

# Canvas: Creating a Page with Files

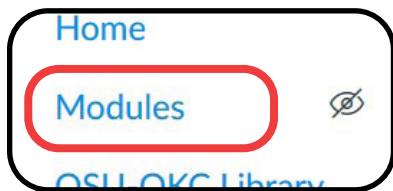
## How to create Your First Page

You want your students to continue moving forward in their studies. The best way to give them instructions to work at home is by creating a Page in your Modules area.

If you learn better with video tutorials, view these tutorials from OSU-Stillwater.

- [Create a Module](#)
- [Create a Page](#)

If you learn better by video tutorial, scroll through the great videos at the [OSU-Stillwater Canvas page](#).



**1 - Click on Modules within your course.**



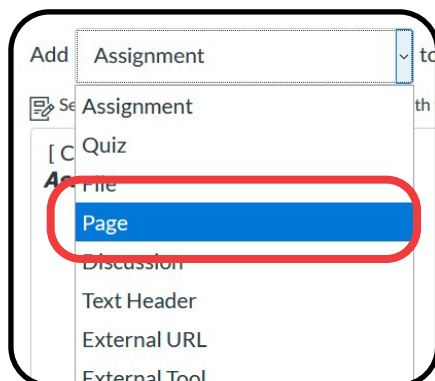
**2 - Click on the + Module button.**

Give your Module a name and click the orange Add Module button at the bottom.



**4 - Click on the circle with the line through it.**

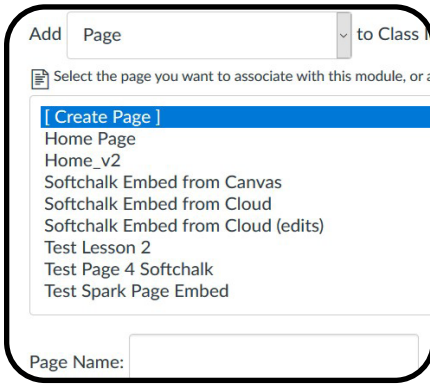
This will Publish your module for students to see it. Then click on the plus sign on your new module.



**5 - Click the dropdown box and select Page.**

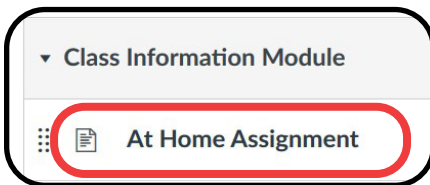
Tip:

You can also add other lesson content that you have already created in your Canvas course.



## 5 - Select "Create Page."

Give your Page a name and click on the orange button "Add Item" at the bottom.

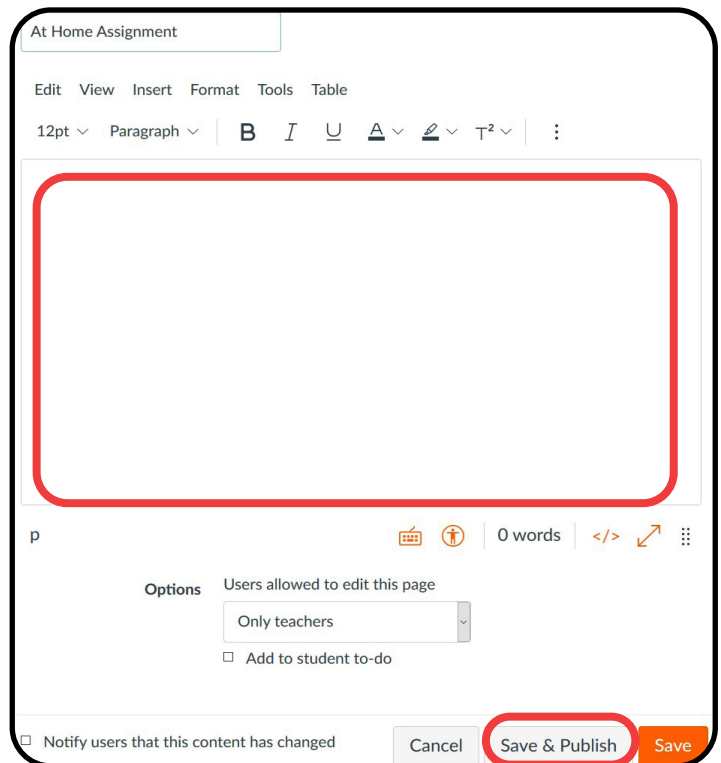


## 6 - Open your new page.

You will be returned to your Modules area with your new Page. Click on the page title.

