



# WYSIWYG Page Builder

A User Guide



Welcome to  
Page Builder

# ARE YOU READY TO EXPLORE THE BENEFITS OF PAGE BUILDER?

A seamlessly integrated, drag and drop toolset that anyone can use to author quality pages in seconds and courses in minutes.



## ACCESSIBLE

Enables anyone to build courses using powerful drag & drop design elements natively within Canvas platform. Create content with no HTML skills required.



## INTUITIVE

Instinctual and easy to use toolset that supports academic workflows and delivers consistent course designs across users.



## EFFICIENT

Boosts academic input and decreases effort, slashing build time and costs.



Let's get started!

# Contents

THE FOLLOWING ELEMENTS ARE PRESENT WITHIN THIS PAGE BUILDER GUIDE

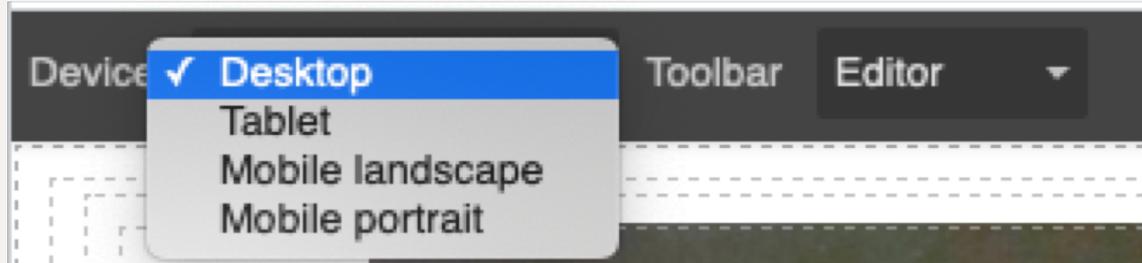
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# Device Selection

The device selection option is on the **top left corner** of the Page Builder.

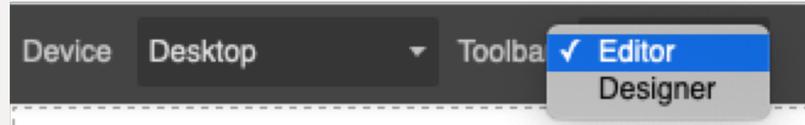
It allows the user to select the orientation of the page being designed based on the target device on which the page is intended to be viewed.

E.g. if the page is being designed for desktop viewing, choose Desktop from the drop down and if the page is being designed for mobile landscape mode, choose mobile landscape.



# Designer vs Editor Mode

The Page Builder can be operated under either Editor or Designer mode, selected on the toolbar **dropdown**, located to the **right of device selection**.



This determines the various toolsets that would be visible on the navigation bar and in the toolbar based on the option selected in the dropdown.

**Navigation Bar in Designer View** – additional features to editing, viewing the code and importing another template



**Navigation Bar in Editor View**



# Understanding the Toolbar

## Toolbar Menu



- **View Components** 
- **Preview** 
- **View Code** 
- **Undo Changes** 
- **Redo Changes** 
- **Import HTML / CSS** 
- **Empty Canvas (Clear page)** 
- **Creating and Saving a new template** 
- **Saving changes** 
- **Page Design - Open Style Manager** 
  - **General Styles**
    - **Float**
    - **Display**
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- **Typography**
  - **Font**
    - Font family
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    - Font weight
  - **Letter spacing**
  - **Text Colour**
  - **Text Align**
  - **Decorations**
  - **Changing background colour**
  - **Border**
    - Border width
    - Border style
    - Border colour
- **Component settings** 
  - **Text**
  - **Pictures**
  - **Video**

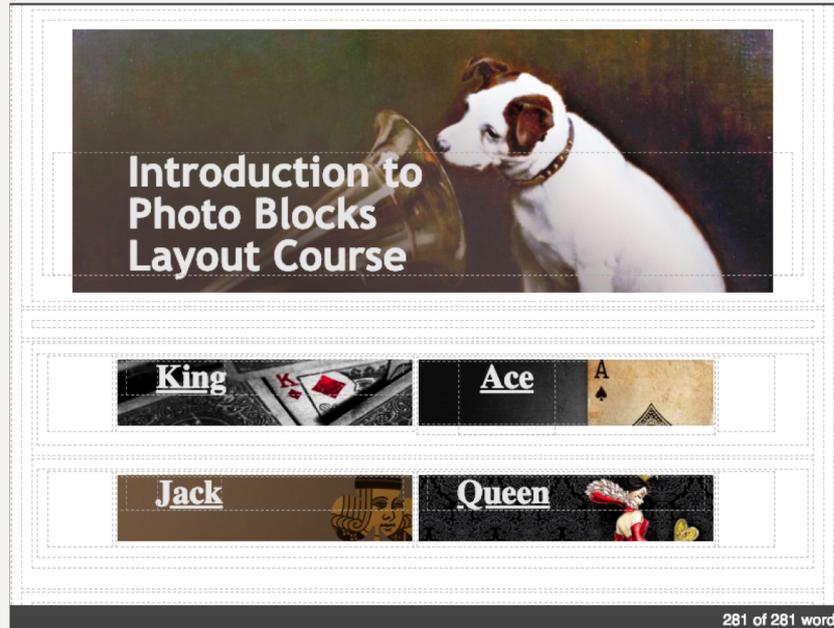


Viewing and  
Previewing

# Viewing Components

This feature allows the user to view the various components laid out on the page.

For example, in the image below, **the various components on the page are individually identifiable**, delineated by a dotted line boundary.

