

Making a Canvas FAQ Page to Supplement an Assignment

When assignments and projects have detailed instructions, it can be easy for students to miss some key points. Often, this results in unnecessary emails with students or a lower grade than would otherwise happen. To help highlight these pieces, compiling a Frequently Asked Questions (FAQ) document can help you make this information more salient to students. Below are instructions for creating a Canvas page with this information, but you can also just include these 'highlights' at the top of your assignment page.

Making a Page in Canvas

To create a new page in one of your course modules, start by clicking the '+' button on the right side of the module header.

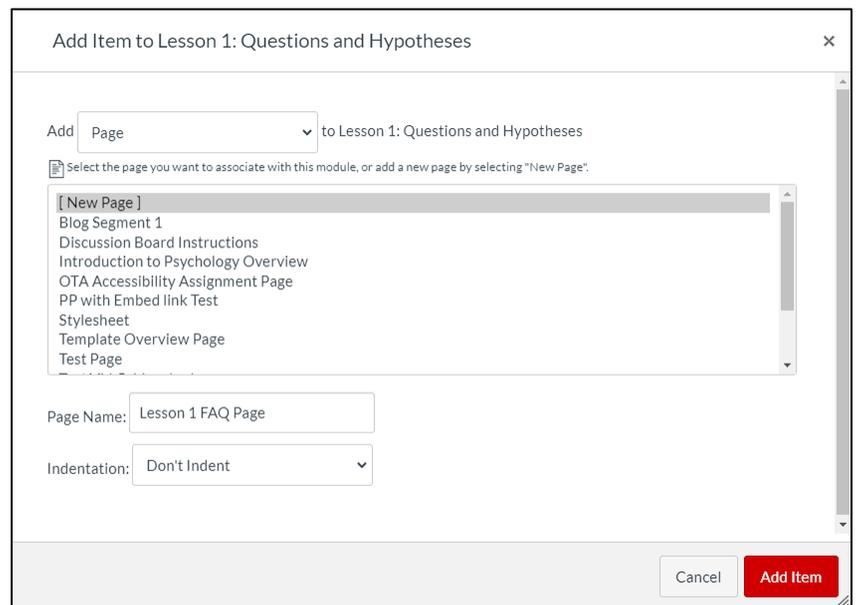


This will open a dialogue box. Choose 'Page' from the dropdown at the top of the box.

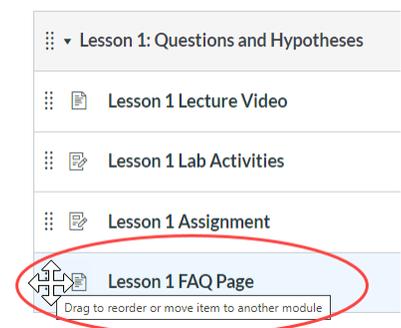
Select 'New Page' from the next section to indicate that we want to create something from scratch.

Fill in the Page Name box with something descriptive like 'Name of Assignment FAQ Page'

Finally, click 'Add Item' to add the page to your module.



You will now see the new page you created listed at the bottom of your module. If it's not in the right spot, you can move it around by clicking on the area with 8 dots on the left side. You'll notice your cursor turn into a 4-directional arrow. Hold down your mouse button while moving your mouse to drag it wherever you want.



To add content to your page, click on the name of the page (in our case, Lesson 1 FAQ Page) to open up the Page. Right now, it's pretty simple and just shows the title. To add some more information, click 'Edit' on the top right corner.

