CHADRON STATE COLLEGE

HOW-TO MANUAL

Share Office365 Materials with a Class and Embed PowerPoint Files into a Canvas Page
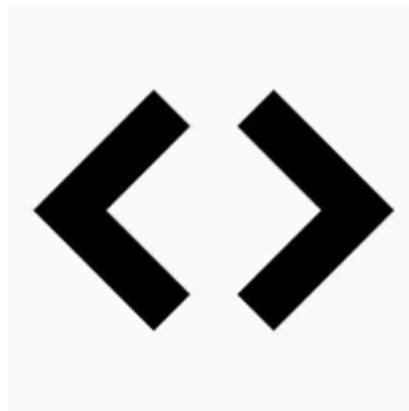

Teaching Learning Professional Education Center
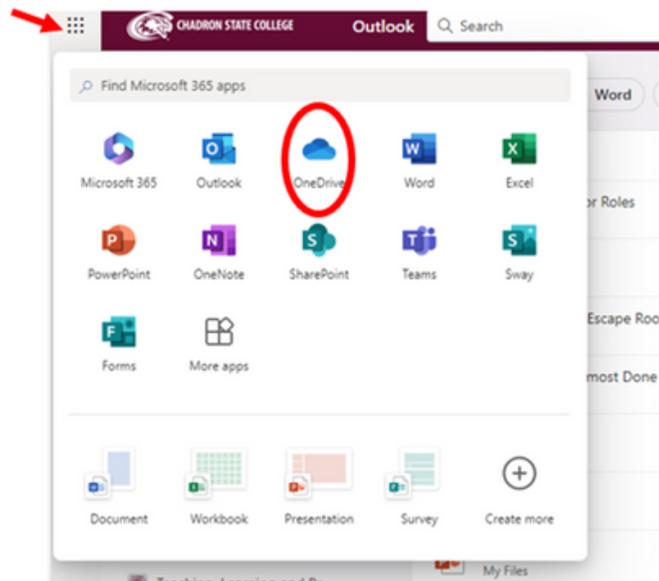
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THANK YOU FOR USING THIS RESOURCE.

IF THE READER FINDS INFORMATION OUT-OF-DATE, INCOMPLETE, OR HAS QUESTIONS ABOUT THE CONTENT OF THIS MANUAL- PLEASE <u>CONTACT US</u>.
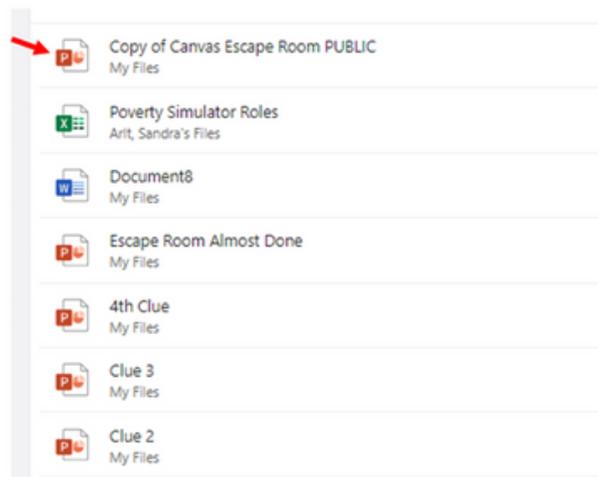
SOAR EAGLES!

To be able to embed Office 365 files (Word, Excel, PowerPoint, Forms, etc.) the files must be stored in OneDrive. Files saved locally on a computer do not have the same embed capabilities.
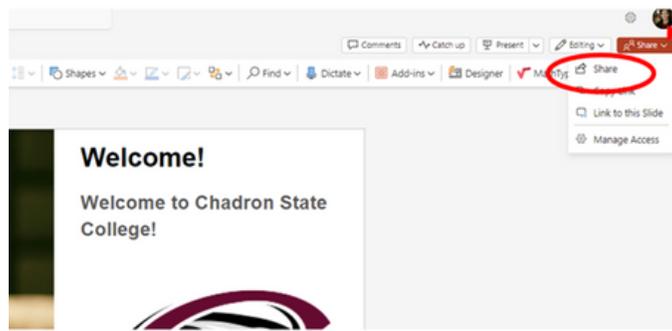
Make sure the file to be embedded is stored on Microsoft OneDrive. Log in to the Office 365 account, click on the waffle icon in the upper left corner, then select 'OneDrive'.

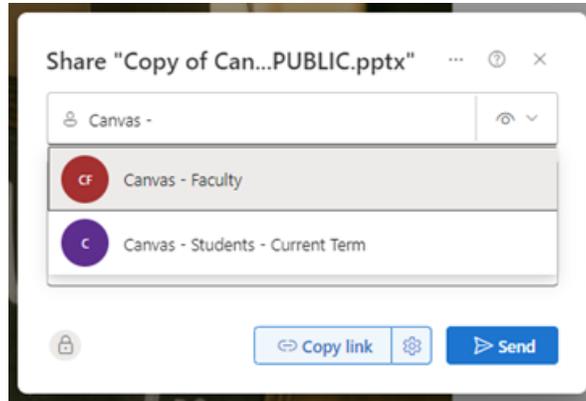Select the file in the OneDrive list that will be embedded into the Canvas Page and open the file.