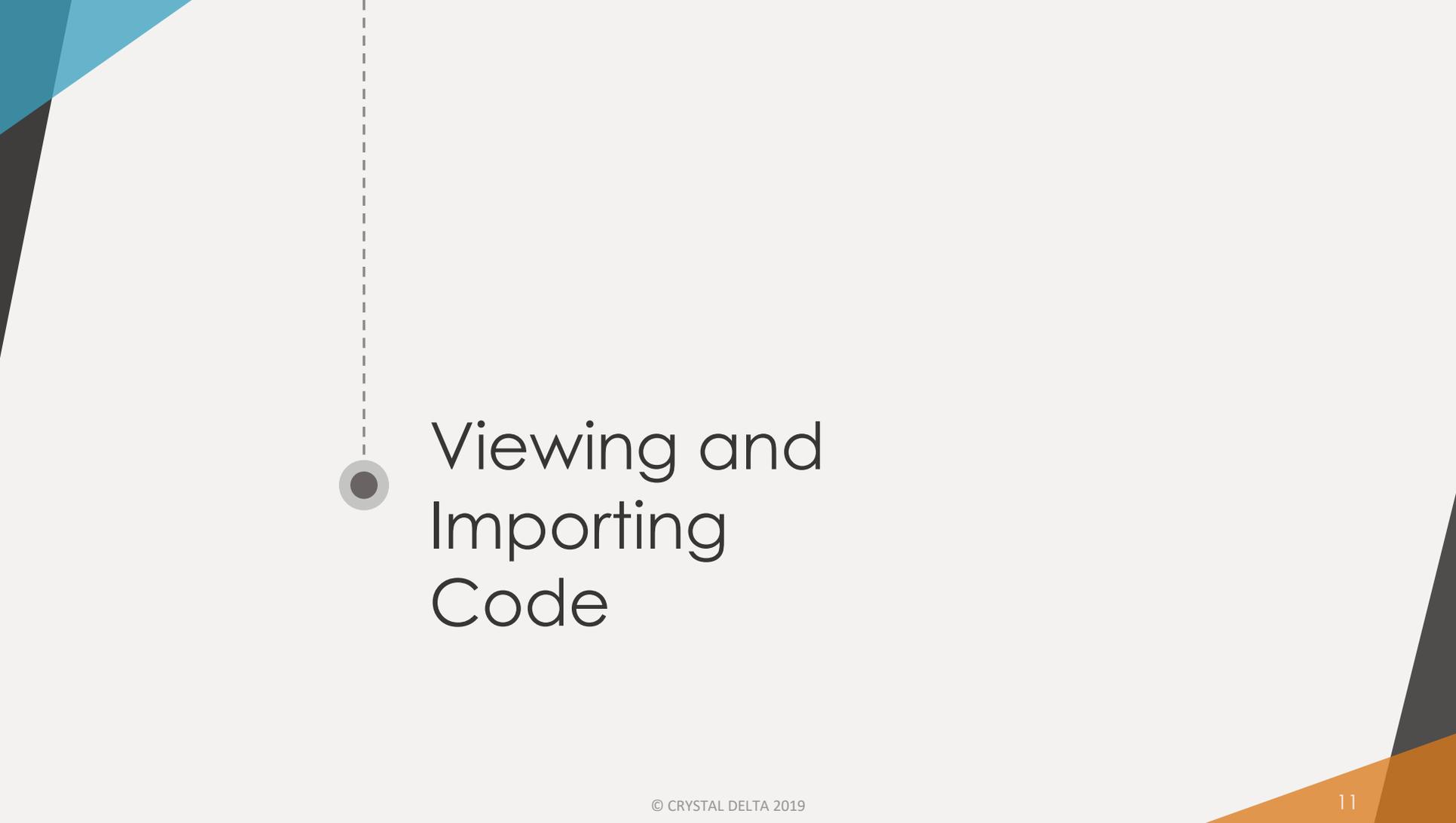


# Preview

This feature provides a **live preview of the page** being designed. **Clicking on**  opens the page in preview mode. To **return to Design mode**, click on the **Close Preview icon**  (highlighted in red in the image below) on the preview page.

NOTE: Do not click on the cross button to exit Preview mode. The cross (x) will close the page builder.





Viewing and  
Importing  
Code

# View Code

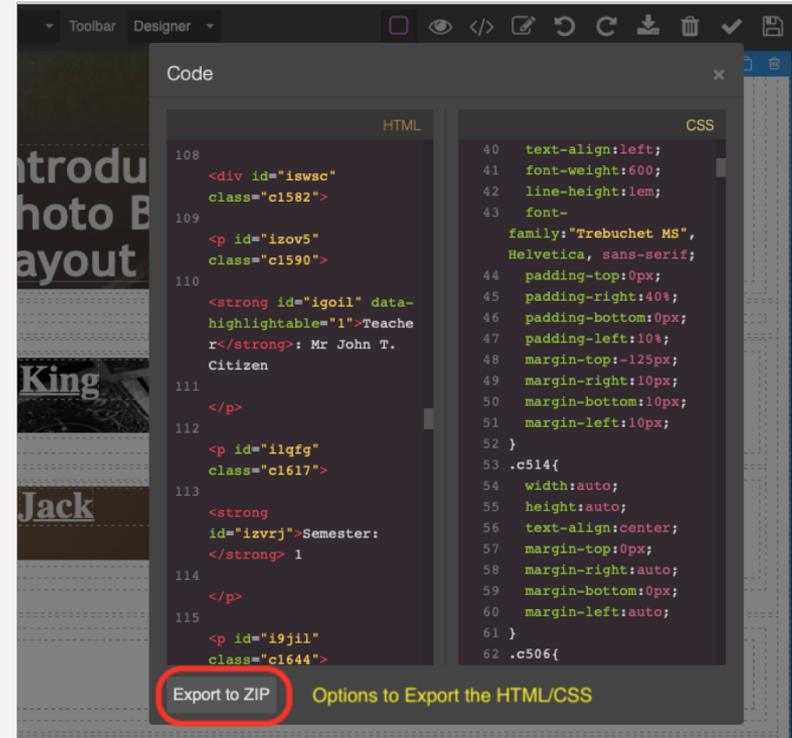
The View Code option is for advanced users and **only available in Designer mode**. This feature enables users to **view the underlying HTML and CSS code** for the course pages.

Upon selection on the Toolbar, a **new window** will pop up (modal), displaying the HTML/CSS content of the page.

At the bottom of the view code window, an option to export the code in compressed form is available (**'Export to ZIP'**). This file is saved in the download folder of the web browser.

This functionality is provided in order to allow the user to make design modifications directly on to the HTML / CSS code in their preferred editor.

The altered HTML/CSS designs can be incorporated back into the course page through 'import' option which is available in the navigation bar (*explained on next page*).

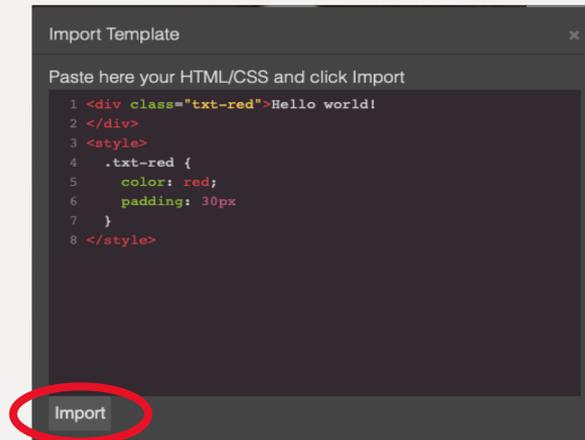


# Importing Code



The import option is used to import **external (or) custom HTML / CSS code** into the page.

On selecting the import option, an import template pops up, allowing external HTML / CSS code to be copied. Clicking the **<import>** button at the bottom left of the pop up imports the code into the page. Upon successful import, the page will be rendered in accordance with the new design.

A screenshot of a dark-themed dialog box titled "Import Template" with a close button (X) in the top right corner. The dialog contains a text area with the following code:

```
Paste here your HTML/CSS and click Import
1 <div class="txt-red">Hello world!
2 </div>
3 <style>
4   .txt-red {
5     color: red;
6     padding: 30px;
7   }
8 </style>
```

At the bottom left of the dialog, there is a button labeled "Import" which is circled in red.



Edit

# Edit – Saving and Updating Blocks

The Edit feature allows the user to update content within a selected component (also referred to as a block) or save the content as a new custom block. This is only available in **designer view**.

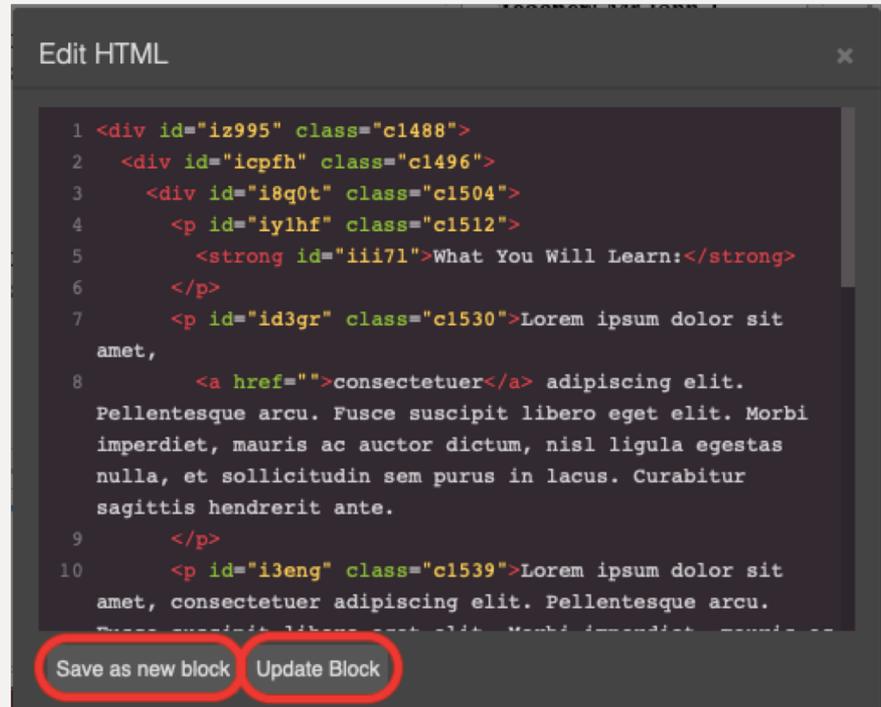
To edit the contents, **select the component to be edited** and then click on . A new window pops up displaying the content within the selected component on a HTML editor (*refer to the next page*).

