



Copying & Pasting with Canvas

Introduction

When it comes to creating announcements or other content, the easiest method would be to copy and paste text, images, and links. This can be nice, but it can carry consequences if we're not careful. In this document, we'll learn the best practices for this procedure.

How to Copy & Paste

Step 1: Locate the content you want to copy.

How to Post Announcements

Keep your students up-to-date with weekly announcements where you can include course links, assignments, and videos. You can **create an announcement to share important information** with all users within your course and with users in sections of a course. In your notification preferences, you can choose to receive notifications for announcements created by you as well as replies to announcements you've created.

For step-by-step instructions on how to post announcements [view this document](#) . For a quick overview, watch the video.

Step 2: Highlight the content you want to copy.

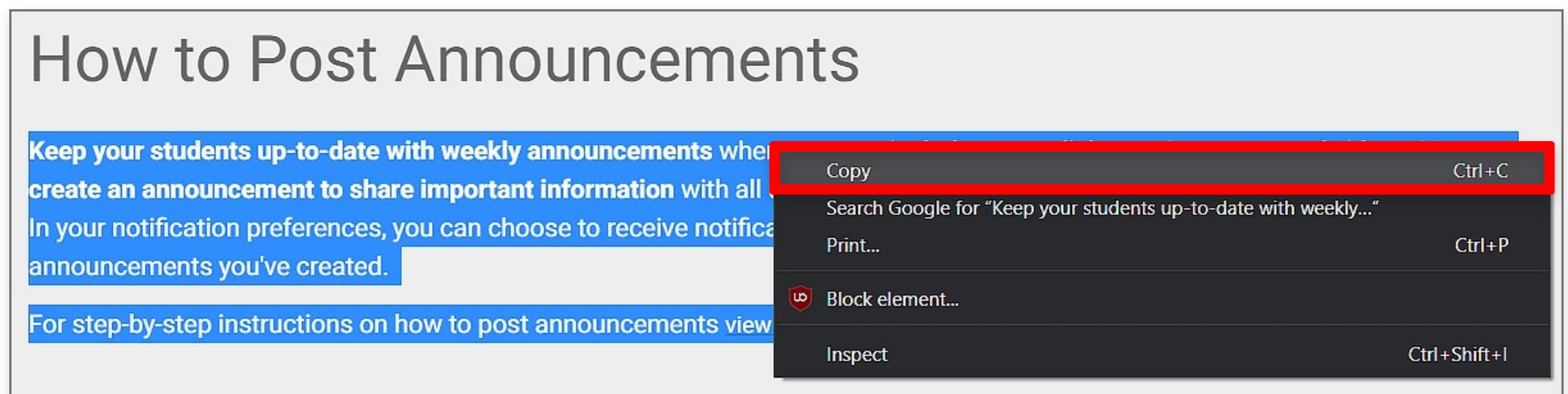
How to Post Announcements

Keep your students up-to-date with weekly announcements where you can include course links, assignments, and videos. You can **create an announcement to share important information** with all users within your course and with users in sections of a course. In your notification preferences, you can choose to receive notifications for announcements created by you as well as replies to announcements you've created.

For step-by-step instructions on how to post announcements [view this document](#) . For a quick overview, watch the video.

How to Copy & Paste (continued)

Step 3: Right-Click the highlighted area and select **Copy**.

