

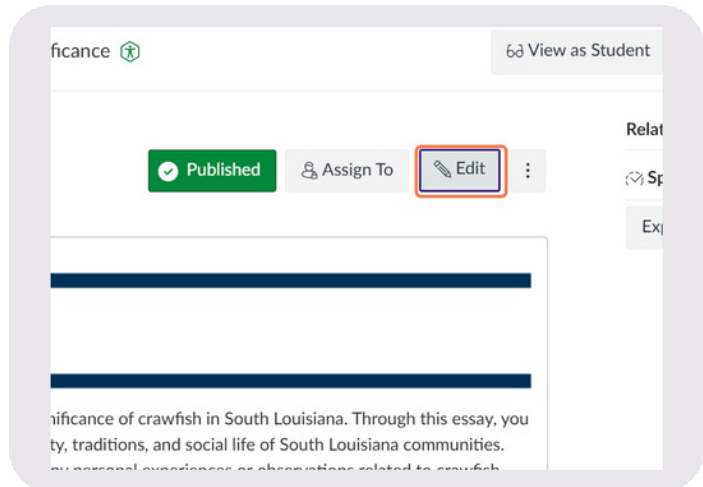
Replacing Content Dividers and Footers in Canvas

i After you have imported content into new courses in Canvas, you may have outdated content dividers and footers in your new course. This procedure walks you through replacing those with LSU New Orleans content dividers and footers.

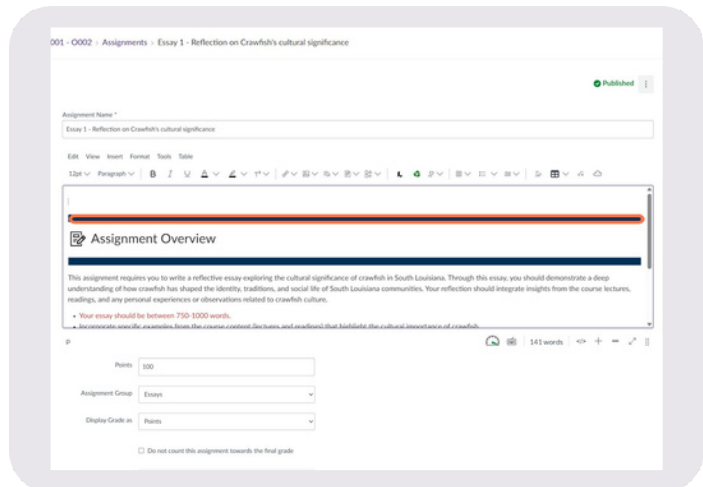
If you did not use content dividers or footers, you do not need to follow these instructions.

Note: These instructions use content dividers. The process is the same for footers.

1 In your Canvas content, click on Edit on the Rich Content Editor.



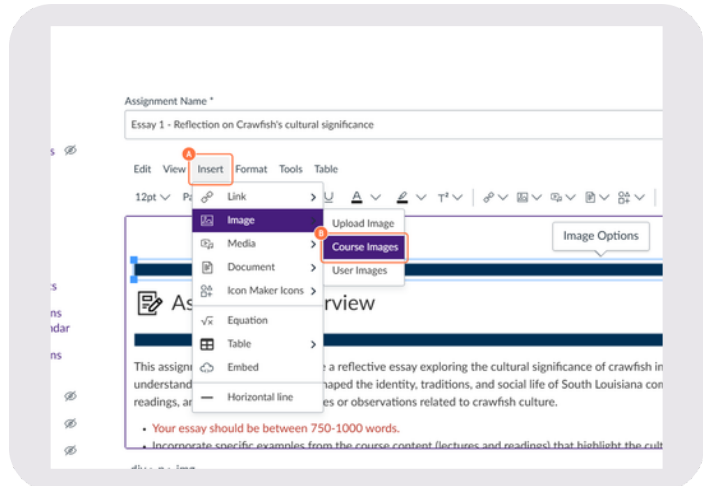
2 Click on the content divider you want to replace.