The user can perform one of the following actions:

**Update Block** - Edit the contents of the block and update the page.

**Save as New Block** – Save the block along with updated content as a new custom component.

If required later, the saved component can be found under the **Open Blocks -> Custom Blocks**



```
1 <div id="iz995" class="c1488">
2   <div id="icpfh" class="c1496">
3     <div id="i8q0t" class="c1504">
4       <p id="iy1hf" class="c1512">
5         <strong id="iii71">What You Will Learn:</strong>
6       </p>
7       <p id="id3gr" class="c1530">Lorem ipsum dolor sit
      amet,
8         <a href="">consectetuer</a> adipiscing elit.
      Pellentesque arcu. Fusce suscipit libero eget elit. Morbi
      imperdiet, mauris ac auctor dictum, nisl ligula egestas
      nulla, et sollicitudin sem purus in lacus. Curabitur
      sagittis hendrerit ante.
9     </p>
10    <p id="i3eng" class="c1539">Lorem ipsum dolor sit
      amet, consectetur adipiscing elit. Pellentesque arcu.
```

Save as new block Update Block

# Undoing and Redoing Changes



This is used to undo / revert any recent changes to the page, prior to saving it. **Once saved, any changes to the page prior to the <save> operation cannot be undone.**

Clicking once will undo the most recent change. In order to undo the previous changes, the user should **click <undo> multiple times**, which will undo the changes in a reverse chronological order (viz. starting with the most recent ones first)

The user can also use **(CTRL + Z) in windows** or **(CMD + Z) on Mac** to undo changes



This is used to redo / reincorporate the most recent changes which were undone or reverted on the page, prior to saving the page.

**Once saved, any changes to the page prior to the <save> can't be undone.**

Clicking once will redo / revert the most recent undo action. In order to redo the changes undone earlier, the user should **click <redo> multiple times**, which will redo / reincorporate changes made in **reverse chronological order**

The user can also use **(CTRL + Z) in windows** or **(CMD + Z) on Mac** to undo changes

# Saving and Emptying the Page Canvas

## Saving the Page

The save option is used to save any changes made to the page contents.

When the save option is selected, a confirmation window pops up requesting the user to confirm if the changes are to be updated on Canvas.

If the user selects **YES**, the changes will be updated to the Canvas course page. **The Page Builder edit mode will be closed** and the user will return to course page view on Canvas.

When the user selects **NO**, the changes will be discarded and edit mode will be restored.

## Emptying the Page Canvas

The empty canvas option is used to clear the contents of the page.

Upon selection, a **confirmation window** pops up requesting confirmation from the user to clear the contents of the page.

Once the user confirms, the content of the page is cleared. The user can then start to fill in new content. At the time of confirmation, the user can also choose to **<cancel>** the action in order to retain the contents of the page.

**Please note: Using this option will clear the contents of the entire page. In order to clear the contents of individual components, please refer to Page 63 'content bar'**



● Creating, Saving,  
Categorising, Locating,  
Deleting and Sharing  
Templates

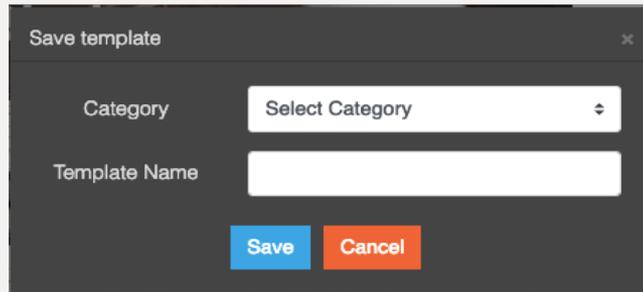
# Creating / Saving / Locating/ Categorising Templates

To create a new template (or <Save> the contents of an existing page, use the Save Template option available in the navigation bar.

1. **Open a blank page** in canvas. If you already have an existing page which you wish to save as a template, skip to step 3.
2. **Create** the required content on the page using the **components under 'Content Blocks'** (Refer to [pages 37-50](#))
3. **Click on <Save Template>** from the navigation bar.



4. In the ensuing pop-up window, **select template category and provide the name for the template**

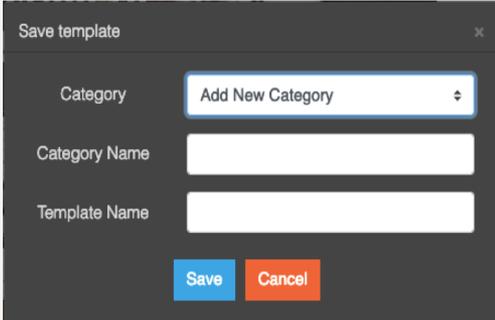
A screenshot of a 'Save template' dialog box. The dialog has a title bar with 'Save template' and a close button. It contains two input fields: 'Category' with a dropdown menu showing 'Select Category' and a downward arrow, and 'Template Name' with a text input field. At the bottom, there are two buttons: a blue 'Save' button and an orange 'Cancel' button.

*Continues onto the next page*

# Creating / Saving / Locating/ Categorising Templates

Once the template **name is provided and the category is chosen**, the template will be saved successfully and be **accessible under Open Blocks -> Templates**. The name can be alpha numeric and can include special characters like “\_”.

If the Admin or Course designer wants to add a new category for templates, choose **<Add New Category>** from the dropdown and provide the Category Name.



The image shows a 'Save template' dialog box with a dark background. At the top, it says 'Save template' with a close button. Below that, there are three input fields: 'Category' with a dropdown menu showing 'Add New Category', 'Category Name' with an empty text box, and 'Template Name' with an empty text box. At the bottom, there are two buttons: 'Save' (blue) and 'Cancel' (orange).

In the case that a name already exists for a Category or Template, Page Builder will display a warning and request the user to **provide an alternate name**.

# Sharing and Deleting Templates

## Sharing Templates:

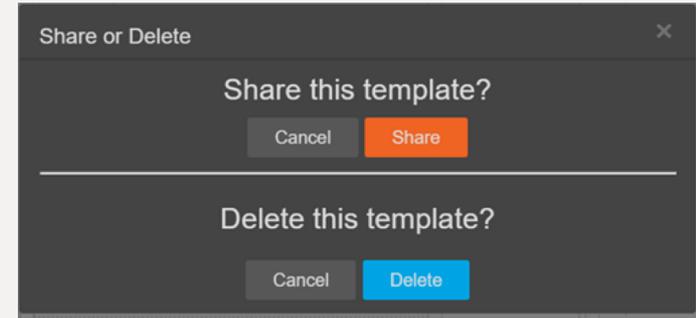
Administrators can share a template with members of other departments by **right-clicking on the template**. A pop-up with a drop-down option will appear; you can then choose the department to which the template is to be shared.