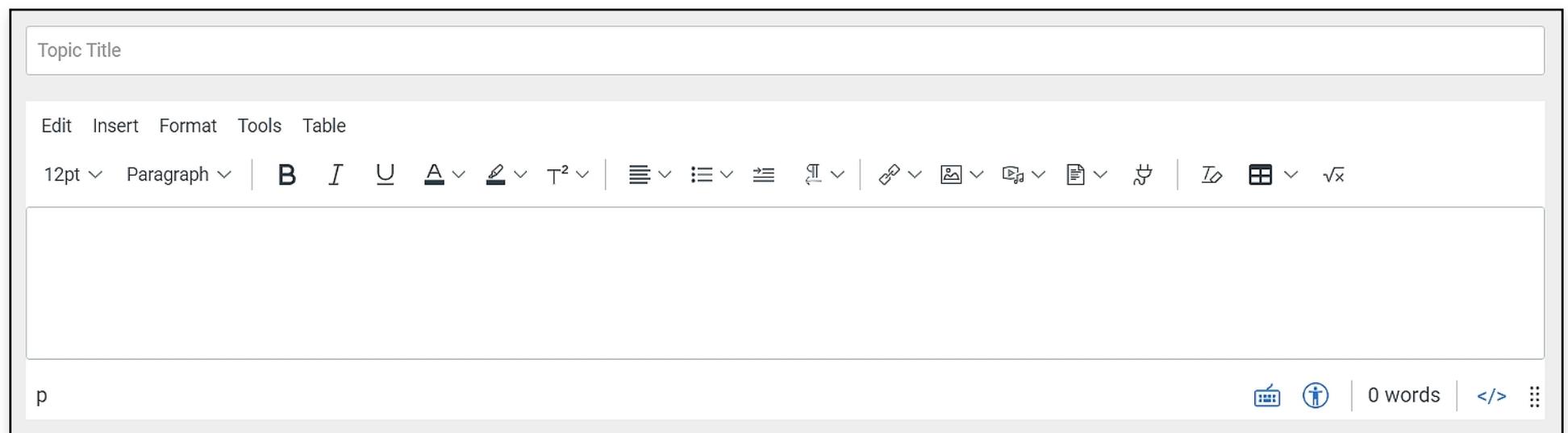


The screenshot shows a document titled "How to Post Announcements". A blue highlight covers the text: "Keep your students up-to-date with weekly announcements when you create an announcement to share important information with all students. In your notification preferences, you can choose to receive notifications for announcements you've created." A right-click context menu is open over the highlighted text. The "Copy" option is highlighted with a red box, and its keyboard shortcut "Ctrl+C" is visible. Other menu items include "Search Google for 'Keep your students up-to-date with weekly...'", "Print..." (Ctrl+P), "Block element..." (with a lock icon), and "Inspect" (Ctrl+Shift+I).

Tips for Success!

Notice the keyboard shortcuts shown to the right of the menu after you **Right-Click**. The key one to note is **Ctrl + C** (for Windows) or **Cmd + C** (for Mac) for copying content. You can use this keyboard shortcut for text, images, files, folders, and links.

Step 4: Open the **text editor** for your announcement or discussion.



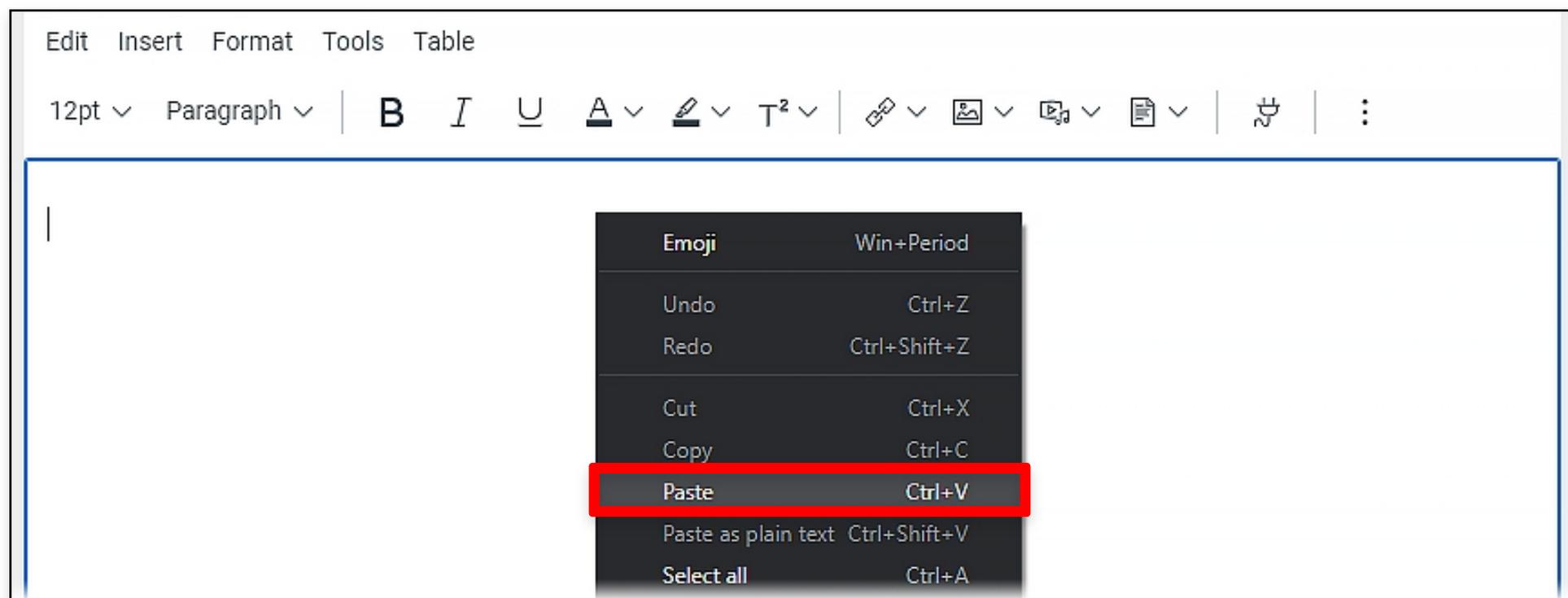
The screenshot shows the Canvas text editor interface. At the top is a "Topic Title" input field. Below it is a menu bar with "Edit", "Insert", "Format", "Tools", and "Table". A rich text toolbar follows, containing options for font size (12pt), paragraph style, bold (B), italic (I), underline (U), text color (A), background color, text alignment (left, center, right, justified), list creation (bulleted, numbered), link, image, video, document, and other tools. The main text area is empty, with a "p" at the bottom left. At the bottom right, there are icons for a chat bubble, a person, and a word count of "0 words", along with a code icon and a settings menu.

