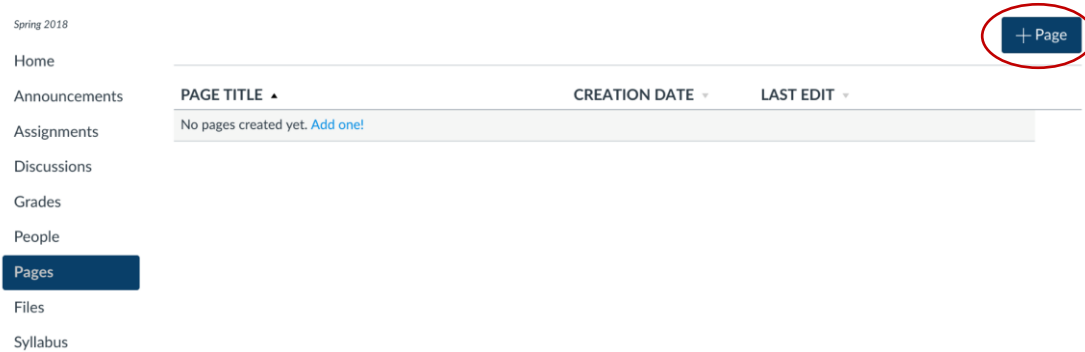


How to Create an Interactive Canvas Page

(Appendix to “Electronic Submission of the Tenure/Promotion Dossier”)

Step 1: Create Your Page

Go to the “Pages” section in your Canvas course. Click on the “+Page” icon in the upper right-hand corner.

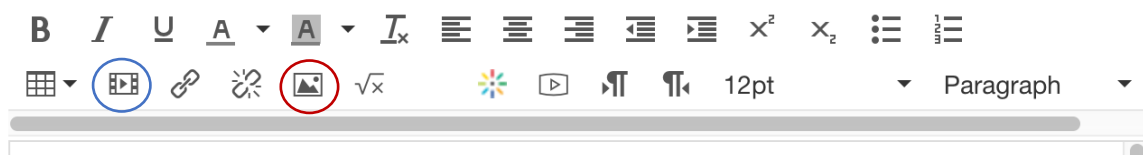


Step 2: Add Content

You can now use the standard HTML editor in Canvas to **fill your page with content**. First, name the page. Then, you can either type in your text or copy and paste content from other text files. Please note that depending on your source-file, some of the formatting will come through and some may be altered during the pasting process. For the most part, the HTML editor in Canvas behaves like any regular word processor such as MS Word.

If you want to **insert pictures or audio/video files**, you have to add them to the “Files” in Canvas first. We suggest, that you keep open a separate tab in your browser with the “Files” editor so you do not have to leave your page while editing but can jump back and forth between your page and the “Files” section. Simply drag and drop any images or audio/video files into the “Files” section from your desktop or other folders.

Next, use the “Embed Image” (red circle in the screenshot below) or “Insert/edit media” (blue circle in the screenshot below) buttons to add the files to your page. For images, just insert the image with the size Canvas automatically assigns. Then resize your image by grabbing any corner of the image to drag to desired size.