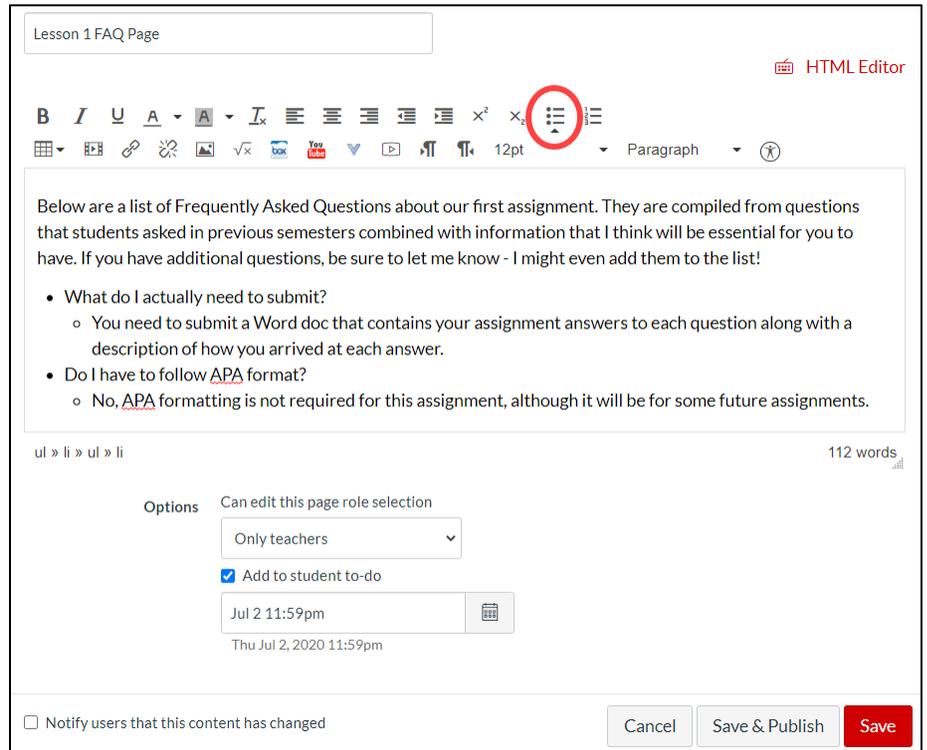


This will open a box where you can add your FAQ information.

The editor works the same as the ones in other areas of Canvas. Above the open space are options for adjusting font format, color, and size.

You will probably want to format this as a bulleted list. To do that, just select the text and click the bullet icon – 2nd from the right in the top row.

Once you're finished with typing your text, I recommend checking the 'Add to student to-do' button and setting the date as the same day the assignment is due. This will ensure that students see it on their daily to-do list, which increases the chance they'll look at it.



When you're done, hit 'Save & Publish' to ensure your students can access the page.

Adding a link to your FAQ Page to the Assignment

To make it clear that students should read this before completing the assignment, it's a good idea to link directly to it from your assignment.

First, you'll need to go into the assignment editor. You'll do this in the same way that you did for the page above – click on the name of the assignment, then click 'Edit' on the top right.

This will open up a space that looks very similar to the page you created. Now, though, you'll use some more complex features.

After typing in an instruction for them to look at the FAQ page, use your mouse to highlight the text that refers to it. In our case, it's the area highlighted above that says 'Lesson 1 Assignment FAQ Page'. Once it's highlighted, click on the 'Links' tab on the right if it isn't already selected. Then, click the arrow next to the word 'Pages' to open up the list of pages for your course. Scroll down until you find the one that you want to link and click on it. You'll probably see your screen flash as though magic just happened. When you click on the screen somewhere to un-highlight that area, you'll notice that it has now turned red, an indicator that it has been hyperlinked to something.

The screenshot shows the 'Lesson 1 Assignment' editor. At the top right, there is a 'Published' status and a menu icon. Below this is a 'Links' tab, which is active, and 'Files' and 'Images' tabs. A text box contains the assignment instructions: 'This assignment is designed to help you think about the roles that different types of hypotheses play in the science of Psychology. Before beginning this assignment, you should read the instructions below in careful detail. You should also look at the Lesson 1 Assignment FAQ page, which is likely to answer some of the questions that you still have after reading the instructions.' The text 'Lesson 1 Assignment FAQ page' is highlighted in grey. A purple arrow points from this text to a 'Pages' dropdown menu on the right. The 'Pages' menu is open, showing a list of pages: 'Blog Segment 1', 'Discussion Board Instructions', 'Introduction to Psychology Overview', 'Lesson 1 FAQ Page' (circled in red), and 'Lesson 1 Lecture Video'. The 'Lesson 1 FAQ Page' is the selected item. The editor also features a rich text toolbar with various formatting options and a word count of 63 words.

After you hit 'Save' at the bottom of the page, you'll be shown what your assignment page will look like to your students. If you hover over the linked area, you'll notice your cursor turn into a hand, and a pop up will tell you where the link goes.

The screenshot shows the final assignment page as it appears to students. The title 'Lesson 1 Assignment' is at the top left, and 'Published' and 'Edit' buttons are at the top right. The main text area contains the same instructions as the editor. The text 'Lesson 1 Assignment FAQ page' is now a red hyperlink. A red circle highlights the link, and a hand cursor is hovering over it. A small pop-up box shows 'Lesson 1 FAQ Page' with a downward arrow pointing to the link.