Tips for Success!

The text editor should be the same throughout Canvas, no matter if you're creating an Announcement, Discussion, or Page.

How to Copy & Paste (continued)

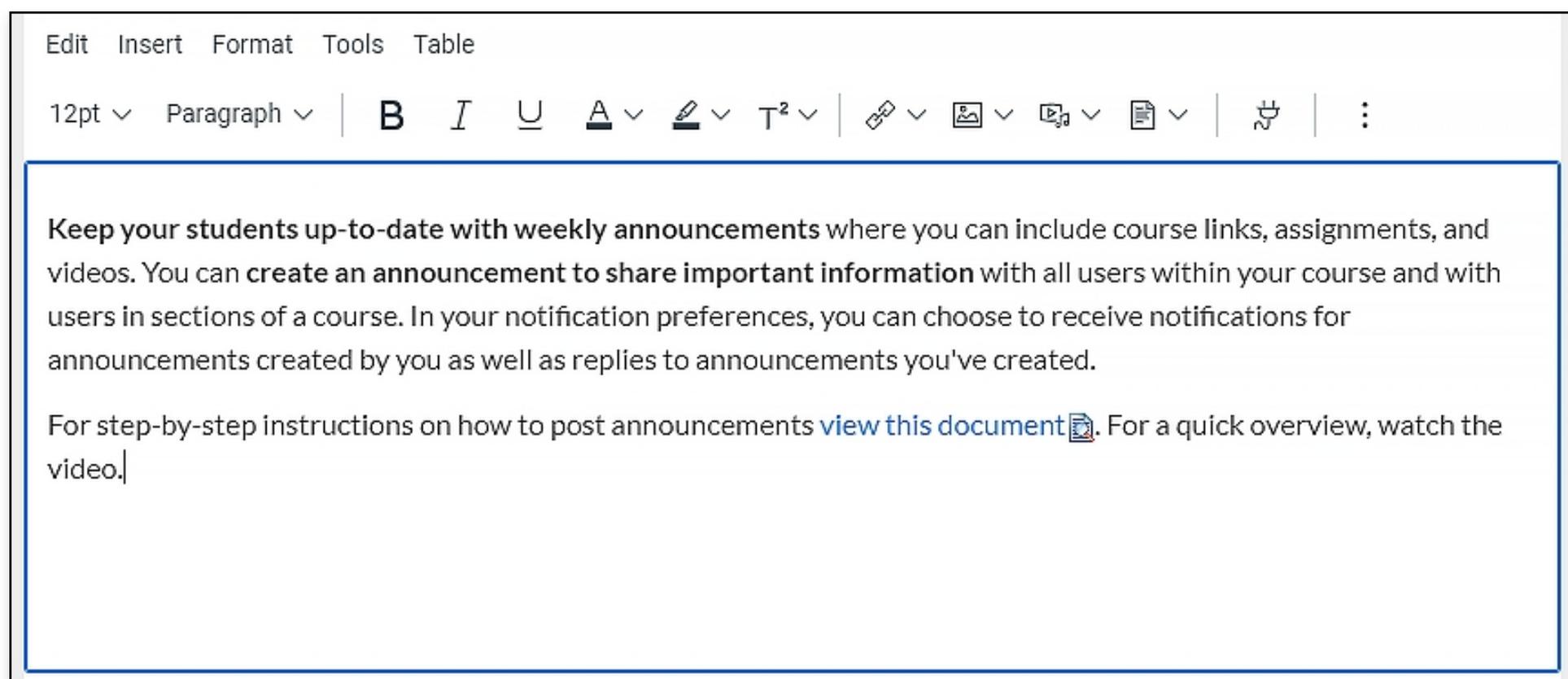
Step 5: Right-Click inside the text field and select **Paste**.



Tips for Success!

Notice the keyboard shortcuts shown to the right of the menu after you **Right-Click**. The key one to note is **Ctrl + V** (for Windows) or **Cmd + V** (for Mac) for pasting content. You can use this keyboard shortcut for text, images, files, folders, and links.

Step 6: The content will then paste in the text field.



How to Copy & Paste (continued)

Step 7: Click the **Save** button.

users in sections of a course. In your notification preferences, you can choose to receive notifications for announcements created by you as well as replies to announcements you've created.

For step-by-step instructions on how to post announcements [view this document](#). For a quick overview, watch the video.

