

New Rich Content Editor (New RCE)

2021 QUICK START GUIDE



Instructional Design & Development

What is the Rich Content Editor?

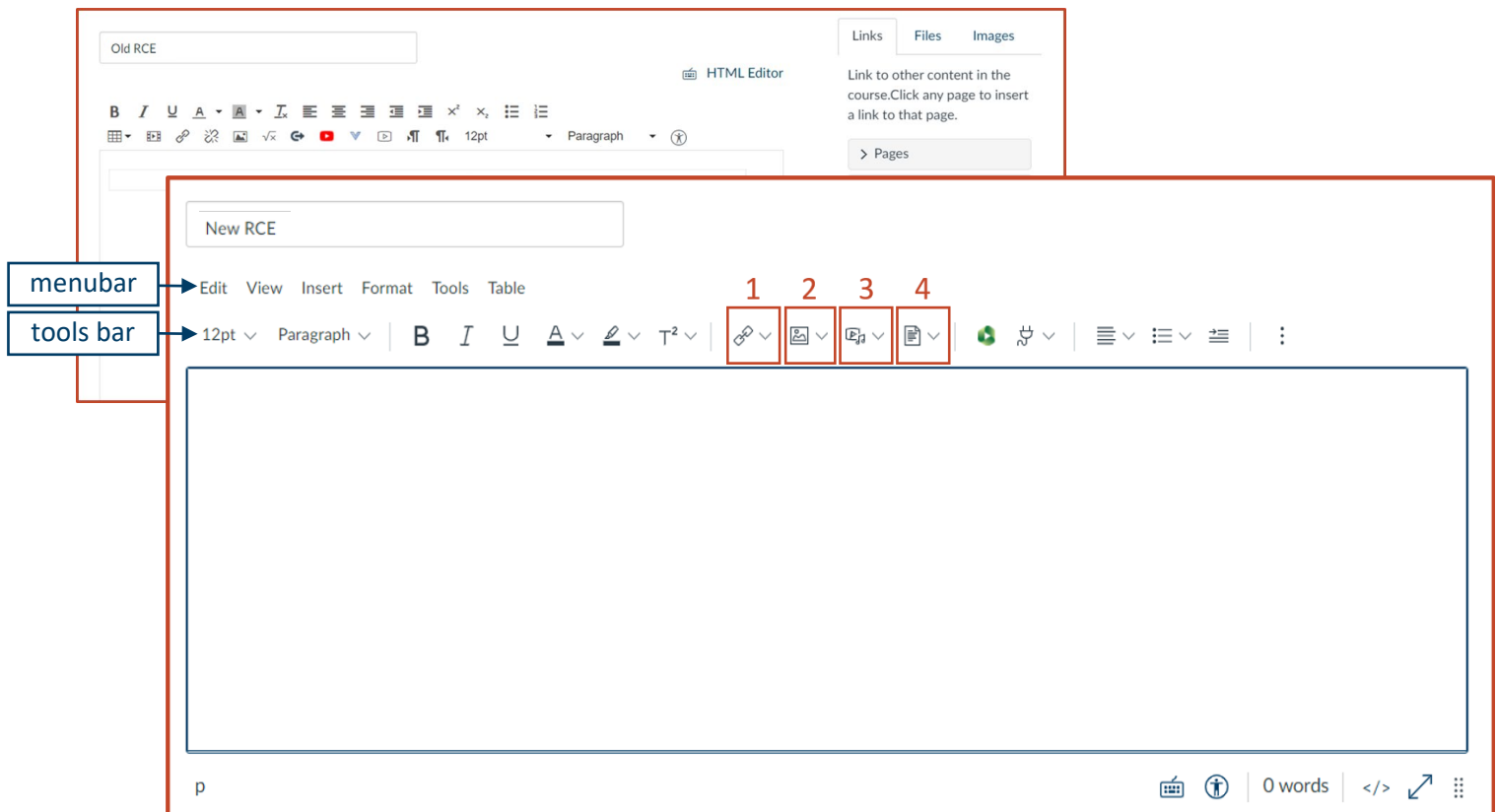
The **Rich Content Editor (RCE)** is an editing and formatting tool within Canvas that allows users to add or modify text, images, files, links, and more. If you have done any editing in Canvas, you are likely already familiar with using it. However, the next time you select “Edit” in one of your Canvas pages, you will notice that it looks a little different. Be assured that you still have access to all the features of the old RCE, but the new RCE has been condensed to be more keyboard friendly.

What are the new updated features?

Condensed Tools Bar and Options

The New RCE now consists of two bars: the **menubar**, and the **tools bar**. The **menubar** is structured similarly to most word processing program and is easier to navigate with a keyboard. The **tools bar** provides quick links to some of the more frequently used tools and features.

- How do I use the menubar in the New Rich Content Editor as an instructor?

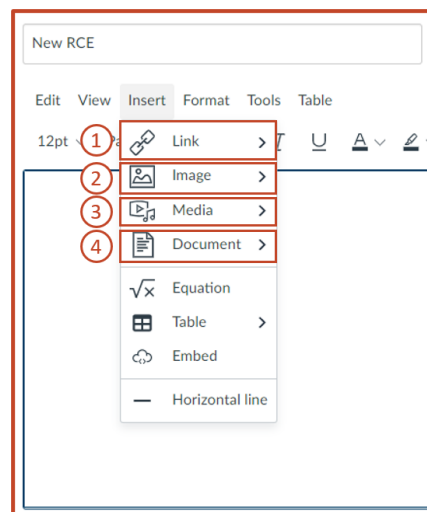


This guide will show you how you can (1) insert links, (2) embed images, (3) embed media, and (4) embed documents. It will also address how to embed apps, such as Panopto, and the new Autosave feature.

