

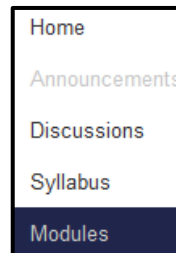
Using Modules in Canvas

Modules in Canvas are used to organize the course content. Each module can contain files, discussions, assignments, quizzes, and other learning materials.

Modules are especially useful if the teachers wants to create prerequisite activities that students must complete before continuing in the course and/or to organize the content by unit, day, week, or topic.

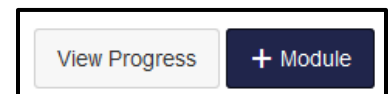
Create a Module

- On the dashboard, click the course you want to add a module to (or click **Course** in the Global Navigation pane and select the course).

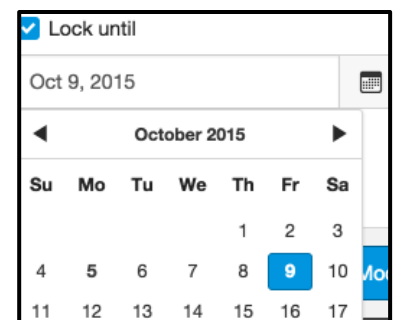


- In the Course Navigation pane, click **Modules**.

- Click the **+ Module** button and give the module a name.

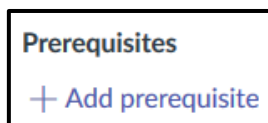


- To lock the module until a specific date, check the **Lock until** box and click the calendar icon to select a date and time.

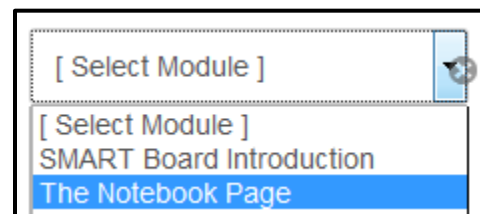


- To add a prerequisite,

- Click the **+ Add prerequisite** link.

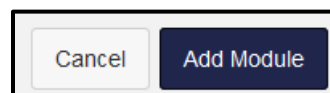


- Click **[Select Module]** and select the module that should be completed before this module.

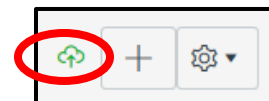


- To add another prerequisite, click **+ Add prerequisite** again and select another module.

- Click **Add Module** to add the module to the course.

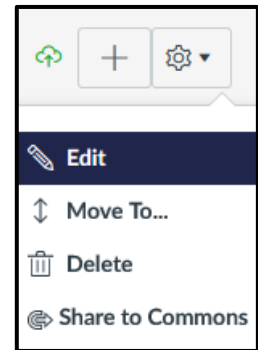


- By default, the module is unpublished. You will need to publish it before students can view it. To publish the module, click the publish icon to the right of the module name.



Editing a Module

- On the dashboard, click the course you want to add a module to (or click **Course** in the Global Navigation pane and select the course).
- Click the Settings icon next to the name of the module and click **Edit**.



- Edit the module settings:
 - Rename the module
 - Lock the module
 - Add prerequisites
 - Add requirements
 - Require students to move through the requirements in order.
- To save the changes, click **Update Module**.

Adding Items to a Module

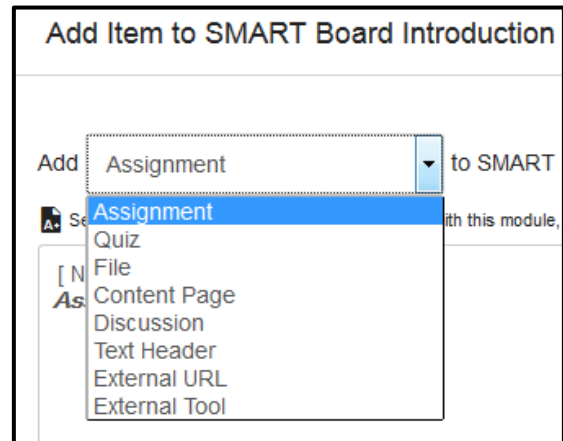
- On the dashboard, click the course you want to add a module to (or click **Course** in the Global Navigation pane and select the course).

