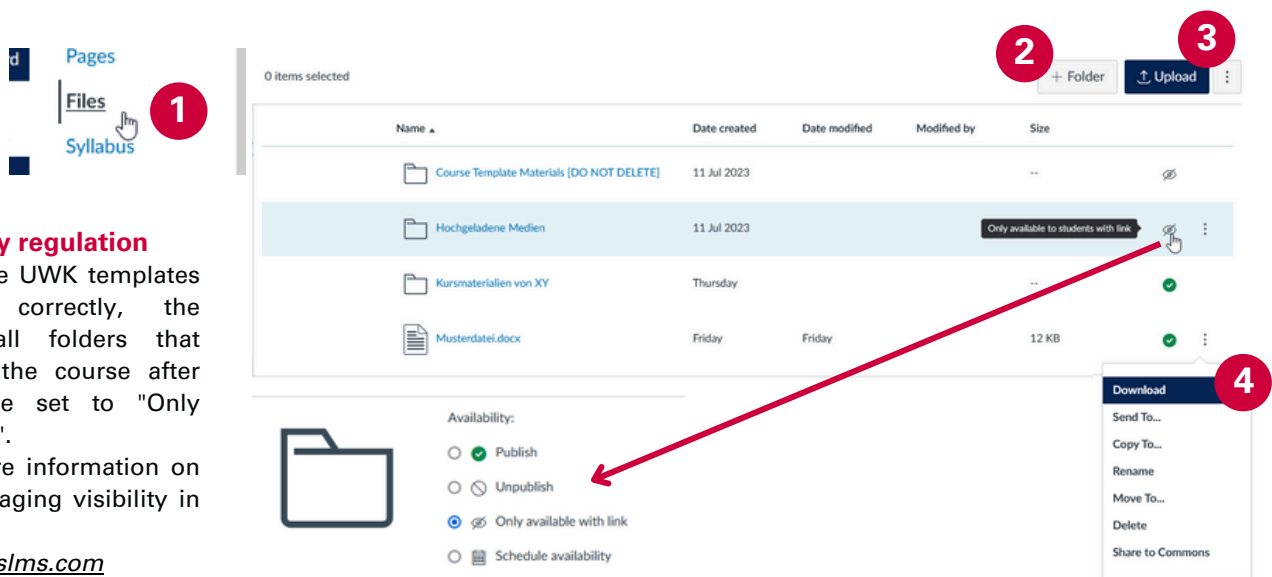


Canvas | Upload and embed teaching/learning materials

To make teaching/learning materials available in Canvas, it is recommended that you first upload the respective file and then embed it on the relevant course page.

How do you upload a file?

To upload teaching/learning materials, click on "Files" (1) in the Canvas course menu. In the file overview that now appears, you can create a new folder by clicking on the "Folder" button (2). Alternatively, you can select and upload a file directly by clicking on "Upload" (3). If required, the storage location can be adjusted using drag & drop or by clicking on the three dots (4) next to the relevant file or folder.



Note: Availability regulation

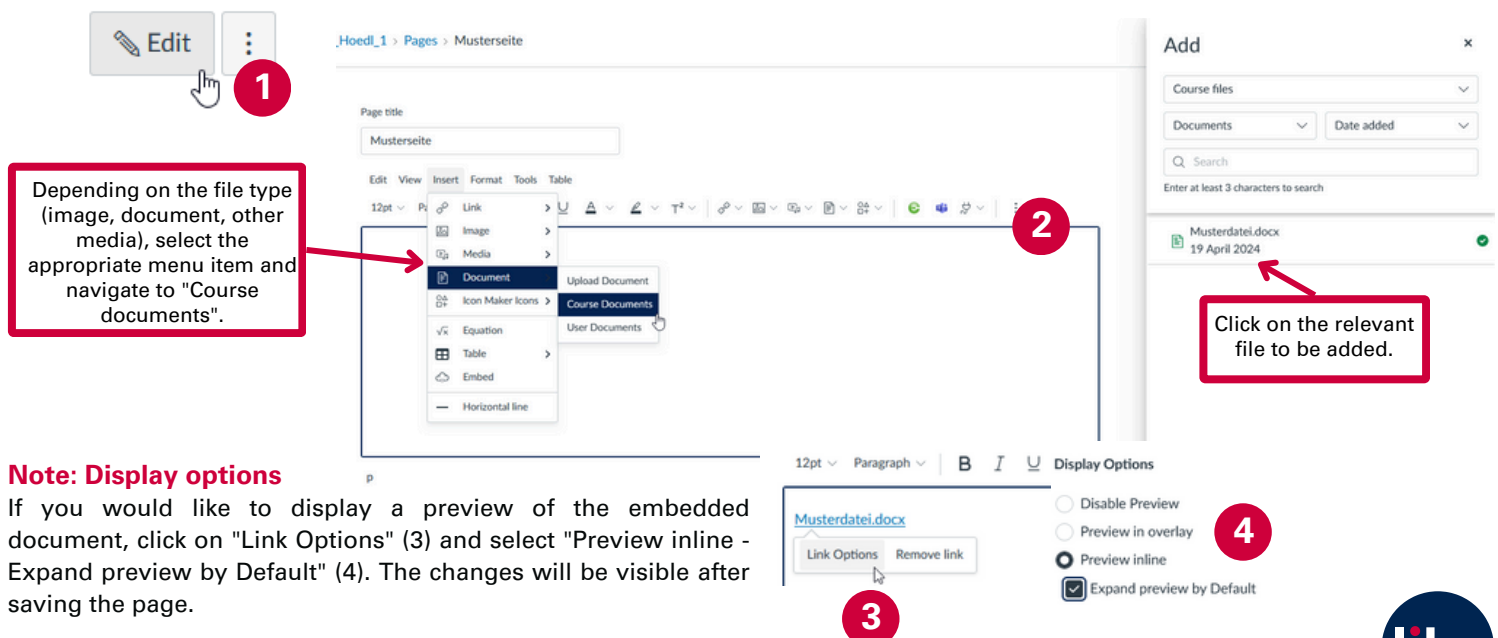
To ensure that the UWK templates are displayed correctly, the availability of all folders that already exist in the course after creation must be set to "Only available with link".

You can find more information on the topic of "Managing visibility in student files" at:

community.canvaslms.com

How can you embed a file in a course page?

To integrate your teaching/learning materials into a course page, first navigate to the relevant page and click on "Edit" (1) to access the Rich Content Editor (2) of the course page.



Note: Display options

If you would like to display a preview of the embedded document, click on "Link Options" (3) and select "Preview inline - Expand preview by Default" (4). The changes will be visible after saving the page.