



Canvas and Cidilabs Design Tools

Spring 2017

The Cidilabs Design Tools have been installed in CSU’s Canvas. With the tools you can design eye catching, easy to navigate pages in Canvas. You can also easily adjust assignment due dates, and quickly create multiple modules.

Available on pages, assignments, discussion, course syllabus – wherever you can access the content editor. When you *edit* a **page**, in the top right will be an icon of a **spaceship**. Click on that **icon** to open the design tools.



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Tools Grouped by Task

<p>Created / Edit Content Add Image and Home Page Theme</p>	<p>Customize Style Adjust, color, size, spacing</p>
<p>Add Advanced Elements Add Module List Accordion sections</p>	<p>Check Accessibility Headings, Alt Text</p>

▶ Create/Edit Content
▶ Customize the Style
▶ Add Advanced Elements
▶ Check Accessibility
▶ Get Help

Build an Eye Catching Front / Home Page

Add Theme/Image to a Page

- 1) On the left **course menu** *click* **Pages**.
- 2) At the top right *click* **+ Page**.



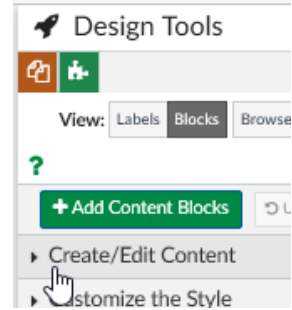
- 3) At the top, *type* a **name** for page.



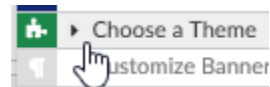
- 4) In the top right, *click* on the **Launch Design Tools icon**.



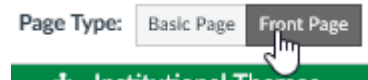
5) Click on **Create/Edit Content**.



6) Click **Choose a Theme**.

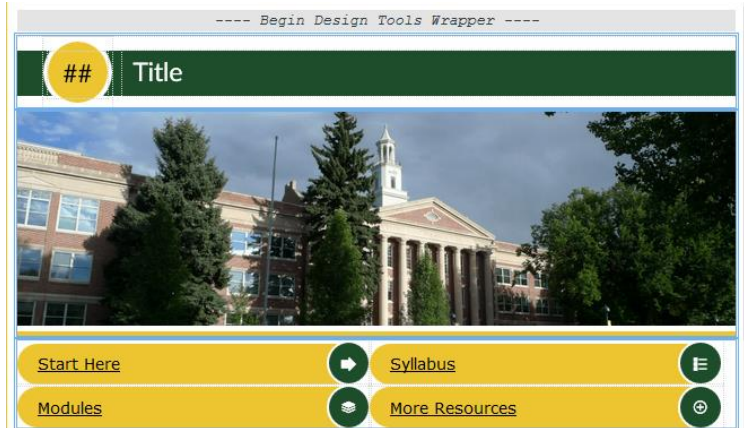


7) Next to "Page Type" click **Front Page**.



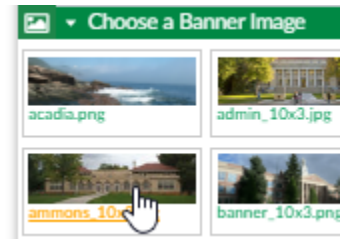
8) *Hover* over the theme buttons to see a *preview* of the image and the theme.

9) Click on a **button** to *add* that **theme and image** to the page.

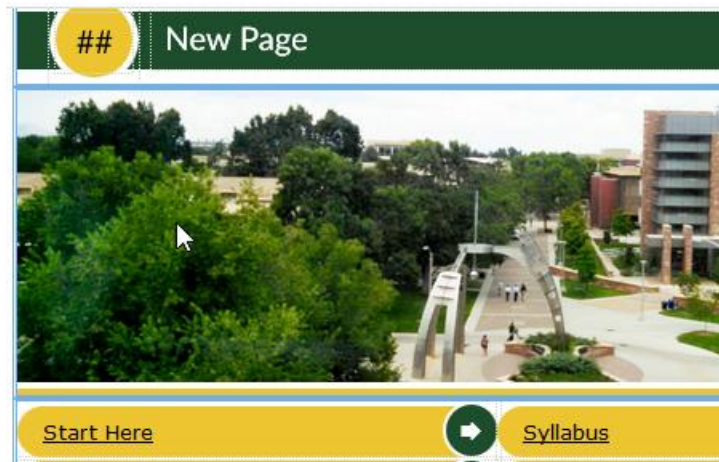
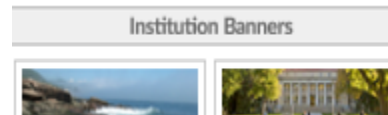


Change Page Image

10) Click **Choose Banner Image**



11) Click to select a **different image**.