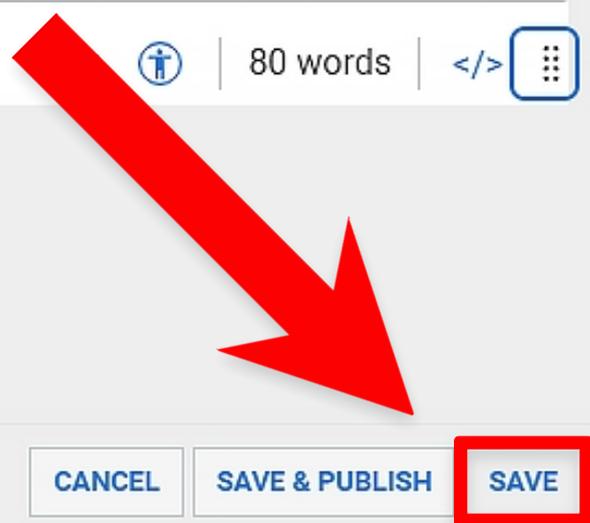
p  | 80 words |  

Options Can edit this page role selection



Add to student to-do

Notify users that this content has changed



Tips for Success!

We're not quite done yet. Notice we only saved the content; we did not publish it. The reason for this is to ensure that an entry was made so we can go back to it. Things can come up after all...

How to Update Links

When it comes to creating announcements or other content, the easiest method would be to copy and paste text, images, and links. This can be nice, but it can carry consequences if we're not careful. In this document, we'll learn the best practices for this procedure.

Step 1: Review your content and **see if a link was carried over.**

Announcement

Keep your students up-to-date with weekly announcements where you can include course links, assignments, and videos. You can **create an announcement to share important information** with all users within your course and with users in sections of a course. In your notification preferences, you can choose to receive notifications for announcements created by you as well as replies to announcements you've created.

For step-by-step instructions on how to post announcement [view this document](#). For a quick overview, watch the video.

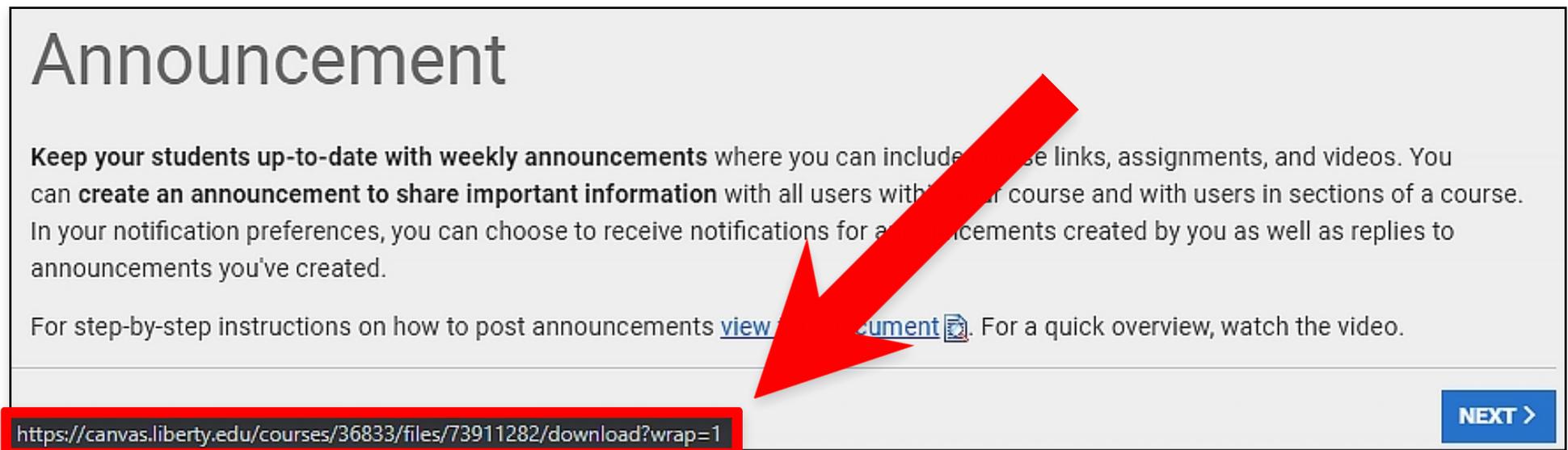


How to Update Links (continued)

Tips for Success!

If no link was carried over, don't worry about the steps below.

Step 2: Hover your mouse over the link and **check the link address** to see if it is tied to another Canvas course. **Note:** This is found in the bottom left of your browser window.

