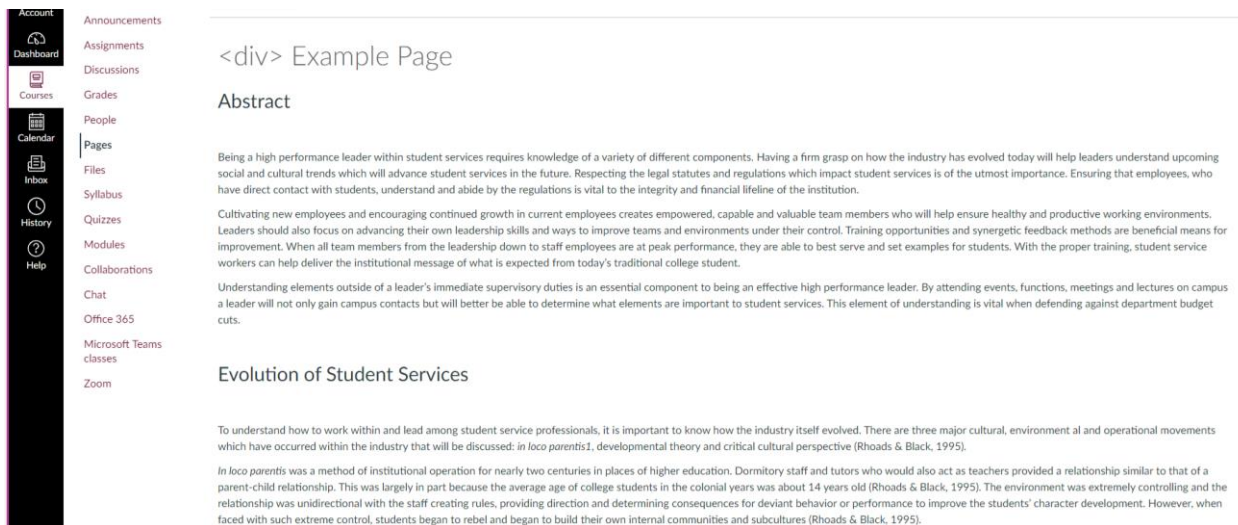


Formatting Text in Canvas for Readability: A Mini Coding Lesson

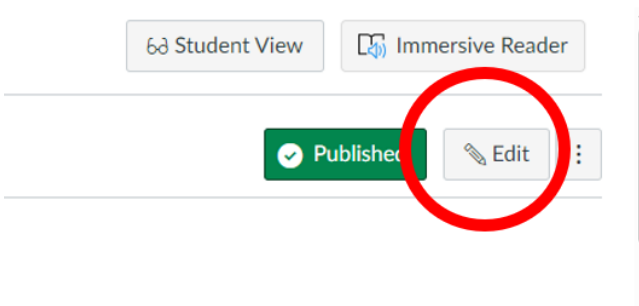
Sometimes there's no way to get around the fact that faculty have a lot of text to share with students about a topic. In these situations, there are different ways to break the text into more reader-friendly formats. One such way to decrease cognitive load with text heavy material and increase readability would be to consider how wide the text on the page spans the screen. By modifying the text width in a Canvas course page, it can help increase readability for course participants.

As you can see in the picture below, this page has text that spans the length of the screen.



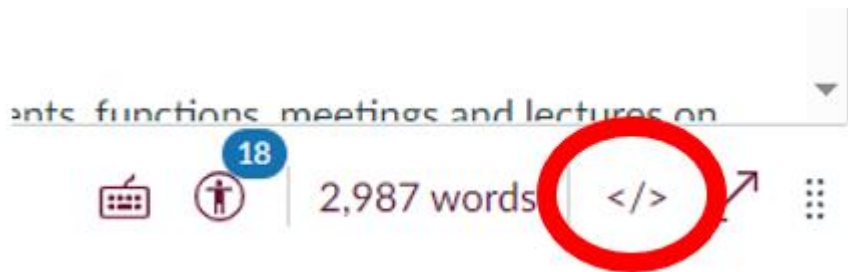
The screenshot shows a Canvas course page with a sidebar on the left containing navigation options like Account, Dashboard, Courses, Calendar, Inbox, History, Modules, Collaborations, Chat, Office 365, Microsoft Teams classes, and Zoom. The main content area displays a page titled '<div> Example Page' with an 'Abstract' section. The text in the abstract is formatted as a single long line that spans the entire width of the page, making it difficult to read. The text includes phrases like 'Being a high performance leader within student services requires knowledge of a variety of different components...' and 'Evolution of Student Services'.