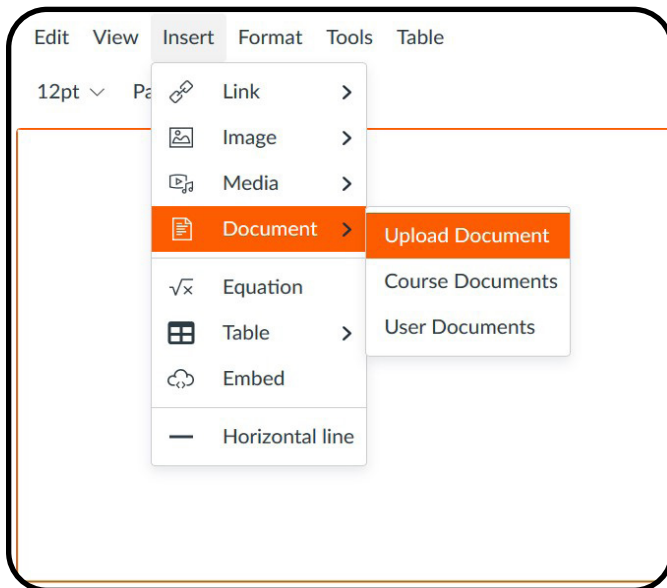
## 7 - Create and publish.

Click the Edit button. Type your instructions in the Rich Content Editor (the big white box). When you are done, click Save & Publish so students can see it.



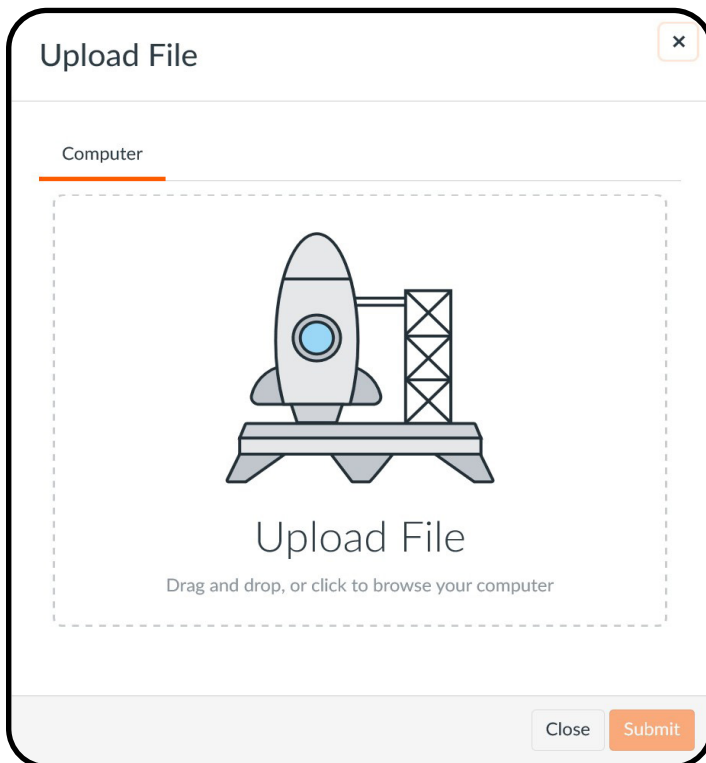
These above steps allow you to type in basic instructions of what you want your students to complete. If you need to add PowerPoints or other files for your students to access, see the next page!

# Adding Files for your Students



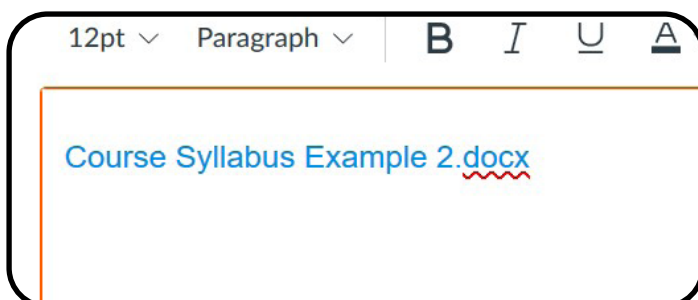
**1.** First click on the “Insert” menu at the top of the Rich Content Editor and select “Document.”

**2.** Click on “Upload Document” to upload a new document. To use existing files you have uploaded to your course previously, click “Course Documents.”



**3.** The upload file menu should appear on your screen. Click on the rocket to browse your computer for a file to upload, or drag a file from your computer upload area surrounded by a dashed line.

**4.** Once the file is selected, click the orange “submit” button at the bottom of the screen to upload the file to your course page.



**5.** You can, and should, edit the title of the file to something students can understand. Simply place your cursor in the file name and type a new name and delete excess characters.