**Select the department** and **click on <share>**

To cancel the operation, the user can click on **<Go Back>** button.

## Deleting Templates:

Administrators can delete a template by **right-clicking** on the specific template. An pop-up with an option to choose the template to be deleted appears on the screen. Upon clicking the **<Delete>** button, the template is deleted and removed from templates.



### IMPORTANT NOTE:

If Admins or Course Designers delete their templates that had previously been shared to other departments, it will be deleted in all locations.

If Admin has shared the templates and a course designer would like to delete only within their department, it will remove from department only and not from Admin account.



● Style Manager

# Style Manager



The Style Manager allows for formatting and styling of components on the page **without using CSS code**. This allows course managers to create styles on the fly without code familiarity.

NOTE: For some areas of style manager, especially in the Designer view it is helpful if the designer has some familiarity with HTML/CSS styling standards and practices.

The styling properties are categorized as below based on their properties:

- **General** ([Pages 22-28](#))
- **Dimension** ([Pages 29-31](#))
- **Typography** ([Pages 32-33](#))
- **Decorations** ([Pages 34-36](#))

# Style Manager – General: Float

**Float** – used for **positioning content**.

E.g. you can let an image float left to the text within its container (*container* is a distinct layer / wrapper within a page that contains one or more components).

**There can be multiple containers on each page.** Refer to [pages 51-53](#) 'Layer manager' for more information on how to view the layers within a page.

First select the component on the page and then choose one of the following options:

- **Left:** The component floats to the left of its container
- **Right:** The element floats to the right of its container
- **None:** The component does not float within the container and will be displayed just where it occurs in the text. This is the default value



# Style Manager – General: Display

**Display** – specifies whether/how an element or component is displayed on the page.

First select your element or component on the screen

- **Block:** A block-level element always starts on a new line and takes up the **full width available** (stretches out to the left and right as far as it can). Examples of a block element would be a `<div>`, `<header>`, `<footer>`
- **Inline:** When the value is set to inline, the element / component does not start on a new line and only takes up as much width as necessary. This is generally used in a paragraph in present the textual content is a concise form
- **Inline-Block:** allows width, height, top/bottom margins and paddings to be set for the component. Unlike a block element, there are **no line breaks added towards the end of the content**, thus allowing the component to sit next to other components.
- **None:** This is used to show / hide the selected component. When the NONE option is selected, the component is hidden from view.



# Style Manager – General: Position

**Position** – specifies the type of positioning method used for an element.

First select your element or component on the screen

- **Static:** Default value. Elements render in order, as they appear in the Editor window
- **Relative:** The Element is positioned relative to its normal position  
E.g. “left: 20px” adds 20 pixels to the element’s LEFT.
- **Absolute:** The element is positioned relative to its positioned (not static) ancestor element.
- **Fixed:** The element is positioned relative to the browser window.

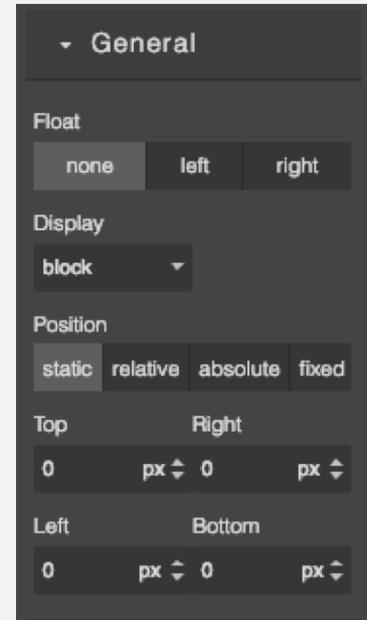


# Style Manager – General: Top and Bottom

**This property has no effect on non-positioned elements.**

Top and Bottom – affect the vertical position of a positioned element.

- If position: absolute or fixed; this sets the top/bottom edge of an element to a unit above/below the edge of its nearest positioned ancestor.
- If position: static; no effect.
- If position: relative; this lets the element's top/bottom edge to move above/below its normal position.

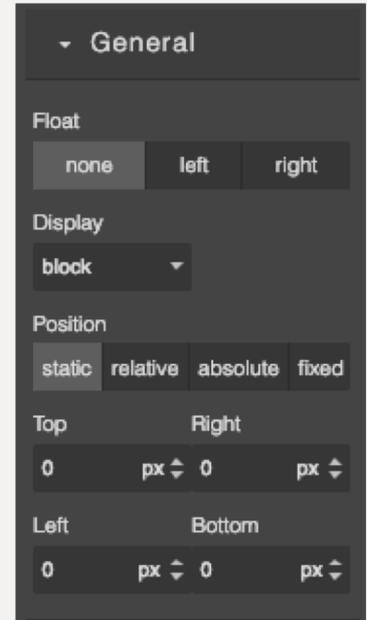


# Style Manager – General: Left and Right

This property has no effect on non-positioned elements.

Left and Right – affect the horizontal position of a positioned element.

- **If position: absolute or fixed;** this sets the left/right edge of an element to a unit to the left/right of the edge of its nearest positioned ancestor.
- **If position: static;** no effect.
- **If position: relative;** this lets the element's left/right edge to move to the left/right of its normal position.



# Style Manager – Dimension: Width and Height

**Dimension** – used to customise the placement of the selected component.

**Width** – sets the width of a selected element. Does not include padding, borders and margins.

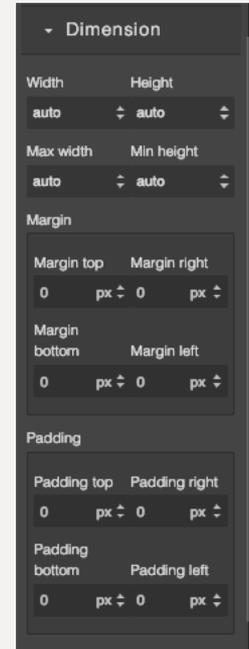
**Height** – sets the height of a selected element. Does not include padding, borders and margins.

If width: auto or height: auto, the element will automatically adjust its height to allow its content to be displayed correctly.

**Max-Width** – defines the maximum width of an element.

If the selected content > the maximum width, it will automatically change the width of an element. If the content < the maximum width, the max-width property has no effect.

**Min-Height** - defines the minimum height of an element. If the selected content < the minimum height, the minimum height will be applied. If the content > the minimum height, the min-height property will have no effect.



The image shows a dark-themed UI panel titled "Dimension". It contains several sections for configuring an element's dimensions and spacing:

- Width**: Set to "auto".
- Height**: Set to "auto".
- Max width**: Set to "auto".
- Min height**: Set to "auto".
- Margin**: A 2x2 grid of controls for top, right, bottom, and left margins, each set to "0 px".
- Padding**: A 2x2 grid of controls for top, right, bottom, and left padding, each set to "0 px".

# Style Manager – Dimension: Margin

**MARGIN** – dictates the margins for a particular component on all 4 sides.  
Margin values can be set as pixels, percentage or viewport height.

