

Rich Content Editor Essentials

Create readable, linked, accessible Canvas content without fragile formatting.

FTCC Canvas Faculty Resource | New Quizzes only | Panopto and Class Collaborate supported | No Canvas Studio

Click Path

Edit Page / Assignment / Discussion / Announcement → Rich Content Editor

Purpose

The Rich Content Editor is used throughout Canvas. Clean structure and correct links matter more than decorative formatting.

Steps

1. Start with a clear heading structure using built-in heading styles.
2. Write concise paragraphs and use lists for actual lists.
3. Use descriptive link text and link to the current course item or reliable external source.
4. Insert images with appropriate alternative text.
5. Embed Panopto when video belongs inside the learning content.
6. Use tables only for data and identify headers.
7. Remove unnecessary formatting pasted from Word or other sources.
8. Run the Canvas Accessibility Checker and preview the page.

Verify

- | | |
|--|---|
| ☐ Heading order is logical. | ☐ Links identify their destination. |
| ☐ Images have alt text. | ☐ Tables are simple and labeled. |
| ☐ Embedded media works. | ☐ Page is readable on a narrow screen. |

Watch For

- Do not use font size or bold alone to create headings.
- Pasted content may carry hidden formatting.
- Raw URLs and "click here" links reduce clarity and accessibility.
- The RCE checker does not evaluate every linked file or external tool.

Primary Sources

Instructure Rich Content Editor guides: <https://community.canvaslms.com/t5/Instructor-Guide/tkb-p/Instructor>