RICH CONTENT EDITOR

Overview

This guide was created in response to the Spring 2021 Rich Content Editor updates within Canvas in January 2021. The **Rich Content Editor (RCE)** is an editing and formatting tool within Canvas that allows users to add or modify text, images, files, links, and more. If you have done any editing in Canvas, you are likely already familiar with using it.

What are the Updated RCE Features?

Condensed Tools Bar and Options – The updated RCE now consists of two bars: the menubar, and the tools bar. The menubar is structured similarly to most word processing programs and is easier to navigate with a keyboard. The tools bar provides quick links to some of the more frequently used tools and features. This guide will show you how you can **(1) insert links**, **(2) embed images**, **(3) embed media**, and **(4) embed documents/files**. It will also address how to **(5) embed apps**, such as Panopto, and the New Autosave feature. For more information, select the link below.

- [How do I use the menubar in the New Rich Content Editor as an instructor?](#)
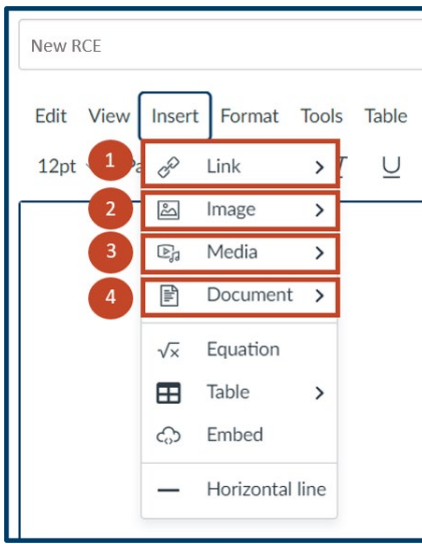

So How Do I…?

1 – Insert External and Course Links:
You can insert the course link from the link icon on the tools bar or by choosing Insert/Link from the menubar. You will be prompted to select an External Link (such as a website URL) or a Course Link, which will link you to another part of the course. For more information, select the links below.

- [How do I create hyperlinks to external URLs in the Rich Content Editor as an instructor?](#)
- [How do I create hyperlinks to course or group content in the Rich Content Editor as an instructor?](#)
- [How do I create hyperlinks to course, group, and user files in the Rich Content Editor as an instructor?](#)
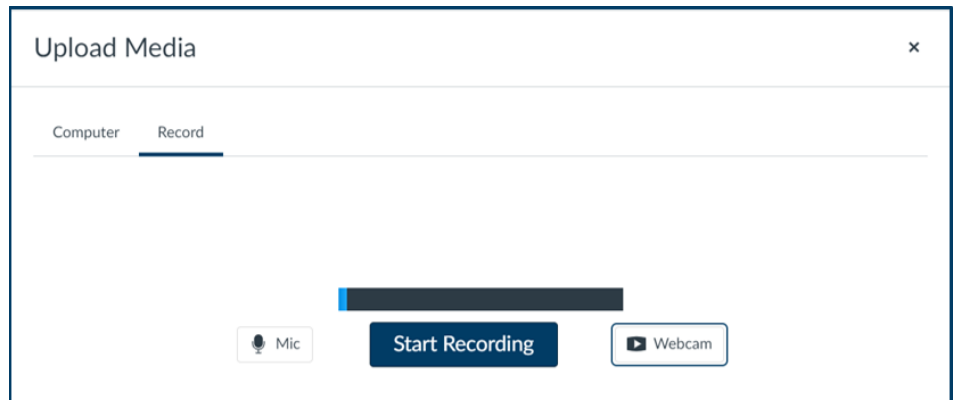
2 – Embed External and Course Images: You can embed external or course images by selecting the image icon on the tools bar or by choosing Insert/Image from the menubar. If you upload an image from your personal computer, the image will automatically be added to your Course Files. You can also search Unsplash for stock photos. For more information, select the link below.

- How do I upload and embed an image in the Rich Content Editor as an instructor?

> **BEST PRACTICE:** Be sure to provide a description of the image in the Alt Text, so that students who use screen readers will know what the image is and how it relates to the content of the page.

3 – Embed External and Course Media: You can embed external or course media by selecting the media icon on the tools bar or by choosing **Insert Media** from the menubar. Media can be uploaded from a personal computer, external URLs, or recorded directly into your RCE by using the New Upload/Record Media feature. For more information, select the links below.

- How do I upload and embed a media file from my computer in the Rich Content Editor as an instructor?
- How do I embed media files from Canvas into the Rich Content Editor as an instructor?
- How do I record media using the Rich Content Editor as an instructor?

> **NEW FEATURE:** You can now upload quick recordings directly from the Upload/Record Media tool by selecting the Record tab. **Please Note**: Only use the Upload/Record Media option for videos that are five-minutes or less to optimize student access. Panopto is a better platform to use for longer videos.

4 – Embed New or Course Documents: You can embed external or course documents by selecting the document icon on the tools bar or by choosing Insert/Document from the menubar. For more information, select the links below.