To change the **type of margin** (shortened as px, % and vh):

1. **Select the component** intended for margin adjustments
2. **Click on 'px'**, the default margin type. A drop down with available options will be shown.
3. **Enter corresponding values** in the space provided. The **up/down arrows** can also be used to increase/decrease the values

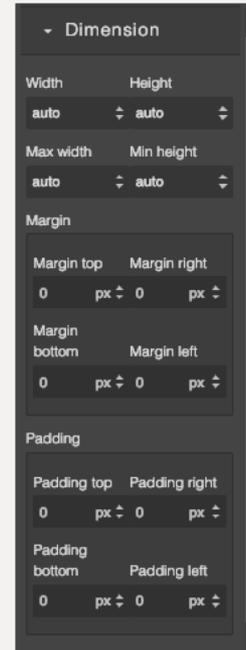
The margin properties which can be set for a component are:

**Margin Top** : provides the margin of given value for the component from the top.

**Margin Bottom**: provides a margin of given value for the component from the bottom

**Margin Left**: provides a margin of given value for the component from the left

**Margin Right**: provides a margin of given value for the component from the right



# Style Manager – Dimension: Padding

**Padding:** Padding is the space between the content of a component and its border. This property allows for padding on all 4 sides on the content.

To change the **type of padding** (shortened as px, % and vh):

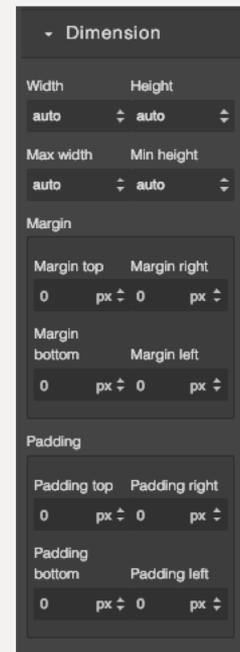
1. **Select the component** intended for padding adjustments
2. **Click on 'px'**, the default margin type. A drop down with available options will be shown.
3. Enter **corresponding values** in the space provided. The **up/down arrows** can also be used to increase/decrease the values

The padding properties which can be set for a component are:

**Padding Top:** provides the padding of given value for the component from the top. **Padding Bottom:** provides a padding of given value for the component from the bottom

**Padding Left:** provides a padding of given value for the component from the left

**Padding right:** provides a padding of given value for the component from the right



# Style Manager - Typography

**Typography** – used to stylize textual content used within a component.

**Font family:** The font type can be selected through this option

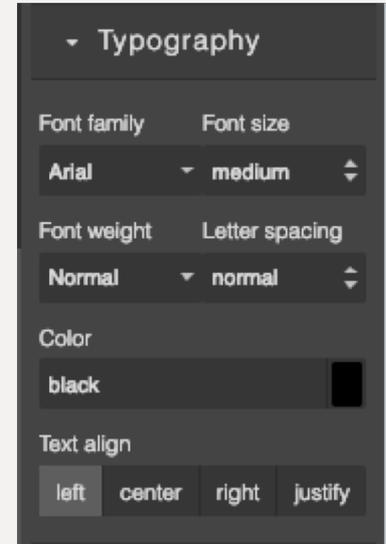
**Font Size:** The font size can be changed using this property. The user can choose to either:

- Using pre-defined sizes viz. Large, medium, small
- Enter custom values in the space provided. Font size can be adjusted in pixel (px), em, rem or % for custom values.

**Font Weight:** can be set to one of available options ranging from Thin to Ultra-Bold.

**Font Spacing:** The font spacing by default is set to normal. The user can also set custom spacing between fonts by entering values in the space provided. (in pixel (px), em, rem or %)

*Continues onto the next page.*



# Style Manager - Typography

**Colour:** The colour of the font can be set through this property

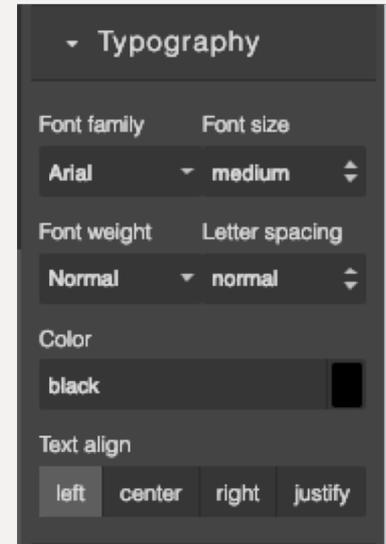
**Text Align:** The alignment of text within a component can be customised by selecting one of **LEFT, CENTRE, RIGHT** or **JUSTIFY**.

**Line-height:** specifies the height of a line. This doesn't allow negative values.

**Text- Shadow:** adds shadow to text. This property allows for more than one shadow to be added to text.

The property values of text-shadow are:

- h-shadow: position of the horizontal shadow.
- v-shadow: position of the vertical shadow.
- Blur: blurring the text.
- Colour: the colour of the shadow. The user can select colours from the colour picker modal.



# Style Manager – Decorations

**Border radius:** allows for the ‘smoothing’ of the container’s corners. The radius can be adjusted in pixels (px) or percentage (%), which can be changed by clicking on the default option ‘px’.



A container with BORDER RADIUS set at 0 px (default).



The same container with BORDER RADIUS set at 20 px.

**IMPORTANT NOTE:** Depending on your version of Canvas, Border Radius may not display (render) after saving the page and opening it in Canvas.

*Continues onto the next page*



# Style Manager – Decorations

**Border Width:** The default border width is medium. The user can also set custom width for the border by entering values in the space provided. For the custom values, the width can be set to pixel (px) or em.

**Border Style:** Choosing 'none' from the available values would remove the border for the component.

**Border Colour:** Alters the colour of the border

**Border-top-left/right radius:** defines the radius of the top-left/right corner.

**Border-bottom-left/right radius:** defines the radius of the bottom-left/right corner.

**Border-left/right/top/bottom:** a shorthand property for border-left/right/top/bottom-width, style and colour. If this is omitted, the border colour will be the colour of the text by default.

*Continues onto the next page*



# Style Manager – Decoration

**Background:** By Clicking ‘+’ icon from the panel will open new layer manager for background. The user can select the background image, background repeat, background position, background attachment and background size for the selected element. More than one layer can be created for background.

**Box-Shadow:** adds shadow to box, accepts more than one number of shadows to the selected box.

- h-shadow: required and represents position of the horizontal shadow.
- v-shadow: required and it represents position of the vertical shadow.
- Blur: to be applied for blurring the box.
- Spread: A positive value increases the size of the shadow and a negative value decreases the size of shadow.
- Colour: The user can pick more than one colour from the colour picker modal.
- Type: changes the shadow type of selected box as outside or inside.

**IMPORTANT NOTE:** Depending on your version of Canvas, Box-Shadow may not display (render) after saving the page and opening it in Canvas.

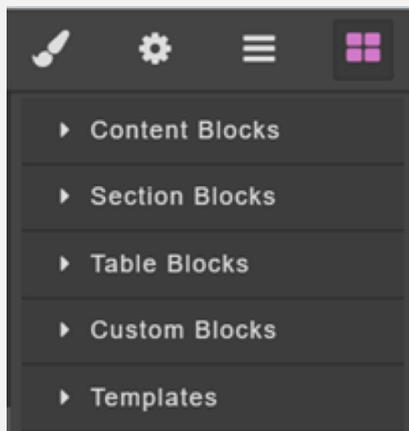




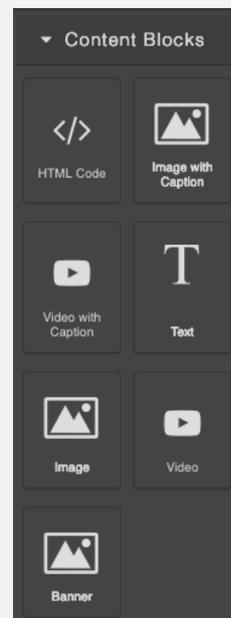
Blocks and  
Component Settings

# Content Blocks - Adding Images, Videos, Text and more

Select  Component Menu to access '**Content Blocks**'

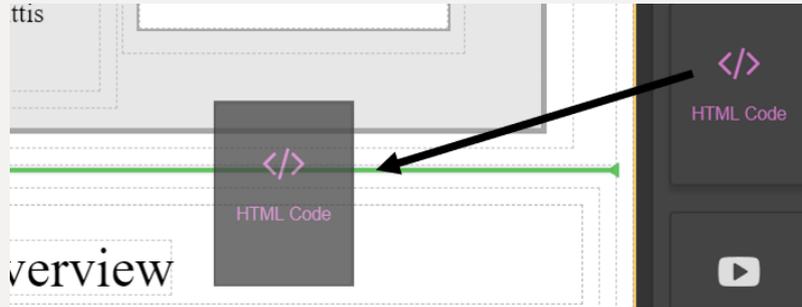


You can now drag and drop content such as HTML Code, Image with caption, Video with caption and text etc.



