the

Available from [1] and **Until** areas [2].

Notes:

- Before the Available From date and after the Until date, students can only view the page title. The content contained on the page will be locked for students.
- Canvas displays the time zone date and time according to context [3]. If you manage courses in a time zone other than your local time zone and create or edit an availability date for a page, the course and local times are displayed for reference.

Set Dates and Times

Set Dates and Times

To set dates, enter a date in **Available from** or **Until** field [1]. Or, click the field and select a date from the calendar [2].

To set times, enter a time or click the **Time** drop-down menu and select a time [3].

Notes:

- To remove date and time selections, click the **Clear** link [4].
- In the calendar, the current date displays in a blue circle [5].

Add Additional Assignment Details

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To assign to other students or sections with different dates and times, click the **Add** button. Then, enter additional assignees and availability dates.

Save Details

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To save the page assignment details, click the **Save** button.

Save and Publish

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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.

Publish Button

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].

View Scheduled Page Publication

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When your page is saved for scheduled publication, you can return to the page and manage the publishing of it at any time by clicking the **Will publish on...** button [1].

You can choose between publishing the page, unpublishing the page, or scheduling the page for publication options and then click the **OK** button [2].

View Page

View Page

View the page you created.

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