- How do I upload a document in the Rich Content Editor as an instructor?
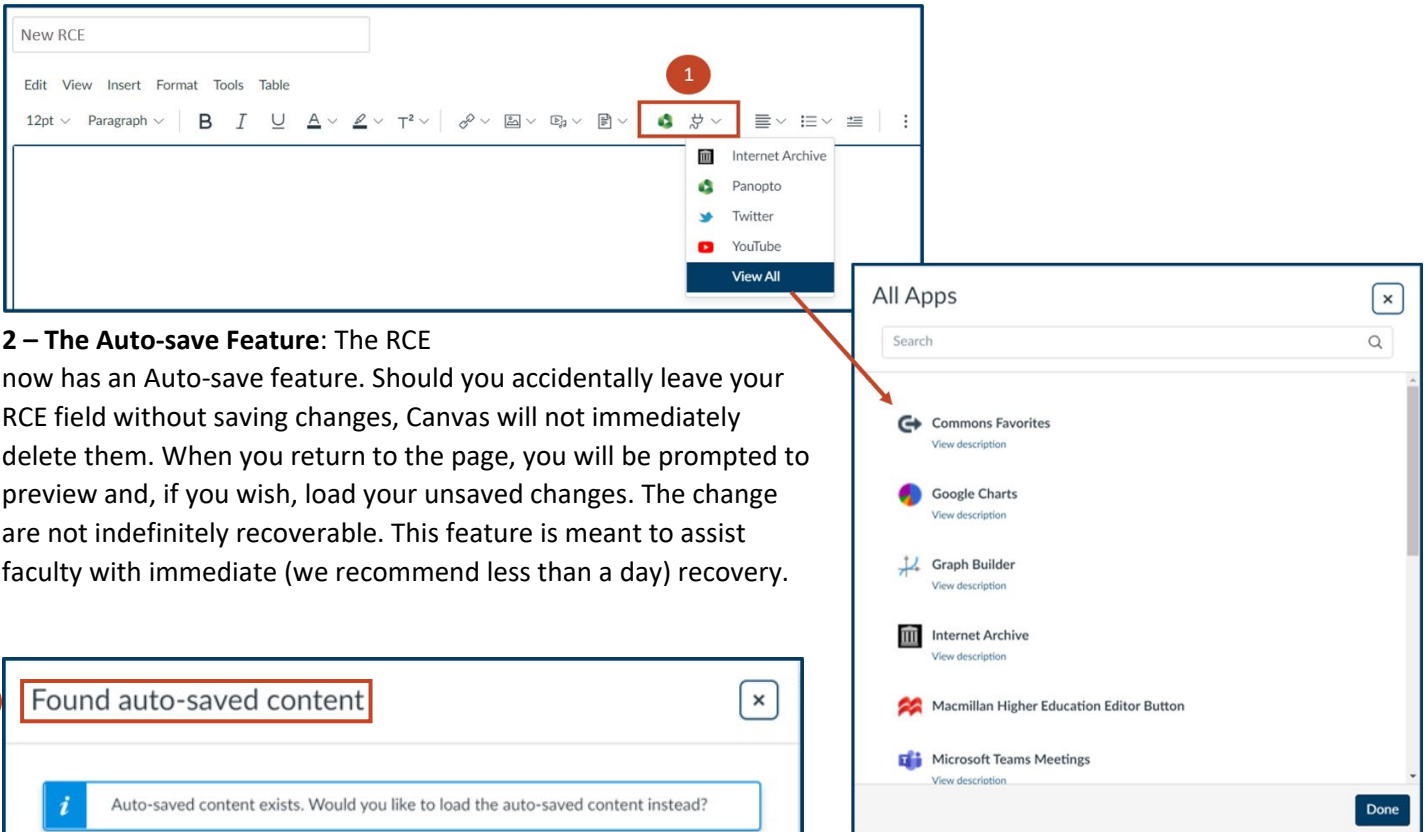- How do I embed documents from Canvas in the Rich Content Editor as an instructor?

> **NEW FEATURE:** In addition to uploading documents and selecting existing course documents, you can now also choose from your User Documents, which are any document that you have uploaded to your Canvas profile.
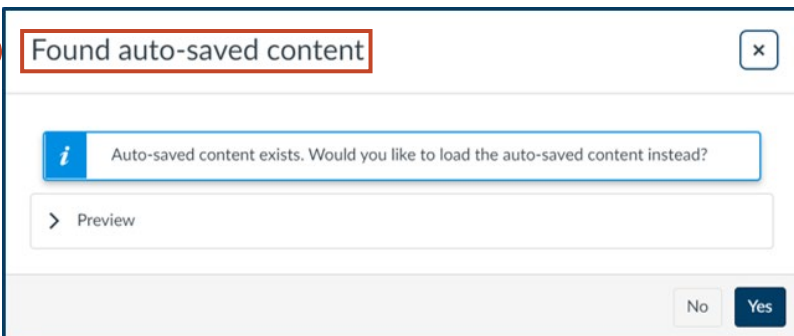
What Else is New?

1 – Embed Apps (including Panopto): You can embed apps by selecting the app icon on the tools bar or by choosing Tools/Apps from the menubar. Your most recently used apps will be available for quick selection, and Panopto is always pinned to the tools bar. You can access and select additional apps by selecting View All and scrolling to the app you wish to use. For more information, select the link below.

- [How do I select content from an external app in the Rich Content Editor as an Instructor?](#)

2 – The Auto-save Feature: The RCE now has an Auto-save feature. Should you accidentally leave your RCE field without saving changes, Canvas will not immediately delete them. When you return to the page, you will be prompted to preview and, if you wish, load your unsaved changes. The change are not indefinitely recoverable. This feature is meant to assist faculty with immediate (we recommend less than a day) recovery.

WARNING: The Auto-save feature only occurs if you leave your Canvas page before saving your changes. If you select to **Cancel** changes before leaving the page, that content will not be saved.