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. **New:** The external link feature now allows you to specify the text you want to appear that names the link.

- [How do I create hyperlinks to external URLs in the New Rich Content Editor as an instructor?](#)
- [How do I create hyperlinks to course or group content in the New Rich Content Editor as an instructor?](#)
- [How do I create hyperlinks to course, group, and user files in the New 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.

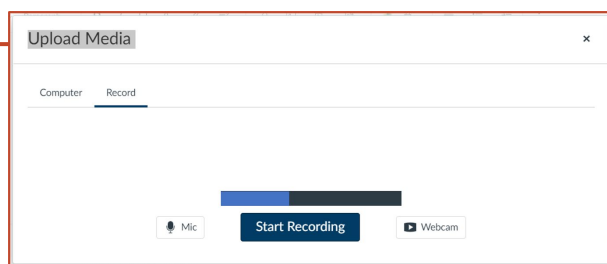
BEST PRACTICE: Be sure to provide a description of the image in the “Alt Text,” so students who use screen readers will know what the image is and how it relates to the content of the page.

- [How do I upload and embed an image in the New Rich Content Editor as an instructor?](#)

(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. Uploaded recordings will be automatically added to Course Files.

New Record/Upload Media Option: 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 for longer videos.

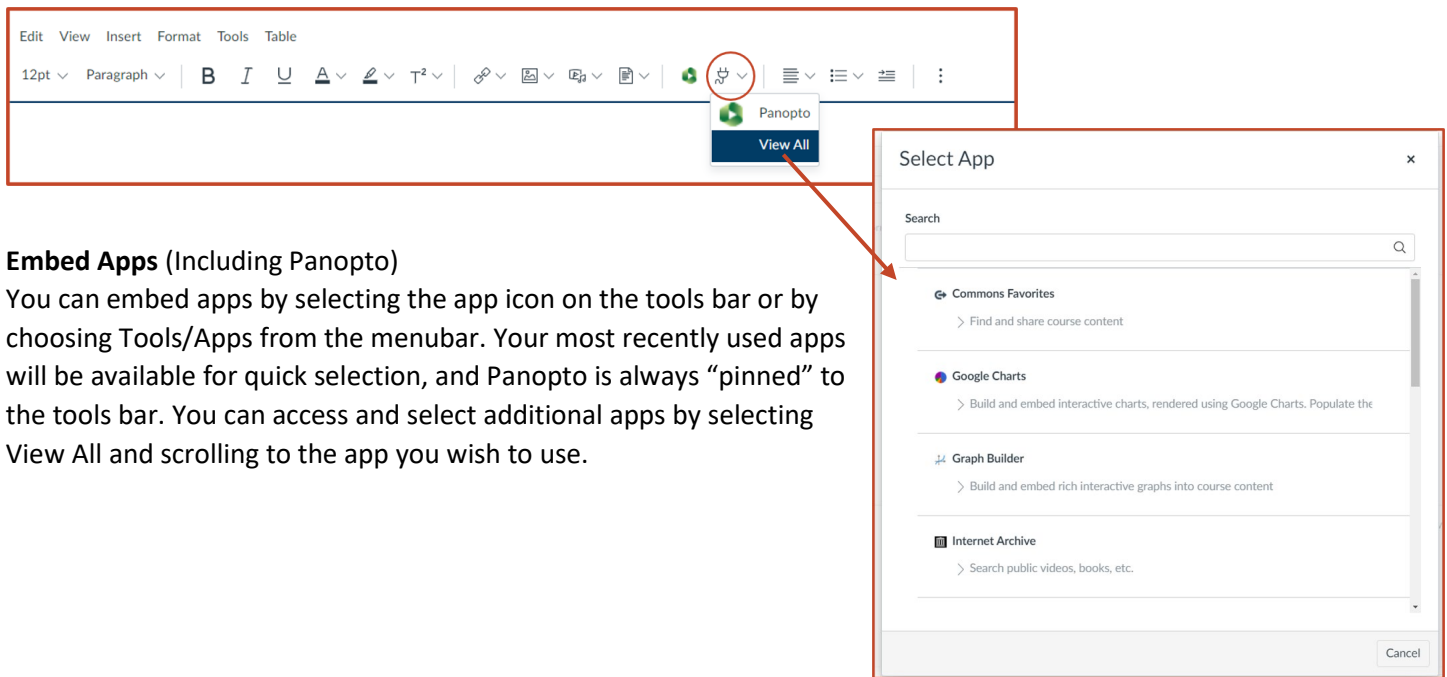
- [How do I upload and embed a media file from my computer in the New Rich Content Editor as an instructor?](#)
- [How do I embed media files from Canvas into the New Rich Content Editor as an instructor?](#)
- [How do I record media using the New Rich Content Editor as an instructor?](#)



(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. **NEW:** In addition to uploading documents and selecting existing course documents, you can now also choose from your “User Documents,” which are any documents you have uploaded to your Canvas profile.

- [How do I embed documents from Canvas in the New Rich Content Editor as an instructor?](#)

What else is new?



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.

The Autosave Feature

The New RCE now has an Autosave 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.

Please Note: This is a feature that only occurs if you **leave** your Canvas page before saving. If you select to “Cancel” before leaving the page, that content will not be saved.