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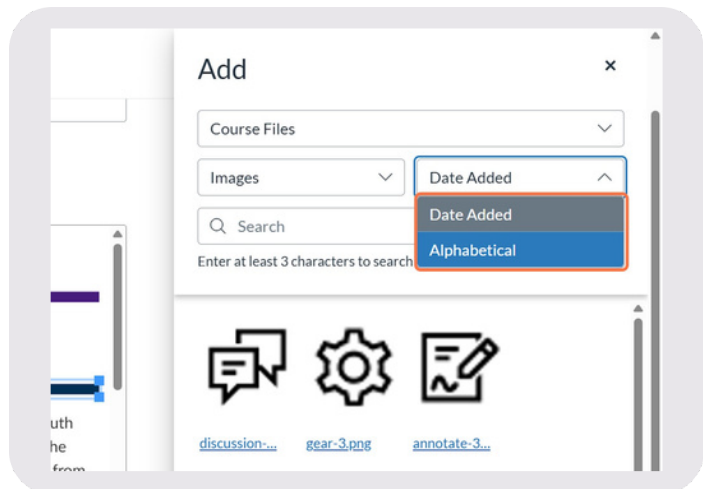
3

- A. Click on Insert.
- B. Click on Course Images.



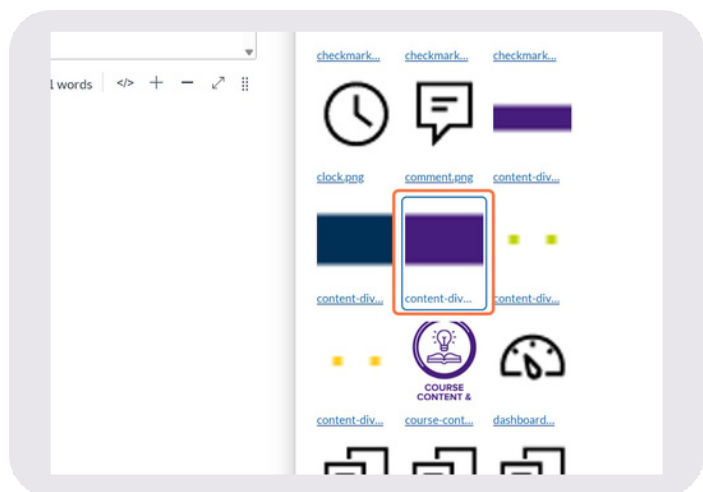
4

- In the side bar that opens, click on Date Added. Choose Alphabetical from the dropdown menu.



5

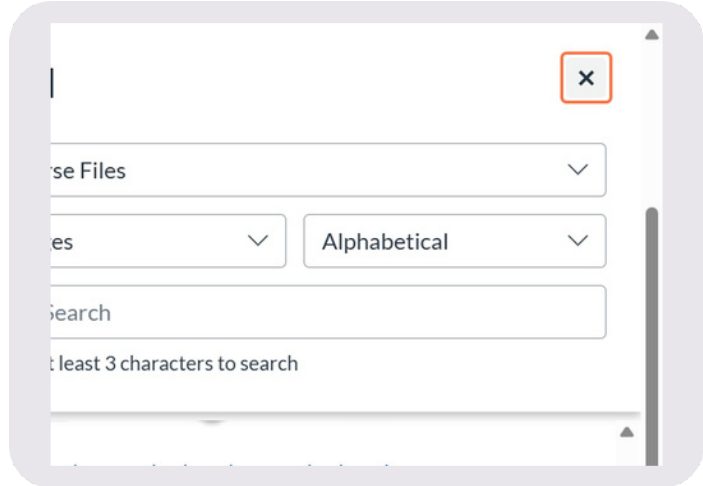
- Find and click on the LSU New Orleans purple content divider. Note: It should be alphabetical-ly right after the outdated blue content divider you are replacing.