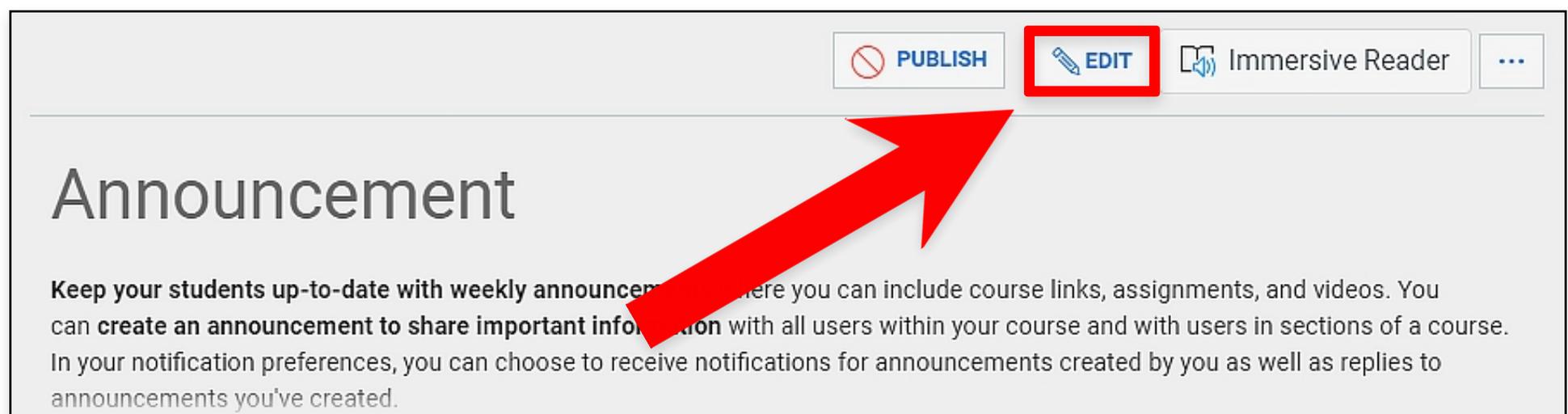


The screenshot shows a Canvas announcement page. The title is "Announcement". Below the title is a paragraph of text: "Keep your students up-to-date with weekly announcements where you can include course links, assignments, and videos. You can create an announcement to share important information with all users within your course and with users in sections of a course. In your notification preferences, you can choose to receive notifications for announcements created by you as well as replies to announcements you've created." Below this is another paragraph: "For step-by-step instructions on how to post announcements [view document](#). For a quick overview, watch the video." At the bottom left, the browser address bar is highlighted with a red box, showing the URL: "https://canvas.liberty.edu/courses/36833/files/73911282/download?wrap=1". A large red arrow points from the text "view document" to the address bar. At the bottom right, there is a blue button labeled "NEXT >".

Tips for Success!

You can tell it's a link to another course in Canvas if you see **canvas.liberty.edu/courses/[COURSE #]/files**. If the link **does not reference another course in Canvas**, you do not need to follow the steps below.

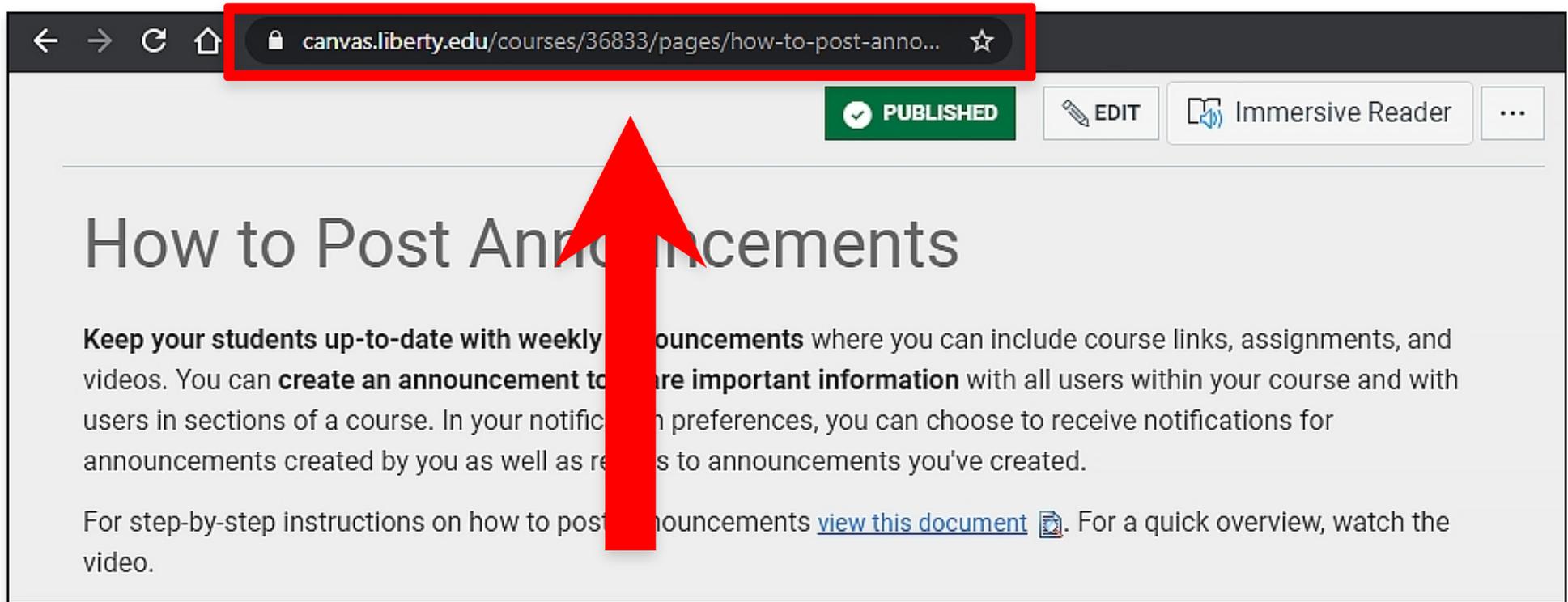
Step 3: If the link does reference another course in Canvas, click the **Edit** button.