- Click the + sign to the right of the module name.



- Click the drop-down menu and choose an item type:

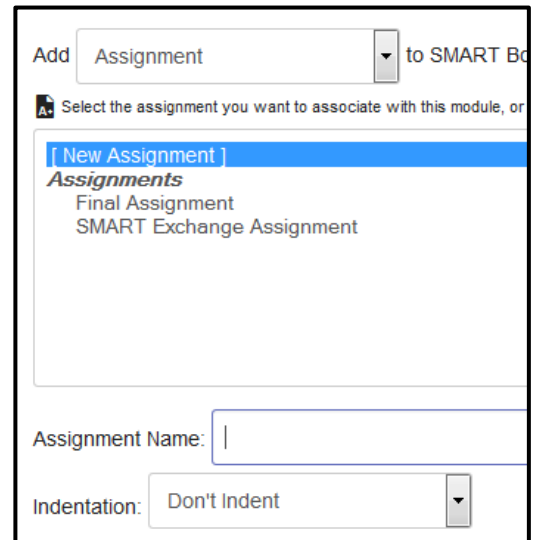
- Assignment
- Quiz
- File (documents and media files)
- Content Page
- Discussion
- Text Header
- External URL
- External Tool



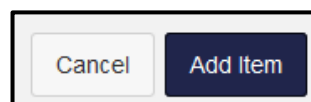
- If you've already created the item you want to add, click its name.

- To add a new item, click [**New . . .**] then type a name for the item.

- Choose an option from the Indentation drop-down to indent the item inside the module.

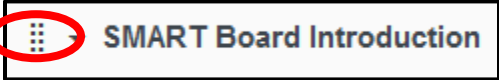


- Click **Add Item**.



Reordering Modules

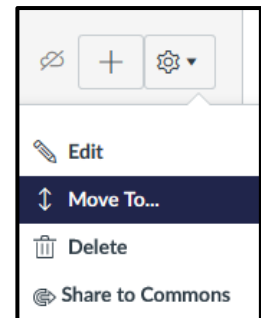
- **Using Drag and Drop**

- On the dashboard, click the course you want to add a module to (or click **Course** in the Global Navigation pane and select the course).
- Click the handle in front of the module name. 
- When the mouse turns to a cross-hair/4 directional arrow, drag the module to the desired location.

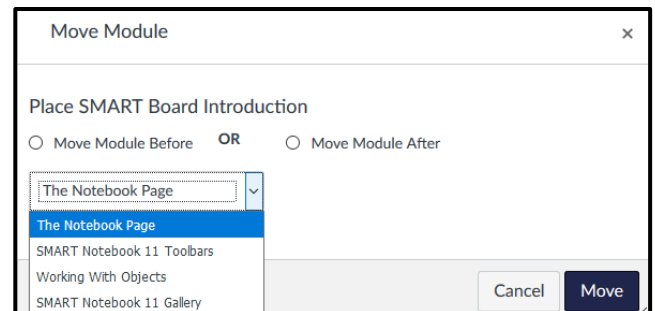
- **Using the Move To Option**

- On the dashboard, click the course you want to add a module to (or click **Course** in the Global Navigation pane and select the course).

- Click the Settings icon next to the name of the module and click **Move To**.



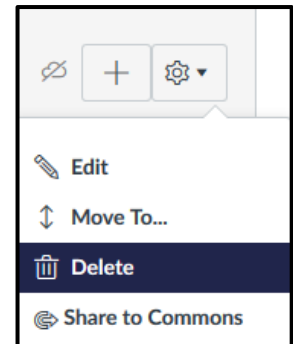
- Choose if the module is going **Before** or **After** another module.
- Choose the module where you want to move this module to.
- Click **Move**.



Deleting a Module

- On the dashboard, click the course you want to add a module to (or click **Course** in the Global Navigation pane and select the course).

- Click the Settings icon next to the name of the module and click **Delete**.



- Click **OK**.

Note: when you delete a module, the items in the module are removed but they are not deleted from the course.