Edit Page Image

Click on your **image**

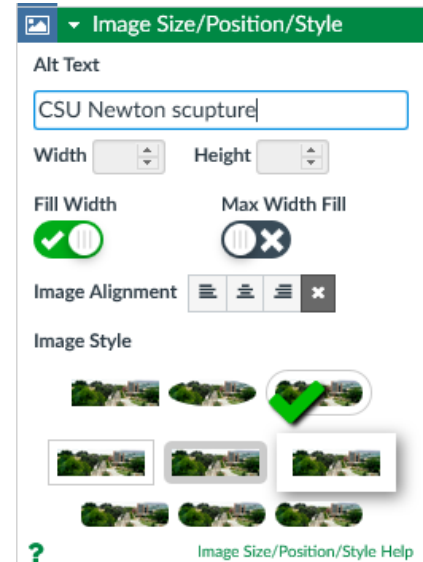
In the design tools, in the **top right**, click on the **Image Size/Position/Style icon**.



Type in **alternative text**, which should describe the image.

You can change **the image alignment** on the page.

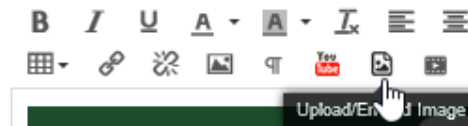
You can make the image look **square or rounded**.



Add Your Own Image - Upload/Embed Image

Upload an image from your computer to use for your page banner image or to add an image anywhere on the page.

- 1) When *editing* a **page**, on the bottom tool bar *click* the **Upload / Embed Image** icon.



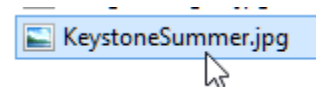
- 2) *Click* **Choose an Image**

Upload/Embed Image

Step 1: **Choose an Image**

Step 2: Crop Image

- 3) *Navigate* on your computer to the **image** you wish to upload/embed and *select* the image.

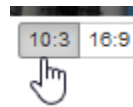


The image editor window will open.

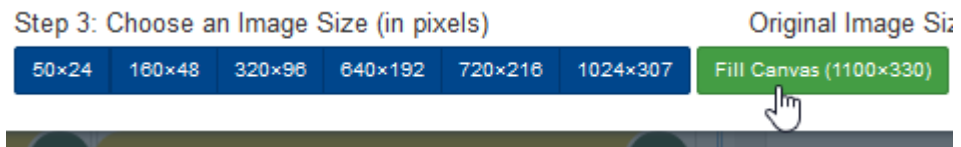
- 4) Use your **cursor** to *select* the **portion of the image** you would like to be your banner image.



- 5) **Aspect Ratio:** Use 10:3 for a page banner.



- 6) **Size:** for banner, **Fill Canvas**.



- 7) **Click Upload and Embed**



Customize Banner Text

We gave our page a title when we created it. If you want that title to display to your students then *click* to **turn on** – green/white check mark.

Click again to **turn off** page title.

Type in **information** in boxes and watch where it appears on the page.

Show Canvas Title

Unit Name
HIST

Unit Number
100

Content Title
US History 1500 - 1800

Content Subtitle
Founding to Independence

Description

“Welcome” was the title I gave my page. With the “Show Canvas Title” option, I can have this title visible or not visible.

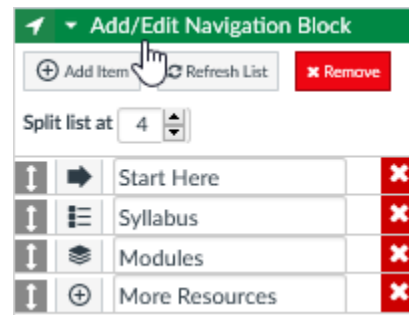


Add Edit Navigation Blocks To Theme

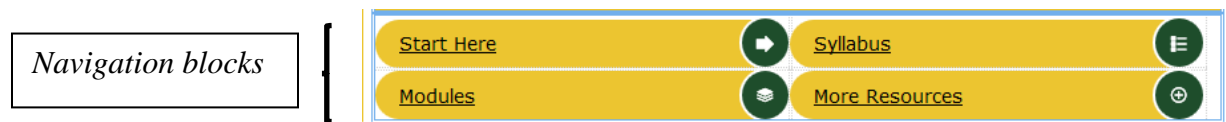
For example, Start Here, Syllabus, Modules

You can change the order, change an icon, add an item to the list, remove an item from the list.