The screenshot shows the same Canvas announcement page as above. At the top right, there is a toolbar with several buttons: "PUBLISH" (with a red circle and slash icon), "EDIT" (with a pencil icon), "Immersive Reader" (with a book icon), and a three-dot menu icon. The "EDIT" button is highlighted with a red box. A large red arrow points from the text "click the Edit button" to the "EDIT" button.

How to Update Links (continued)

Step 4: Locate the Assignment or Page within your course and **copy the link**.

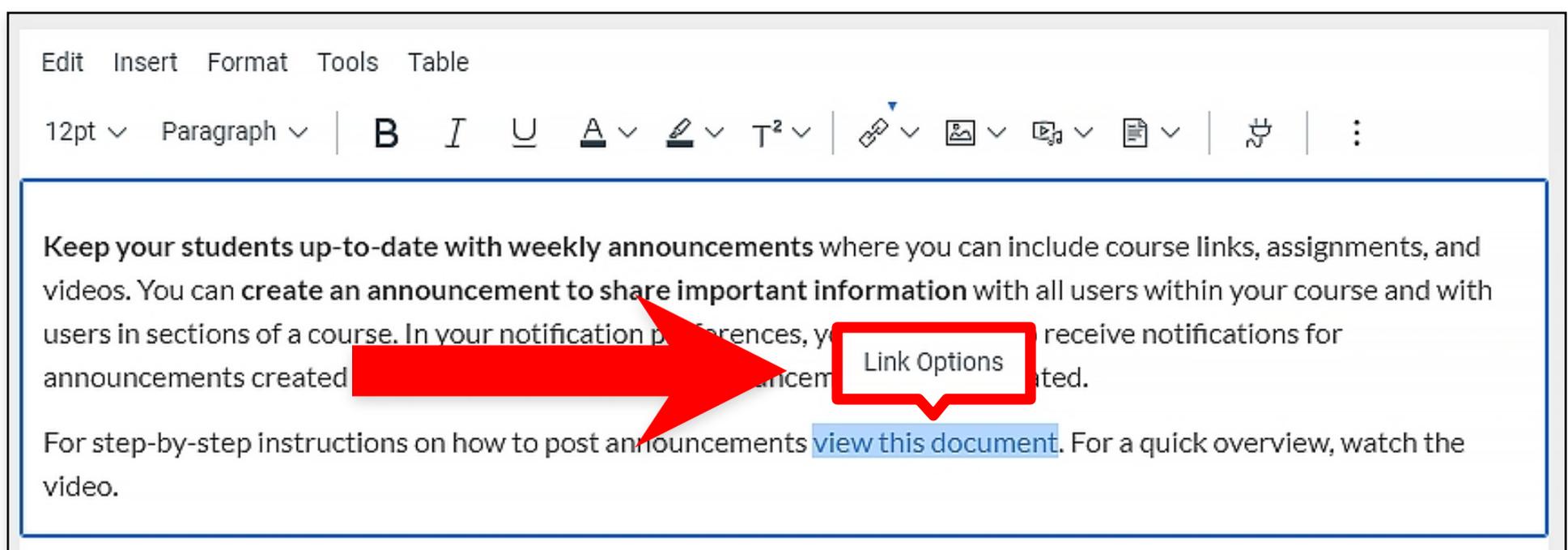


The screenshot shows a web browser window with the address bar containing the URL `canvas.liberty.edu/courses/36833/pages/how-to-post-anno...`. The browser interface includes navigation buttons (back, forward, refresh, home) and a star icon for bookmarks. Below the address bar, there are several action buttons: a green 'PUBLISHED' button, an 'EDIT' button with a pencil icon, and an 'Immersive Reader' button with a book icon. The main content area features a large heading 'How to Post Announcements' and a paragraph of text: 'Keep your students up-to-date with weekly announcements where you can include course links, assignments, and videos. You can create an announcement to share important information with all users within your course and with users in sections of a course. In your notification preferences, you can choose to receive notifications for announcements created by you as well as responses to announcements you've created.' Below this paragraph, there is a link 'view this document' and a video icon. A red arrow points from the URL bar down to the main content area.