# Content Blocks – Adding HTML Code

Use this component to add custom HTML / CSS code into the page



- **Drag and drop** the *HTML Code* component onto the page
- **Double click on the component**, a HTML editor pops up on the screen
- **Create or Paste** (from an external source) the required HTML code block in the editor and click on <Update Block>
- The newly added HTML content will then be updated onto the page

# Content Blocks – Adding Images

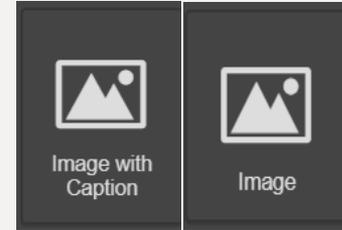
To add an image with caption to the page:

- **Drag and drop** the image/*image with caption* component onto the page
- **Double click** on the image component

A popup will appear; use one of the below steps to add an image:

- By **clicking on the dotted box**, you will be able to upload and select an image from your local computer drive
- Images uploaded previously will be displayed on the right hand side of the pop-up. You can also **drag and drop those images into the dotted box**
- Option to include a caption is also available underneath the image on the webpage preview

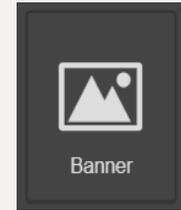
**IMPORTANT NOTE: Image size cannot exceed 10 MB.**



# Content Blocks – Adding Banners

Use this option to add a banner to the page. This is similar to the Image option, however the added image appears as a **banner instead of a regular full-sized image.**

- **Drag and drop** the *image/image with caption* component onto the page
- **Double click** the image component



A popup will appear; follow one of the steps below to add an image:

- By **clicking on the dotted box**, you will be able to upload and select an image from your local computer drive
- Images uploaded previously will be displayed on the right hand side of the pop-up. You can also **drag and drop those images into the dotted box**

**PLEASE NOTE: Image size cannot exceed 10 MB.**

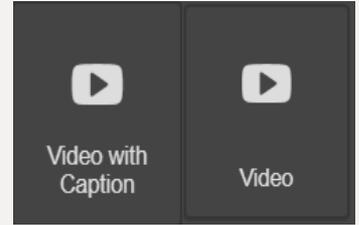
# Content Blocks – Adding Videos

To add an video content to the page:

- **Drag and drop** the video with caption component onto the page
- **Click on the video component** on the webpage builder
- **Click on**  *Component Settings* on the Toolbar. This allows the user to choose video properties such as provider, source and poster etc.

***Please refer to the next page to more information***

- Option to include a caption is also available underneath the video



# Content Blocks – Adding Videos

**Provider** – Available options for video providers include HTML5 Source, YouTube and Vimeo.

**Source** – The link of the video to be displayed can be copied and pasted into this space.

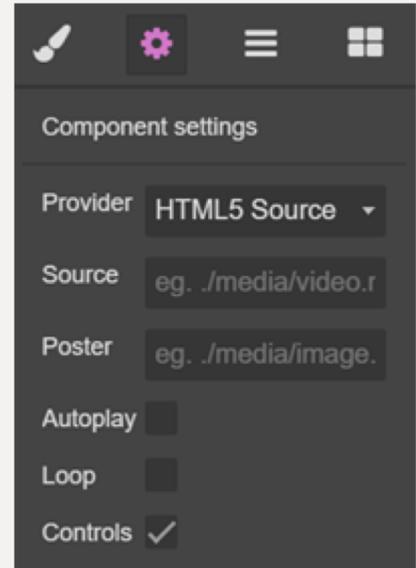
**Poster** – You can upload an image that appears on top of the video content before it is played.

The image disappears when the play button is clicked and video content is played.

**Autoplay** – allows the video to be played automatically when the user scrolls past it on the page, without the user having to click 'Play'.

**Loop** – allows the video to be played in a loop.

**Controls** – enables the viewer of the page to view and access video controls.



# Content Blocks – Adding Text

This component can be used to add a text to the page.

The various operations that can be performed with a textual content is available under the following section (Component / Content Action Bar).



## IMPORTANT NOTE:

Due to page payload limitations set in Canvas, the word count in each Page Builder page is set to 15,000. Page builder will provide a warning as the word count for a page approaches 15,000 words.

# Component settings – Images, Videos, Text and more

Each component on the page has its unique ID, which can be edited in Component setting. **First select the component you want then click onto the gear button on the toolbar.**



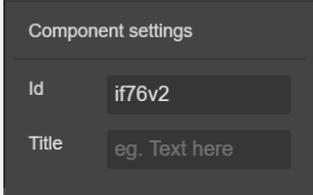
This is an advanced setting that allows users to set identities or referential properties for selected components.

These settings vary for each type of component (text, image and video etc. )

# Component settings – Text and Images

## Text

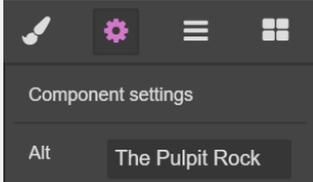
The component setting for text allows the user to set the Component ID and Title for the selected component. This setting can be used to provide specific user defined values that can be easily referenced in the HTML code.



A screenshot of a dark-themed 'Component settings' dialog box. It contains two input fields: 'Id' with the value 'if76v2' and 'Title' with the value 'eg. Text here'.

## Images

Users can give an alternate label for an image under component settings. This text is displayed in place of the image in situations where the image is broken / doesn't render properly on the page (e.g. connectivity issues).



A screenshot of a dark-themed 'Component settings' dialog box. At the top, there is a toolbar with four icons: a paintbrush, a gear (highlighted in purple), a hamburger menu, and a window icon. Below the toolbar, the dialog is titled 'Component settings' and has an 'Alt' input field containing the text 'The Pulpit Rock'.

# Section Blocks – Adding Columnar Sections

**Section blocks allow the user to add columnar sections onto the page.**

When contents need to be presented as sections, open section blocks and choose from one of the predefined styles. Several predefined options ranging from single to multi column section components with / without headers are available under section blocks.

To include a section component on the page:

1. **Open** the section block
2. **Select the preferred section style** from the available list of predefined styles.
3. **Drag and drop** onto page
4. **Enter textual content** for the section in the placeholder.

# Table Blocks – Adding Tables

**Table blocks allow the user to add tables onto the page.**

When contents are to be presented as a table, open table blocks and choose from one of the predefined table components. Several predefined options ranging from single to multi-row and multi-column table components with / without headers are available under section blocks.

To include a table component on the page:

1. **Open** the section block
2. **Select the type of table** to be included in the page from the list of pre-defined table contents, then **drag and drop** onto page
3. The table acts as a container for other contents. For example, image, text or video components can be included within a table. This is done by **first adding a table onto the page** and then **opening Content Blocks** to add required content

# Custom Blocks



**Any component / group of component(s) within a page can be saved as a custom block.** All components saved by the user will be available under custom blocks and can be accessed by all the users within the department.