Control where to split the list / add a column.



Note: the **Start Here** and **More Resources** items point to a **page needs to be created**.
Click on one of those **links** to *create* the corresponding **page**.



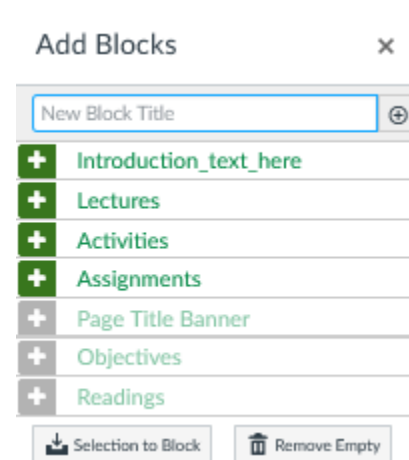
Add Content Blocks Underneath Theme

Content blocks are added below the theme and image you created.
You can add text and links in a content block.

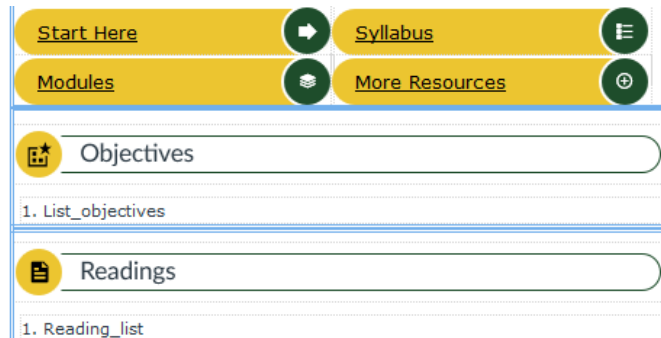
In the design tools, under **Create Edit Content**, click **Add Content Blocks**.



Click on the **items** you would like to add.
You can rearrange the order.

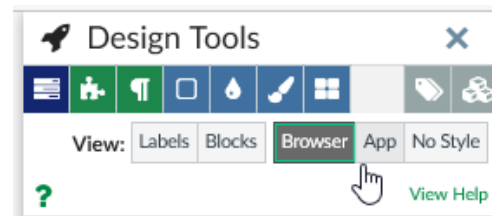


Content Blocks



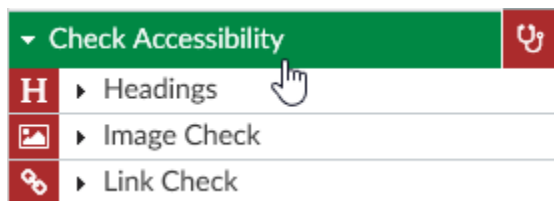
Simulate How Page Looks in Browser or App

At the top of the Design Tools, you can *click* on **Browser or App** to get a feel for how the page will look on a regular computer or on a mobile phone.

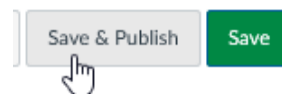


Check for Accessibility

Design Tools has an Accessibility Checker. It allows you to *verify* that you're using **Headings** correctly, that images have **Alt Text** associated with them,



Save and Publish your page.



Multi Tool

The multi tool includes the Due Date Modifier, Module Builder and Template Builder.

Make the multi tool link available. (Will not be seen by students).

On the bottom left menu *click Settings.*

At the top *click Navigation.*

To the **right of the Multi Tool** item, under the **gear icon**, *click Enable.*