Tips for Success!

It is **very important** that you copy the link of the Assignment or Page **within the same course** you are posting the Announcement or Discussion.

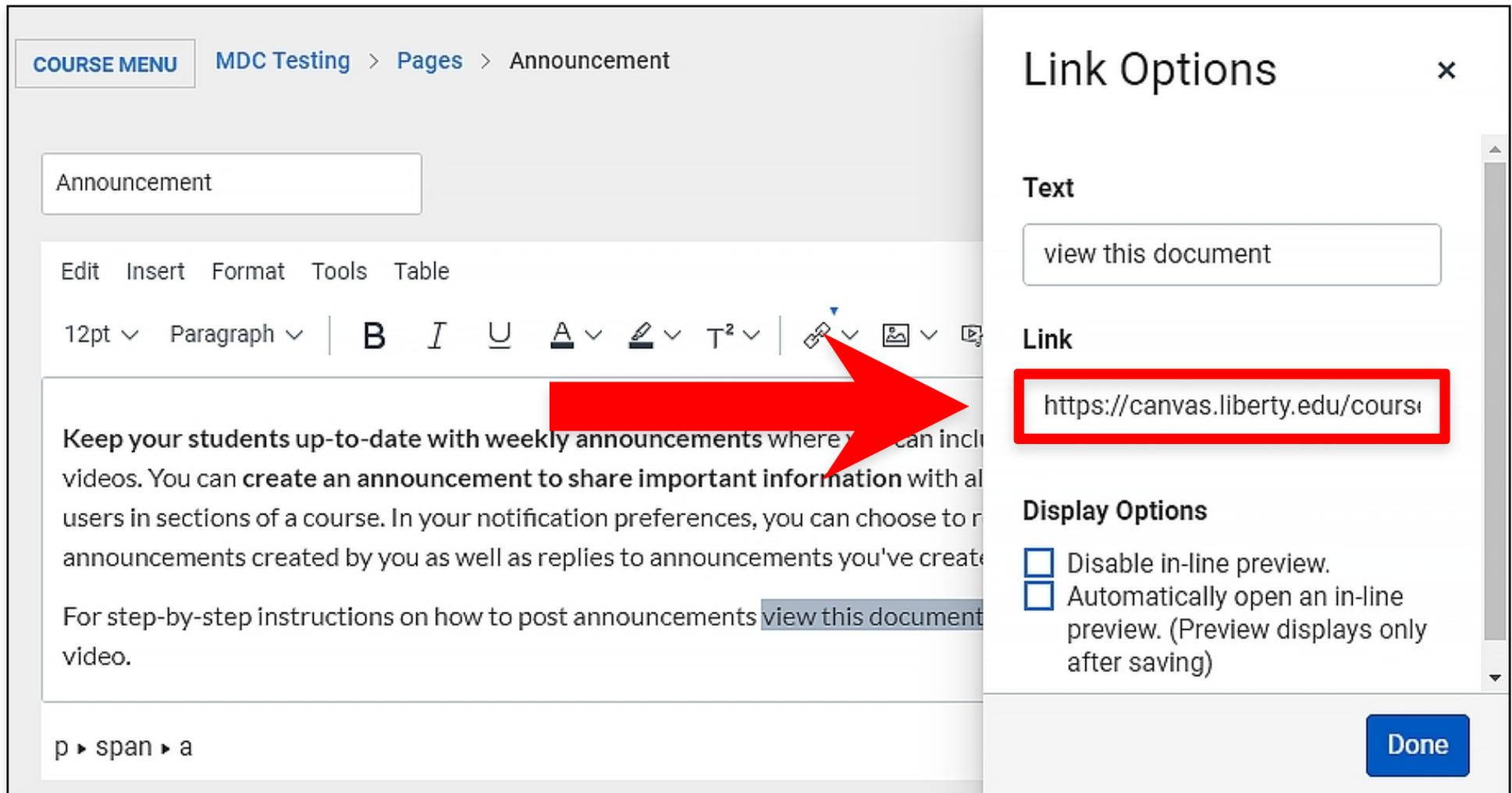
Step 5: Go back to the Announcement or Discussion and **click the link for Link Options**.



