

Creating an Amazing Home Page in Canvas

(PS: To keep this for later, the link to this document is <https://goo.gl/Yb0q76>)

- Step 1: Click on Pages
- Step 2: Create a New Page by clicking the +Page button
- Step 3: On your blank page, insert a table. Let's start with a 3 x 2. It will look small - that's ok!
- Step 4: Create "buttons" for your table. It's important that they are all the same size and shape so that your table looks uniform. Places to create your buttons include:
 - Google Drawings
 - [PicMonkey](#)
 - [Canva](#)WARNING: This part takes the longest! You might get addicted to creating these buttons...you have been warned! :-)

Here is a [sample button in Canva](#) that I created that will allow edits. This is the Business Card template size and works well for creating rectangular-shaped buttons

- Step 5: While you're working on editing your page, you will upload your images. You will see your file space manager on the right hand side of your screen. Click Upload and upload your images. If you click into the cell where you want the image to appear, then click the image, Canvas will insert it for you. As you work, it will resize the table for you.
- Step 6: You can link each one of your images to spaces in your course, or to other, outside links. Click the image, and then you can add things from your Content Manager - Links and Files.
- Step 7: Once you are happy with your Page, click Save.
- Step 8: Then Publish your page by clicking on the gray cloud - it will turn green to show you that it's published.
- Step 9: Now, click Home. On the right-hand navigation, click "Choose Home Page."
- Step 10: What you want to select is Pages Home Page. You have to set your Page you just created as this page. It's a little tricky - takes a few steps. Click where it says "Front Page Must Be Set First." It will take you to a list of all of your Pages.
- Step 11: When you find your Page you want to be your Home Page, pull down on the gear and select "Use As Front Page"
- Step 12: Click Home. Now click "Choose Home Page" again. Select Pages Front Page and then Save.