At the bottom *click Save.*

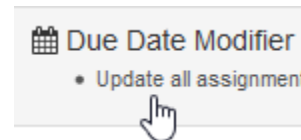


On the **left menu** *click* on the **Multi Tool.**



Due Date Modifier - Adjust Assignment Due and Availability Dates

Click on the **Due Date Modifier.**



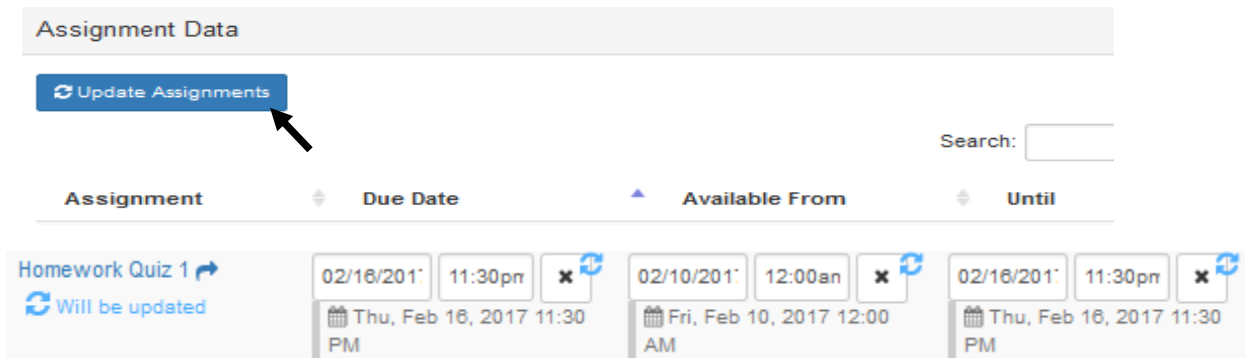
Blackout Dates

you can blackout dates such as holidays, spring break etc. In the example below, I have set Dr. King's birthday and spring break so that an assignment would not be due during those times. I can also blackout a day of the week, for example, Sunday.



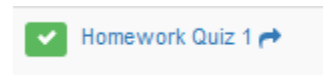
Assignment Due and Availability Dates

Adjust **dates** and *click Update Assignments*.



The screenshot shows the 'Assignment Data' interface. At the top, there is a grey bar with the text 'Assignment Data'. Below this is a blue button labeled 'Update Assignments' with a refresh icon. A black arrow points to this button. To the right of the button is a search box labeled 'Search:'. Below the search box is a table with columns: 'Assignment', 'Due Date', 'Available From', and 'Until'. The first row of the table shows 'Homework Quiz 1' with a refresh icon and the text 'Will be updated'. The 'Due Date' column shows '02/16/2017 11:30pm' with a calendar icon and a refresh icon. The 'Available From' column shows '02/10/2017 12:00am' with a calendar icon and a refresh icon. The 'Until' column shows '02/16/2017 11:30pm' with a calendar icon and a refresh icon.

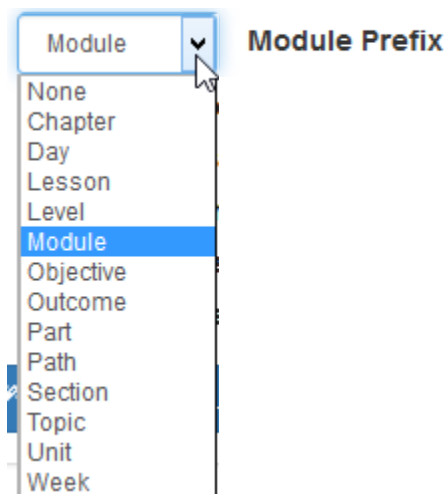
A green check mark appears next to the assignment to confirm that new dates.



Module Builder

You can quickly create placeholders for Modules and assignments, quizzes and discussions within those modules.

Select a **Module Prefix** / Name.



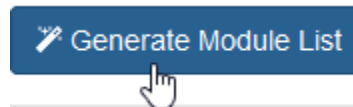
The screenshot shows the 'Module Builder' dropdown menu. The dropdown is open, showing a list of options: 'None', 'Chapter', 'Day', 'Lesson', 'Level', 'Module', 'Objective', 'Outcome', 'Part', 'Path', 'Section', 'Topic', 'Unit', and 'Week'. The 'Module' option is highlighted in blue. To the right of the dropdown is the text 'Module Prefix'.

Select the **number of modules** to create.

Determine whether to **add a place holder** for each module for a template page, assignments, discussions or quizzes.

<input type="text" value="16"/>	Number of Modules	Assignments	<input type="text" value="Name (Optional)"/>
<input type="text" value="0"/>	Template Pages	<input type="text" value="Points (Optional)"/>	<input type="text" value="Online Submission"/>
<input type="text" value="1"/>	Assignments	Discussions	<input type="text" value="Name (Optional)"/>
<input type="text" value="1"/>	Discussions	<input type="checkbox"/> Graded	
<input type="text" value="1"/>	Quizzes	Quizzes	<input type="text" value="Name (Optional)"/>

Click **Generate Module List**.



Resources

CSU Canvas Help Page

<http://info.canvas.colostate.edu/>

Cidilabs Design Tools Training Videos:

<http://info.canvas.colostate.edu/cidi-design-tools.aspx>