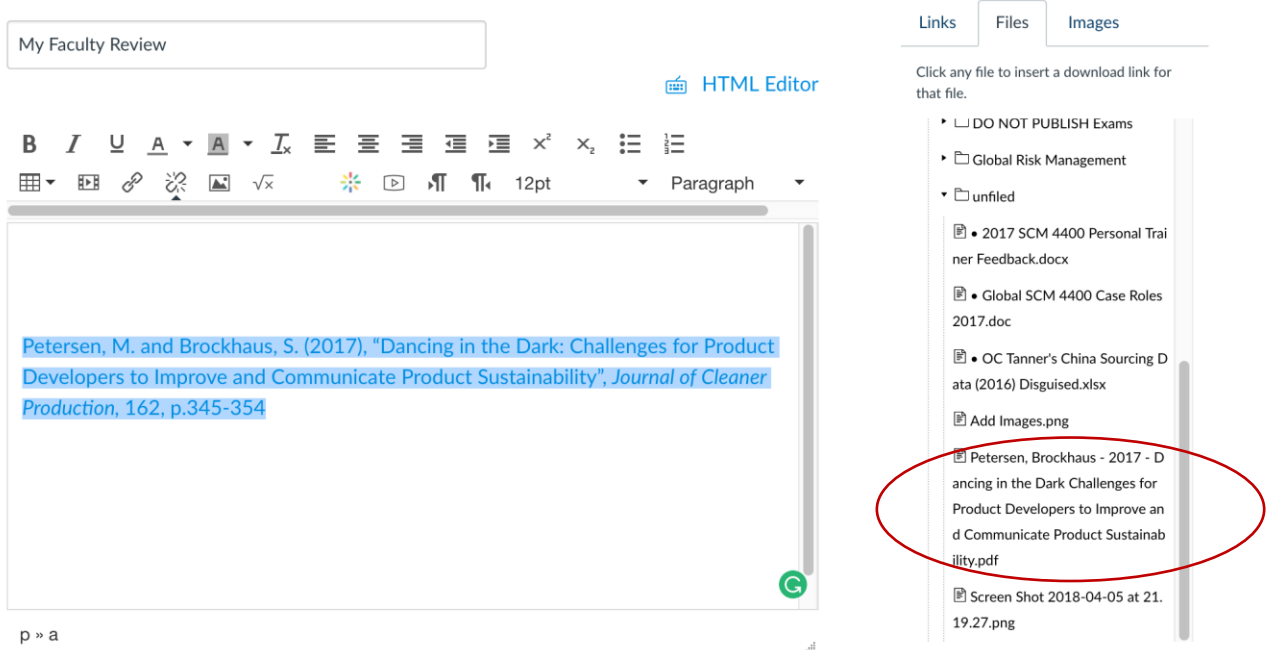
Step 3: Use Links for Interaction

In order to make your document interactive, you can link files, other pages, or any Canvas content such as assignments, quizzes etc.

Say, you are working on the section in your tenure review with your **publications**: First, drag and drop a pdf or other text file of your manuscript into the “Files” section of Canvas (you should create individual folders in the “Files” section to keep your data organized). Then, either type or paste the bibliographic information of your paper into your page. Highlight the parts of the bibliography entry you want to turn into a hyperlink (I usually highlight the full entry, see screenshot below).

Petersen, M. and Brockhaus, S. (2017), “Dancing in the Dark: Challenges for Product Developers to Improve and Communicate Product Sustainability”, *Journal of Cleaner Production*, 162, p.345-354

Then, switch over to “Files” in the link editor over on the right-hand side and select the corresponding file (see screenshot below, the selected file is marked by the red oval). You will see your selected text in the body of the page flash in yellow highlights and then turn into the “blue” generally associated with a hyperlink. From now on, any visitor to your page will be able to navigate to the relevant file by following your hyperlink. This **eliminates the need for creating an appendix** with your publications and makes it easy for any reader to find the correct file without browsing through a long list of files. Once you have **saved and published** your page, any authorized visitor can download and view the linked files.



Hint: If you want to add smoother accessibility, instruct visitors to your page that they can preview any document (this only works well for fixed-format files like pdf's) by clicking the “preview document” button (see screenshot below) that appears after the hyperlink. This will expand a preview of the file within the Canvas page without the need to download the file itself. In order to guarantee correct formatting of the preview, it is recommended to convert all linked files (e.g. docs, xls, ppt, etc.) into pdf files prior to uploading.

Step 4: Cross-Reference Your Pages

In order to make your documents truly interactive, we recommend building a landing page (you can set any page as the “Home” page of your Canvas course by going to “Home”, clicking “Edit” and selecting the desired page) that automatically opens when a visitor accesses your course. This landing page should contain an overview of your documents with the corresponding hyperlinks (use the “Links” section of the link editor on the right to connect the correct page) that directs the visitor to all relevant pages. Make sure to follow the guidelines of your **department for annual reviews** and the guidelines of the **university for half-time/tenure reviews**.