To make the screen more accessible to a larger population of participants, this page will be edited to narrow the width the text is allowed to span. First click on **'Edit'** in the upper right corner.



This screenshot shows the top right corner of the Canvas Rich Content Editor. It features buttons for 'Student View' and 'Immersive Reader'. Below these, there is a green 'Published' button and a grey 'Edit' button with a pencil icon. The 'Edit' button is circled in red, indicating it should be clicked to enter edit mode.

Below the Rich Content Editor click on the **'</>'** HTML Editor button.



This screenshot shows the bottom right corner of the Canvas Rich Content Editor. It displays a text input field with the text 'ants functions meetings and lectures on'. Below the input field, there is a toolbar with several icons, including a grid icon, a person icon with a blue circle containing the number '18', and a word count of '2,987 words'. The HTML Editor button, represented by the '</>' symbol, is circled in red, indicating it should be clicked to switch to the HTML editor.

This will show the HTML coding for the page. **DO NOT FEEL OVERWHELMED!**


Page Title

<div> Example Page

```
1 <h1>Abstract</h1>
2 <p><strong>&nbsp;</strong></p>
3 <p>Being a high performance leader within student services requires knowledge of a variety of different components. Having a firm grasp on how the industry has evolved today will help
leaders understand upcoming social and cultural trends which will advance student services in the future. Respecting the legal statutes and regulations which impact student services
is of the utmost importance. Ensuring that employees, who have direct contact with students, understand and abide by the regulations is vital to the integrity and financial lifeline
of the institution.</p>
4 <p>Cultivating new employees and encouraging continued growth in current employees creates empowered, capable and valuable team members who will help ensure healthy and productive
working environments. Leaders should also focus on advancing their own leadership skills and ways to improve teams and environments under their control. Training opportunities and
synergetic feedback methods are beneficial means for improvement. When all team members from the leadership down to staff employees are at peak performance, they are able to best
serve and set examples for students. With the proper training, student service workers can help deliver the institutional message of what is expected from today&rsquo;s traditional
college student.</p>
5 <p>Understanding elements outside of a leader&rsquo;s immediate supervisory duties is an essential component to being an effective high performance leader. By attending events,
functions, meetings and lectures on campus a leader will not only gain campus contacts but will better be able to determine what elements are important to student services. This
element of understanding is vital when defending against department budget cuts.</p>
6 <p>&nbsp;</p>
7 <h1>Evolution of Student Services</h1>
8 <p><strong>&nbsp;</strong></p>
9 <p>To understand how to work within and lead among student service professionals, it is important to know how the industry itself evolved. There are three major cultural, environment
al and operational movements which have occurred within the industry that will be discussed: <em>in loco parentis</em><em>1</em>, developmental theory and critical cultural
management. (Rhoads & Black, 1995).</p>
```

The first step in editing the code will be to add DIV into your code. A DIV combines the elements in between the open ‘<div>’ and the closing out ‘</div>’ into a group. For this example, the entire text on this page will be within the DIV grouping.

