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CONTENT

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# Instructions for referring to sources from Canvas

1. Log onto the Canvas course environment.
2. Go to 'Modules'.
3. Create a content page by clicking the 'plus' sign to the top right.
4. Select 'Content page' in the drop-down menu, name this page and confirm by clicking 'Add item'.

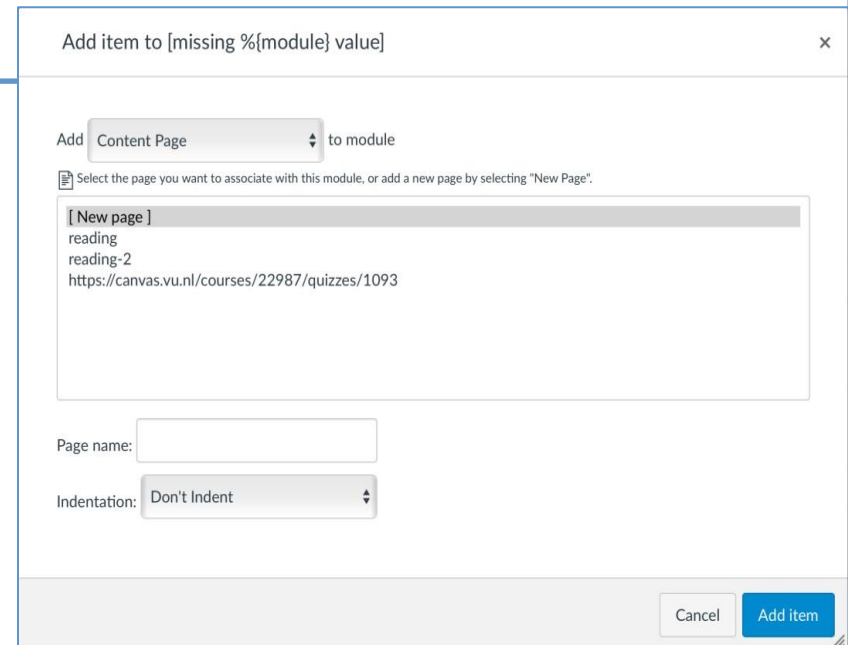
2.

Modules

3.



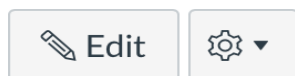
4.

A screenshot of the 'Add item to [missing %module value]' dialog box in Canvas. The dialog has a title bar with a close button (x). Below the title bar, there is a label 'Add' followed by a dropdown menu showing 'Content Page' and 'to module'. Below this is a small icon and the text 'Select the page you want to associate with this module, or add a new page by selecting "New Page".'. A list of pages is shown, with '[ New page ]' selected. Below the list are two input fields: 'Page name:' and 'Indentation:'. The 'Page name' field is empty, and the 'Indentation' dropdown is set to 'Don't Indent'. At the bottom right, there are two buttons: 'Cancel' and 'Add item'.

5. Open the content page that you created and click 'Edit'.
6. Use LibSearch (<https://vu.on.worldcat.org/discovery>) and find the article that you would like your students to access.
  - ✓ Sources available online are indicated by the 'Access online' button with the accompanying text 'Held by: VU Library'
  - ✓ What to do when the content is not available online will be explained under 12.
7. Click the 'Access online' button.
8. Next, copy the URL of the online source.

***Please note:*** Some full-text sources are available online as a PDF file. You should never download the PDF and include it on Canvas. By doing so, you are republishing the article, which is prohibited. Always use the URL to the online PDF file.

5.



6.

Held by: [VU Library](#)



8.



9. Copy the URL and share it in your course materials on Canvas. Take the following steps:

10. Add a description of the article in question and copy the URL of the article using the 'Link' button. To do so, select the part of the description where you want to create the link. Mark this part, click the button and the marked text will link to the URL (see the below example).

11. Click 'Save'.

12. The result will look as follows (see image):

11.



12.

## Reading 1



Feddes, *A millennium of Amsterdam*, 1- 65.

[You are supposed to have bought this book]

C. de Bont, 'Digging the river; the historical geography of the Amstel area (800-1275 AD),' *Netherlands Journal of Geosciences* 2015, 4, special issue: *Fluvial history in the Vecht-Amstel area 800-2000 BP*, 353-360.

[This is a file in this course Canvas, click on the authors name to find it]

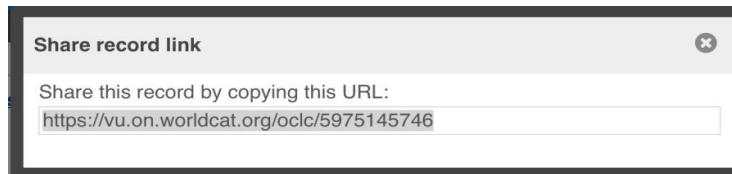
**Please note: Never include an actual copy of a downloaded article in the learning environment. If you do, the institution is liable to incur a hefty fine!**

*Sources that are unavailable in full text do not display the 'Access online' button. In this case, include the reference to a link by following the below steps:*

13. Click the 'Link' button in LibSearch.



14. A new screen will open and a link will be presented. Copy this link and share it in your course materials on Canvas.



o do so, follow Steps 10 and 11 of these instructions.



If an assignment is tied to a date, it will automatically be included in the syllabus.



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