To share the file for Canvas, click on the 'Share' button in the upper right corner then select 'Share'.
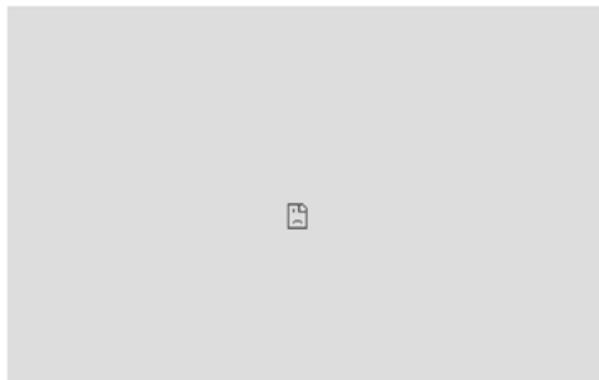
Two special groups have been created for sharing in Canvas:

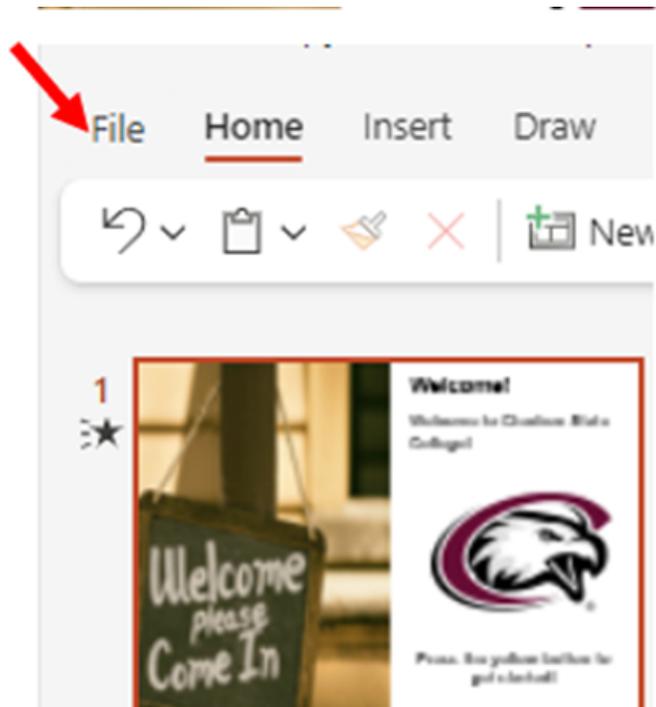**Canvas – Faulty** and **Canvas – Students – Current Term**

These groups allow the file to be shared with people within them but do not send any email. Depending on who will be viewing the content in the Canvas course, both groups may need added. These groups allow for view access to the files without having to grant permissions to specific users. Without adding these share groups, if the student/faculty tries to view the Canvas Page with the file content embedded, they will see this error screen.
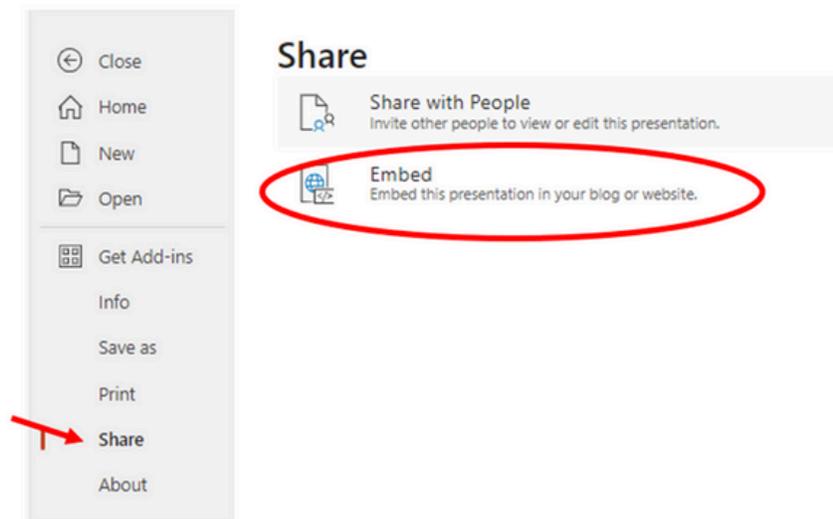

For this example, both students and faculty will need share access to the file in the Canvas page. Select both Canvas – Faculty and Canvas – Students – Current Term and click 'Send'. Now both current faculty and enrolled students will have access to view this file when it is embedded into the Canvas Page.

Next click on the File tab at the top left corner of the file.