Top line of
page coding
type <div>



```
1 <div>
2 <h1>Abstract</h1>
3 <p><strong>&nbsp;</strong></p>
4 <p>Being a high performance leader within student services re
leaders understand upcoming social and cultural trends which
is of the utmost importance. Ensuring that employees, who hav
of the institution.</p>
5 <p>Cultivating new employees and encouraging continued growth
working environments. Leaders should also focus on advancing
synergetic feedback methods are beneficial means for improvem
serve and set examples for students. With the proper training
college student.</p>
6 <p>Understanding elements outside of a leader&rsquo;s immedia
functions, meetings and lectures on campus a leader will not
element of understanding is vital when defending against depa
7 <p>&nbsp;</p>
8 <h1>Evolution of Student Services</h1>
9 <p><strong>&nbsp;</strong></p>
10 <p>To understand how to work within and lead among student se
```

```
116 <p>Lee, R. L. (2014, Nov 17). <em>Student Affairs: Letting go and saying no</em>. Retrieved Feb. :  
href="http://studentaffairscollective.org/student">http://studentaffairscollective.org/student</a>  
117 <p>Oliver-Sikorski, S. (2014, Dec. 15). <em>Hold on to the Good Ones</em>. Retrieved Feb. 13, 201:  
href="http://studentaffairsfeature.com/hold">http://studentaffairsfeature.com/hold</a>-on-to-the-  
118 <p>Rhoads, R. A., & Black, M. A. (1995, Sept-Oct). Student Affairs Practitioners as Transform:  
Student Development, 36</em>(5), 413-21.</p>  
119 <p>The Law Dictionary. (n.d.). Retrieved from <a href="http://thelawdictionary.org/in-LoCo-parent  
Hovering too close: The ramifications of helicopter parenting in</p>  
120 <p>higher education. <em>Georgia Statye University Law Reveiw [serial online]., 29</em>, 423. Ret  
121 </div>
```



Bottom line of
page coding
type </div>

This establishes that all future styling done for this DIV will be applied to all the text on the page as it is now in one group. Next will be to add Cascading Style Sheets (CSS) styling to the DIV group just created. CSS styling allows for a variety of different styling modifications to be done to the page through coding. This is started by adding “ **style= “”** ” into the starting DIV.



From this starting DIV
enter in **style=“”**
within the arrows

```
1 <div>  
2 <h1>Abstract</h1>  
3 <p><strong>&nbsp;</strong></p>  
4 <p>Being a high performance leader within s  
leaders understand upcoming s
```

Page Title

<div> Example Page



```
1 <div style=“”>  
2 <h1>Abstract</h1>  
3 <p><strong>&nbsp;</strong></p>  
4 <p>Being a high performance leader within s  
grasp on how the industry has evolved today  
student services in the future. Respecting
```

Next would be to modify the text width. For this example, the text width is going to be changed to still be at 100% of the page but max out at 800 pixels. The reason behind this is to help with readability depending on screen size. Where a smaller screen will adjust the text to fit the smaller view area, a bigger screen will span the width of the entire screen and it becomes a strain to read easily.

Large Screen Text View

Account
Announcements
Assignments
Discussions
Grades
People
Pages
Files
Syllabus
Quiz206
Modules
Collaborations
Chat
Office 365
Microsoft Teams classes
Zoom

<div> Example Page

Abstract

Being a high performance leader within student services requires knowledge of a variety of different components. Having a firm grasp on how the industry has evolved today will help leaders understand upcoming social and cultural trends which will advance student services in the future. Respecting the legal statutes and regulations which impact student services is of the utmost importance. Ensuring that employees who have direct contact with students, understand and abide by the regulations is vital to the integrity and financial thrive of the institution.

Cultivating new employees and encouraging continued growth in current employees creates empowered, capable and valuable team members who will help ensure healthy and productive working environments. Leaders should also focus on advancing their own leadership skills and ways to improve teams and environments under their control. Training opportunities and synergistic feedback methods are beneficial means for improvement. When all team members from the leadership down to staff employees are at peak performance, they are able to best serve and set examples for students. With the proper training, student service workers can help deliver the institutional message of what is expected from today's traditional college student.

Understanding elements outside of a leader's immediate supervisory duties is an essential component to being an effective high performance leader. By attending events, functions, meetings and lectures on campus a leader will not only gain campus contacts but will better be able to determine what elements are important to student services. This element of understanding is vital when defending against department budget cuts.