The screenshot shows a rich text editor interface. At the top, there is a menu bar with 'Edit', 'Insert', 'Format', 'Tools', and 'Table'. Below the menu bar is a toolbar with various icons for text formatting (font size, paragraph style, bold, italic, underline, text color, background color, text background color, text background color, text background color), linking (link, unlink), and other functions (insert image, insert video, insert document, insert link, insert link, insert link). The main text area contains the same text as in the previous screenshot: 'Keep your students up-to-date with weekly announcements where you can include course links, assignments, and videos. You can create an announcement to share important information with all users within your course and with users in sections of a course. In your notification preferences, you can choose to receive notifications for announcements created by you as well as responses to announcements you've created.' Below this paragraph, there is a link 'view this document' and a video icon. A red arrow points from the text area to a 'Link Options' button.

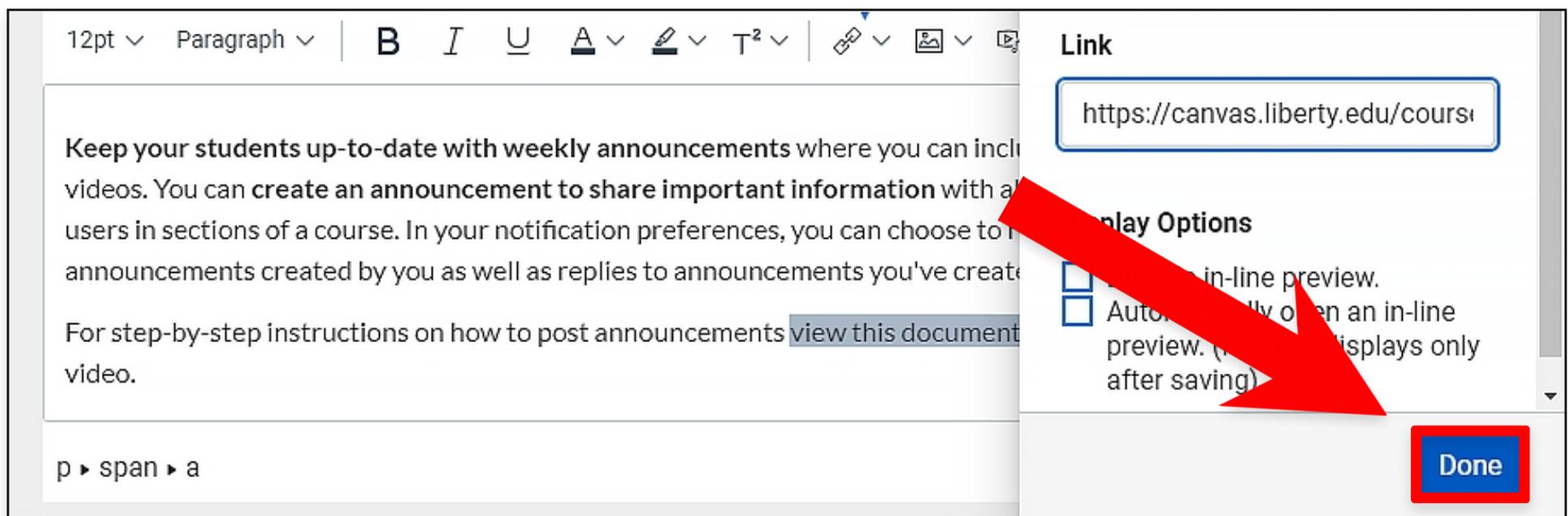
How to Update Links (continued)

Step 6: Paste the link you copied for the Assignment or Page in the Link field.



The screenshot shows the Canvas announcement editor interface. At the top, there is a breadcrumb trail: COURSE MENU > MDC Testing > Pages > Announcement. Below this is a text input field containing the word "Announcement". A rich text editor toolbar is visible, including options for font size (12pt), paragraph style, bold (B), italic (I), underline (U), text color (A), background color, text background color, and link insertion. The main text area contains the following content: "Keep your students up-to-date with weekly announcements where you can include videos. You can create an announcement to share important information with all users in sections of a course. In your notification preferences, you can choose to receive announcements created by you as well as replies to announcements you've created. For step-by-step instructions on how to post announcements [view this document](#) video." A red arrow points from the link in the text to the "Link" field in the "Link Options" dialog box on the right. The dialog box has a title bar "Link Options" with a close button (X). It contains a "Text" field with "view this document", a "Link" field with "https://canvas.liberty.edu/coursi" (highlighted with a red box), and "Display Options" with two unchecked checkboxes: "Disable in-line preview." and "Automatically open an in-line preview. (Preview displays only after saving)". A blue "Done" button is at the bottom right of the dialog.

Step 7: Click **Done** when you are finished.



This screenshot is similar to the previous one, showing the same announcement editor and "Link Options" dialog box. The "Link" field in the dialog still contains "https://canvas.liberty.edu/coursi". A red arrow points from the "Done" button in the dialog box to the "Done" button in the main editor interface at the bottom right.

Tips for Success!

This is not the final step; you still need to save and publish the Announcement or Discussion.