To include a custom block on the page:

1. **Drag and drop** the chosen custom block from the list of available custom blocks on to the page
2. You can modify the contents of the custom blocks just added and update the page.

**Note:** For more information on how to create/edit a custom block, please refer to [pages 15-18](#) 'Edit', previous pages on 'Custom Blocks' and [page 55](#): 'Content Bar'

# Templates

**Any page which is saved as a template by a course editor or designer will be available under this category.**

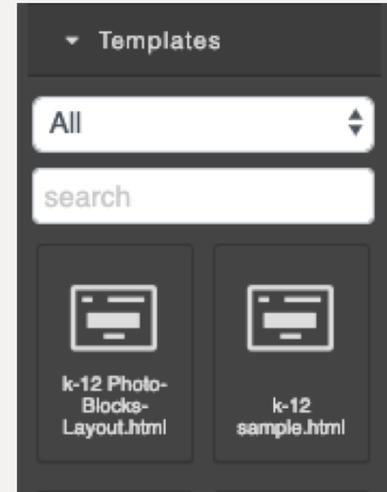
To include a template into the page:

**Drag and drop** the chosen template from the list of available templates on to a blank page or an existing page. You can now **modify the contents of the template** just added to the page.

**The user can filter the templates by using categories or Name Search.**

Note:

- For more information on 'How to create a template', please refer to [page 19-22](#) 'Creating and Saving Templates'
- Templates created by the Editor / Designer are accessible by all members within the department.



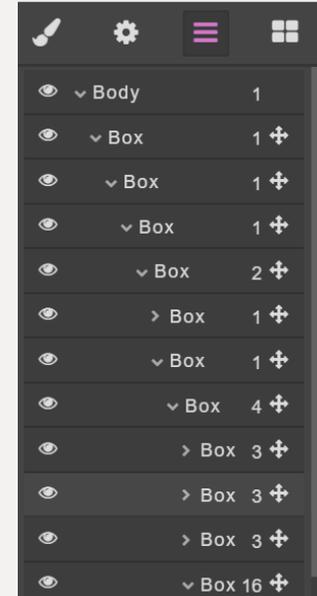


● Layer Manager

# Layer Manager

The Layer Manager presents a layered view of the components in the page. Upon clicking the open layer manager from the navigation bar, the component layout pops-out as shown here.

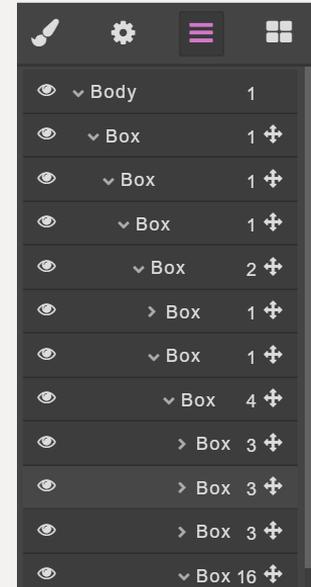
- The components are displayed in a hierarchical manner with the outermost layer appearing first, followed by the layer contained by it and so forth as seen in the above image.
- Each row represents a layer. When a layer is clicked on, sub-layers / components contained within the layer will be consequentially revealed. As an example, clicking on 'Body' opens up the Box layer (first two rows in the above image).
- Any layer which does contain further sub-layers cannot be expanded further. For example, the HTML Code (toward the end of the image) does not contain any other sub-layers / components within it.



# Layer Manager

Each Layer bar has additional features as outlined below:

- Clicking on a layer name highlights the layer on the page
- The  icon on the leftmost of each row can be used to reveal / hide the particular layer on the page.
- Clicking on  once hides the layer and all sub-layers / components underneath it and clicking once more unhides the sub-layers / components.
- Clicking on  expands and  collapses the sub-layers contained within the layer.
- The number indicates the number of sub-layers in the immediate succeeding layer that it contains.
- The drag arrows  can be used to move the layer / component with in the page.
- When there is a great number of layers and contained components, the scroll bar that appears to the right of the Layer Manager can be used.





Component Bar  
and Toolbar

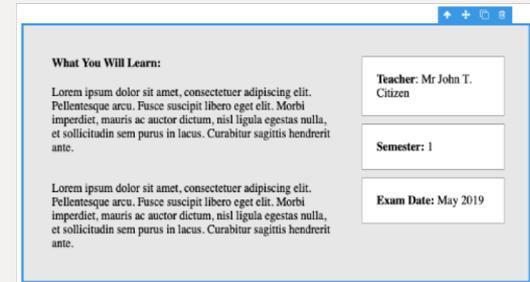
# Component/Content Bar

The Component/Content bar a.k.a the Blue Menu, sits on top of the blue box that appears when a component is selected. It is used to perform select operations exclusive to the selected component including expand selection, move, copy and delete.

**Expand Selection**  : expands selection to the next outer block. This expand option can be used continually until the outermost block is selected.

Some examples of how expand selection can be used are:

- Finding out the word count of two or more adjacent blocks
- Clearing the contents of two or more adjacent block
- Creating custom blocks by expanding the current selection up to the point to which the custom blocks is to be created, then select Edit from the navigation bar and create custom blocks
- Dragging a component / content to any position within the layer
- Duplicating content using copy and paste. The duplicate content is placed adjacent to the selected content.
- Deleting content from multiple components



# Toolbar (text)

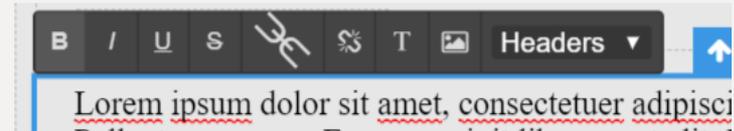
The text toolbar appears when any text (individually or collectively) is selected (double click). It allows for customisation of selected text.

The options available in the toolbar are

- **Bold**
- **Italic**
- **Underline**
- **Strikethrough**
- **Link** (Chain symbol): This option allows the selected text to be linked to
  - A custom URL
  - An email address (mailto:)
  - Modules within the course
  - Other Canvas Pages within the module

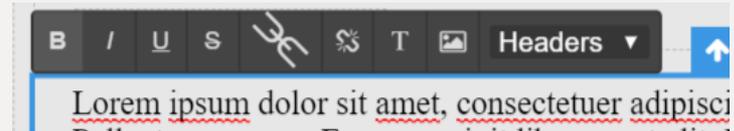
When the page is viewed on Canvas LMS, the selected text will appear as hyperlink. Upon clicking the hypertext, the corresponding action based on the type of link will be executed.

- **Unlink:** This option is used to unlink any hyperlink associated with a text on the page



*Continues onto the next page*

# Toolbar (text)



- **Text:** used to insert key or important additional content next to the selected text. To insert the additional text,
  - Select text on the page
  - Click on the insert text (represented by 'T' on the toolbar)
  - A placeholder to insert text appears next to the selected text; enter the required text and save the pageWhen viewing the page, the additional text appears within a red box next to the text that was selected
- **Banner:** used to insert a banner into the course page.
- **Headers:** used to make the selected text as Header text. The standard HTML options are: Header 1, Header2, Header 3, Header 4. Selecting a particular header type will format the text accordingly.