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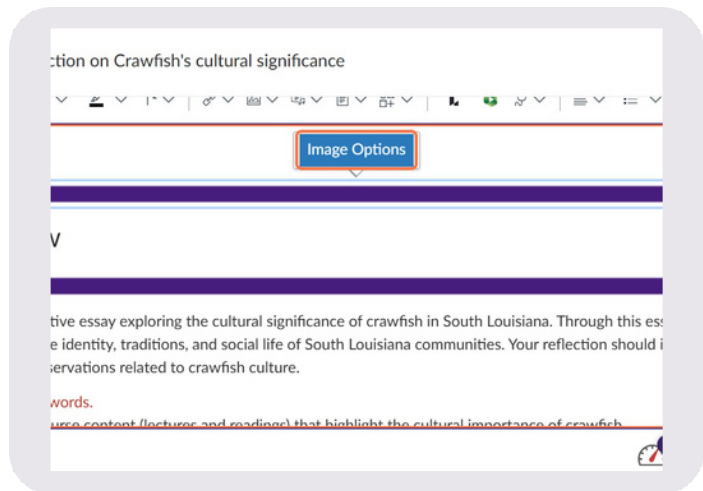
6

Click on the X in the sidebar to close the sidebar.



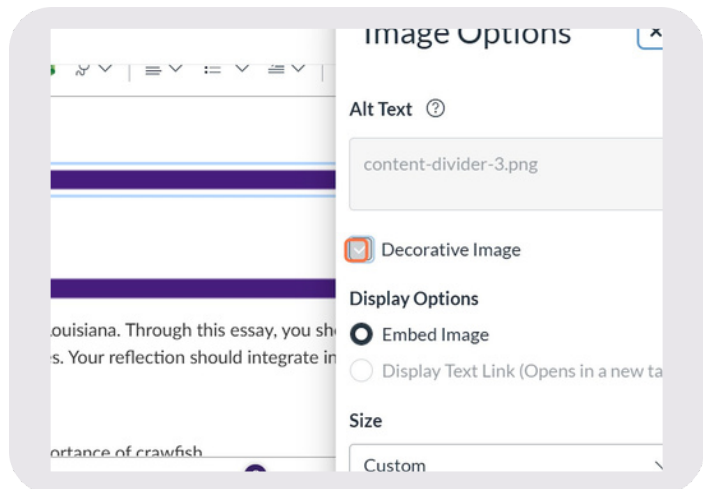
7

On the now purple content divider, click on Image Options.



8

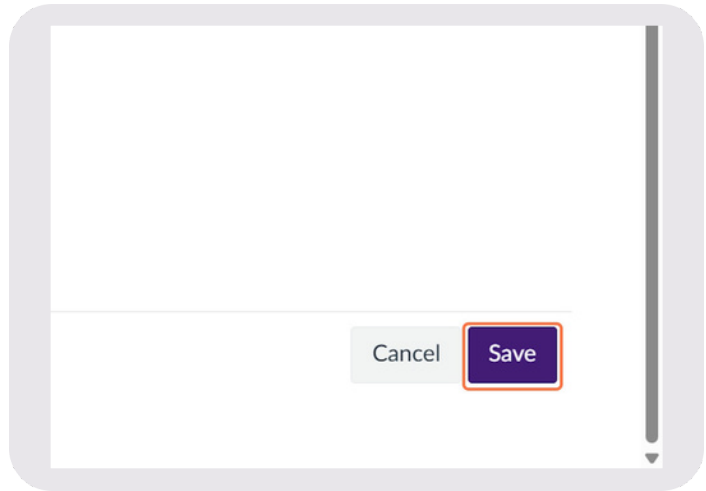
In the sidebar, select Decorative Image. Then, click Done.



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9

Repeat these steps for all content dividers in your content. When you have replaced them all, click on Save.



10

Repeat these steps for any content in your Canvas courses that need to be updated to LSU New Orleans content dividers or footers.