A pop-up screen will appear. Click on 'Share' and then click on 'Embed'.
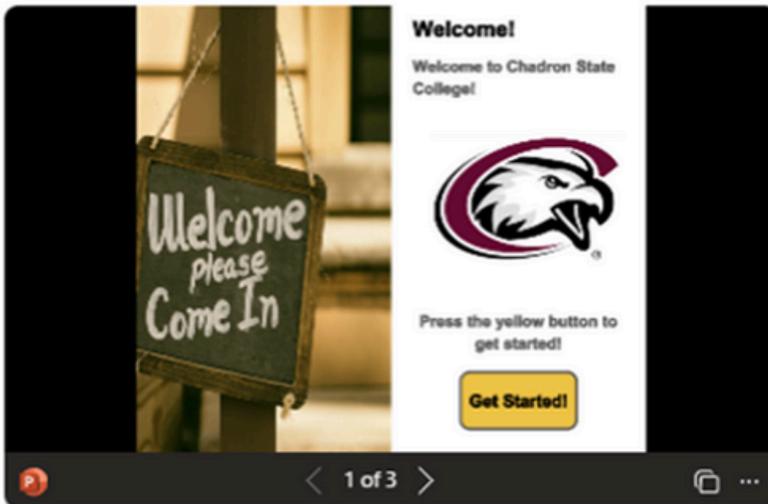

Another pop-up screen will appear that shows the embed code and a message indicating that this file will only be accessible to people with permissions. This is why the group settings are needed. Click 'Copy'.

Embed

Preview

Embed Code

```
<iframe src="https://eaglescsc-
my.sharepoint.com/personal/hcrofutt_csc_edu/_layouts/15/Doc.aspx?
sourcedoc={67957d0f-56d8-4a49-a536-
```
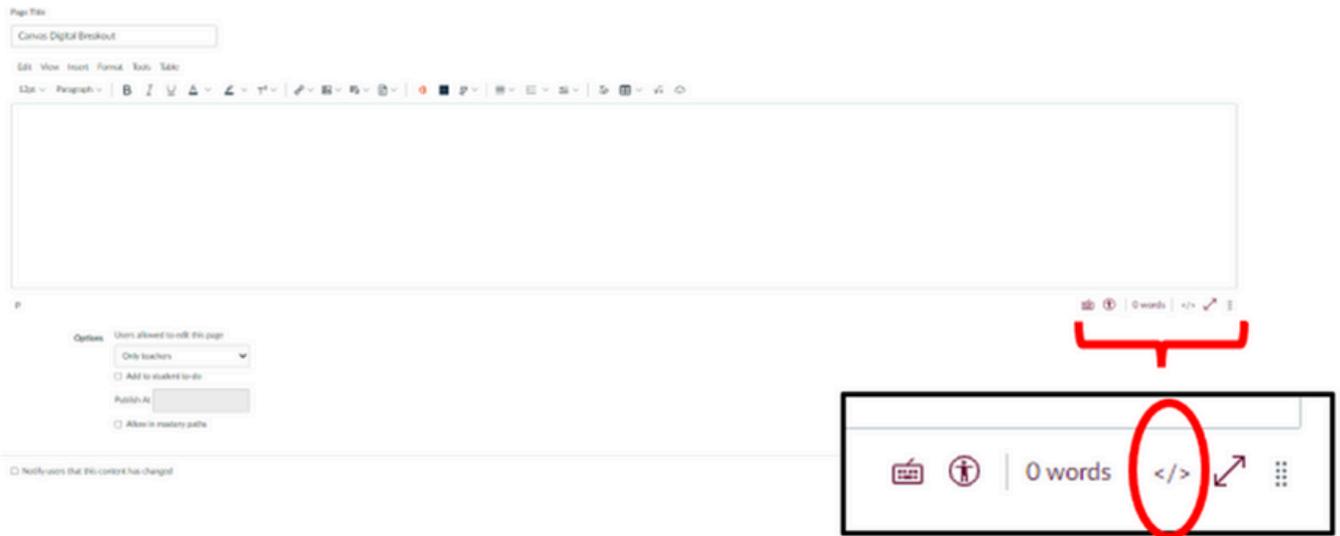
This file will only be accessible to people with permissions.

Dimensions

Width (px): 476

Height (px): 288

Interaction

☐ Use default autoadvance settings from the file

Copy   Close

Log into Canvas and open the course where this file will be placed. Once in the course, if the page has not yet been created where the file will be embedded, create a new Page for the course. Once the page is created, click on 'Edit' on the upper right side of the page.

View All Pages

Canvas Digital Breakout

This will bring up the Page's Rich Content Editor. Click on the HTML Editor under the editing box.

In this view, paste the HTML text that was copied from PowerPoint and click 'Save'.

The PowerPoint will now be embedded into the Canvas Page and be able to interact within the LMS (Learning Management System). This process can work with other file types (Word, Excel, etc.) that are stored in the OneDrive.