Evolution of Student Services

To understand how to work within and lead among student service professionals, it is important to know how the industry itself evolved. There are three major cultural, environment al and operational movements which have occurred within the industry that will be discussed: in loco parentis, developmental theory and critical cultural perspective (Rhead & Black, 1995).

In loco parentis was a method of institutional operation for nearly two centuries in places of higher education. Dormitory staff and tutors who would also act as teachers provided a relationship similar to that of a parent-child relationship. This was largely in part because the average age of college students in the colonial years was about 14 years old (Rhead & Black, 1995). The environment was extremely controlling and the relationship was unidirectional with the staff creating rules, providing direction and determining consequences for deviant behavior or performance to improve the students' character development. However, when faced with such extreme control, students began to rebel and began to build their own informal communities and subcultures (Rhead & Black, 1995).

100% Text Width and No Pixel Width Limit

Small Screen Text View

Home
Announcements
Assignments
Discussions
Grades
People
Pages
Files
Syllabus
Outcomes
Rubrics

Cultivating new employees and encouraging continued growth in current employees creates empowered, capable and valuable team members who will help ensure healthy and productive working environments. Leaders should also focus on advancing their own leadership skills and ways to improve teams and environments under their control. Training opportunities and synergistic feedback methods are beneficial means for improvement. When all team members from the leadership down to staff employees are at peak performance, they are able to best serve and set examples for students. With the proper training, student service workers can help deliver the institutional message of what is expected from today's traditional college student.

Understanding elements outside of a leader's immediate supervisory duties is an essential component to being an effective high performance leader. By attending events, functions, meetings and lectures on campus a leader will not only gain campus contacts but will better be able to determine what elements are

CHADRON STATE COLLEGE

To change pixel limitation, in the CSS code that was just entered in, type between the quotation marks **width: 100%; max-width: 800px;**

Page Title

<div> Example Page

Enter in width
CSS coding in
between the
quotation
marks.

```
1 <div style="">
2 <h1>Abstract</h1>
3 <p><strong>&nbsp;</strong></p>
4 <p>Being a high performance leader within s
  grasp on how the industry has evolved today
  student services in the future. Respecting
```

```
1 <div style="width: 100%; max-width: 800px;">
2 <h1>Abstract</h1>
3 <p><strong>&nbsp;</strong></p>
4 <p>Being a high performance leader within s
  help leaders understand upcoming social and cul
  services is of the industry in ensuring
  lifeline of the institution.</p>
5 <p>Cultivating new employees and encouragin
  working environments. Leaders should also focus
  synergetic feedback methods are beneficial mean
  serve and set the p
  college student
6 <p>Underst a lead
  functions, mee s a le
  element of und fendin
7 <p>&nbsp;</p>
8 <h1>Evolution of Student Services</h1>
9 <p><strong>&nbsp;</strong></p>
10 <p>To understand how to work within and lea
  environmental and operational movements which
```

This is saying that the
text width can be at
100% but cannot exceed
800 pixels- no matter
how big the screen is.

Click 'Save' at the bottom of the page.

e three major cultural,
ntal theory and critical

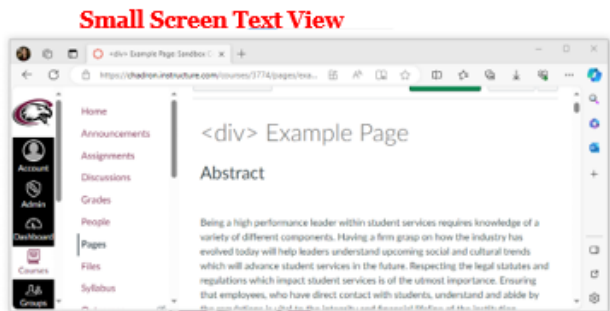
| </> ↗ ☰

Cancel Save

The content will now look like this where text width maxes out at 800 pixels. This is especially noticeable on larger screens.



100% Text Width and Max of 800 Pixel Width Limit



See the comparison below that shows the impact limiting text pixel width can make on readability.