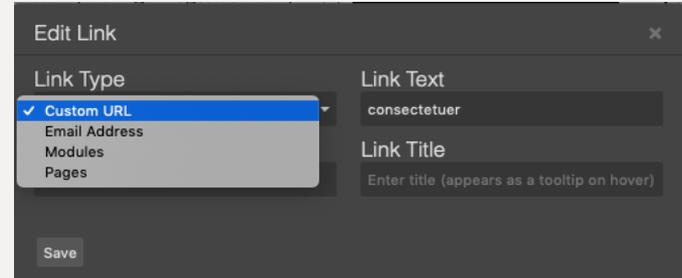
*Continues onto the next page*

# Toolbar (text) – Linking to Custom URL

On **selection of the link option**, another pop-up appears as seen in the image below

**Select Link Type.** The different link types will be explained in the following few pages.

**Custom URL:** the selected text can be linked to any custom URL. The custom URL to be linked, e.g. [www.google.com](http://www.google.com) can be included under 'URL'. A title for the link can be provided through the "Link Title". It appears when the user hovers over the linked text.



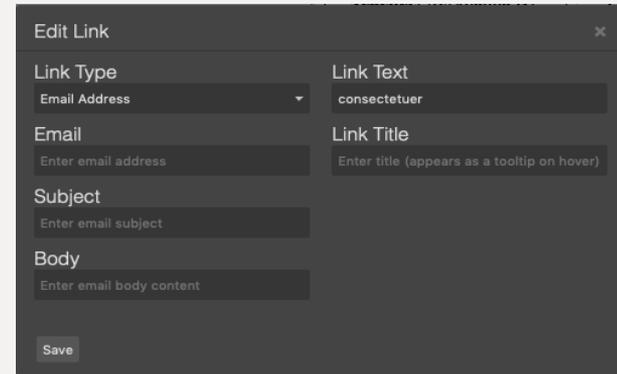
*Continues onto the next page*

# Toolbar (text) – Linking to Email Address

**Email Address:** the selected text will be linked to an email **recipient** (will appear as mail to: abc@xxx.com when the linked text is hovered upon).

Click the text to display the email composer. The contents of the composer will be pre-filled with the details configured, including **email address, subject and body**. A **link title** can also be inserted for ease of reference and will appear on Hover atop the text

*Continues onto the next page*



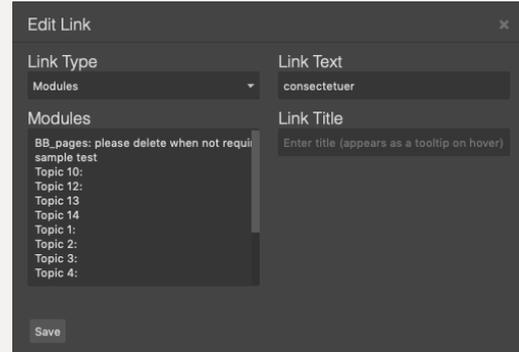
The screenshot shows a dark-themed 'Edit Link' dialog box with a close button (X) in the top right corner. The dialog is organized into two columns. The left column contains: 'Link Type' with a dropdown menu showing 'Email Address'; 'Email' with a text input field containing the placeholder 'Enter email address'; 'Subject' with a text input field containing the placeholder 'Enter email subject'; and 'Body' with a text input field containing the placeholder 'Enter email body content'. The right column contains: 'Link Text' with a text input field containing 'consectetuer'; and 'Link Title' with a text input field containing the placeholder 'Enter title (appears as a tooltip on hover)'. At the bottom left of the dialog is a 'Save' button.

# Toolbar (text) – Linking to Canvas Modules and Pages

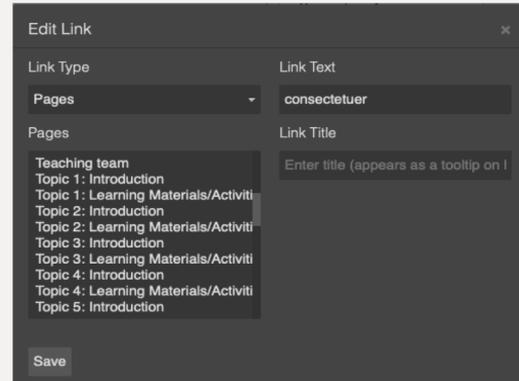
**Modules** within a course can be linked using this option.

When the Link Type is selected as Modules, the available modules within the course is displayed in a dropdown. The user can then select the module to which the selected text is to be linked

**Pages:** Pages which belong to the same course can be linked using this option. When the Link Type is selected as Pages, the available Canvas Shell Pages within the course is displayed in a dropdown. The user can then select the page to which the selected text is to be linked.



The screenshot shows the 'Edit Link' dialog box. The 'Link Type' dropdown is set to 'Modules'. The 'Link Text' field contains 'consectetur'. The 'Link Title' field contains the placeholder text 'Enter title (appears as a tooltip on hover)'. The 'Modules' dropdown is open, showing a list of options: 'BB\_pages: please delete when not requi...', 'sample test', 'Topic 10:', 'Topic 12:', 'Topic 13:', 'Topic 14:', 'Topic 1:', 'Topic 2:', 'Topic 3:', and 'Topic 4:'. A 'Save' button is located at the bottom left.



The screenshot shows the 'Edit Link' dialog box. The 'Link Type' dropdown is set to 'Pages'. The 'Link Text' field contains 'consectetur'. The 'Link Title' field contains the placeholder text 'Enter title (appears as a tooltip on I)'. The 'Pages' dropdown is open, showing a list of options: 'Teaching team', 'Topic 1: Introduction', 'Topic 1: Learning Materials/Activiti', 'Topic 2: Introduction', 'Topic 2: Learning Materials/Activiti', 'Topic 3: Introduction', 'Topic 3: Learning Materials/Activiti', 'Topic 4: Introduction', 'Topic 4: Learning Materials/Activiti', and 'Topic 5: Introduction'. A 'Save' button is located at the bottom left.



● User Roles  
and Access

# User Roles and Access

| Features                            | Admin / Super Designer | Course Designer | Teacher / Teaching Assistant |
|-------------------------------------|------------------------|-----------------|------------------------------|
| Create / Save Course Pages          | ✓                      | ✓               | ✓                            |
| Create / Save Template              | ✓                      | ✓               | ✗                            |
| Create Template Categories          | ✓                      | ✓               | ✗                            |
| Share Template – within department  | ✓                      | ✓               | ✗                            |
| Share Template – to all departments | ✓                      | ✗               | ✗                            |
| Delete Template – within department | ✓                      | ✓               | ✗                            |
| Delete Template – all departments   | ✓                      | ✗               | ✗                            |

# User Roles and Access

| Features                                | Admin / Super Designer | Course Designer | Teacher / Teaching Assistant |
|---|------------------------|-----------------|------------------------------|
| Add Image / Video / Text to page        | ✓                      | ✓               | ✓                            |
| Link Pages and Modules                  | ✓                      | ✓               | ✓                            |
| Create / Save custom blocks             | ✓                      | ✓               | ✓                            |
| Delete custom blocks (individual)       | ✓                      | ✓               | ✓                            |
| Share Custom Blocks – within department | ✓                      | ✓               | ✗                            |
| Share Custom Blocks – all department    | ✓                      | ✗               | ✗                            |
| Editor / Designer Tool view             | ✓                      | ✓               | ✓                            |

# User Roles and Access

| Features                                 | Admin / Super Designer | Course Designer | Teacher / Teaching Assistant |
|--|------------------------|-----------------|------------------------------|
| Export HTML / CSS code into page builder | ✓                      | ✓               | ✓                            |
| Export HTML / CSS code into page builder | ✓                      | ✓               | ✓                            |
| Formatting and Styling content           | ✓                      | ✓               | ✓                            |



Clearly *different*  
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