

CANVAS: How to add a Course Tile Image (Instructor)

The easiest way to create a Dashboard tile image for your Canvas course is to create a single PowerPoint slide and save it as a JPG.

Only the instructor, designer, or TA can add a tile image and all participants in the course will see it.

Image Setup:

- A landscape PPT slide has the correct dimension ratio for Canvas. No editing needed!
- Keep the slide simple as it will display quite small.
- Consider including:
 - Textbook cover
 - Long name of course
 - Instructor name
- You can use a PowerPoint template for quick design/development.
- It is helpful to use a different tile image each semester for faster tile identification and to reduce errors resulting from going to the wrong class.



Once your course cover slide is created in PowerPoint, save it as an image file:

- Go to File > Save As
- Indicate where the file should be stored (e.g., course folder on desktop or Cybox)
- Name it so its identifiable as your tile image
- Change the type of file to JPEG
- Click Save

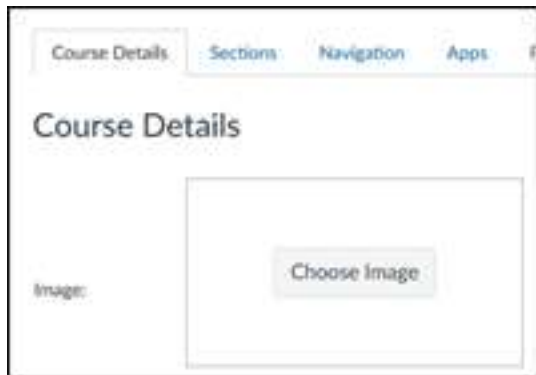
File name:	ODL101_TileImage
Save as type:	JPEG File Interchange Format

In your Canvas course, click Settings (on the Course Menu):

5 tabs run across top of Settings screen. Make sure you on the 'Course Details' tab.

If the course does not yet have an image:

- Click “Choose image”
- Browse and select your stored image file
- Scroll down and click the red Update Course Details button.



If your course tile already has an image:

- Click the circle with the 3 dots in the upper right corner of the image
- Click “Choose image”
- Browse and select your stored JPG
- Scroll down and click the red ‘Update Course Details’ button

