MODULES

Modules allow you to organize your content to help control the flow of your course. Modules are used to organize course content by weeks, units, or a different organizational structure that works for your course. With modules, you are essentially creating a one-directional linear flow of what you would like your students to do.

Each module can contain files, discussions, assignments, quizzes, and other learning materials that you would like to use. You can easily add items to your module that you have already created in the course or create new content shells within the modules. Course content can be added to multiple modules or iterated several times throughout an individual module.

Modules can be easily organized using the drag and drop feature. Elements within the modules can also be reorganized by dragging and dropping.

Open Modules

Pages
Files
Syllabus
Outcomes
Quizzes
Modules
Conferences

You can use Modules to:

- Create prerequisite activities that students must complete before moving on in the course

- Track student progress through a sequence of learning activities

- Organize course content by unit, day, week, topic or Outcome

Modules control the entire flow of your course and its content. As an instructor, you can add modules, add items to a module, and manage module settings. You can also reorder all modules and module items.

The Modules Index Page is designed with global settings at the top of the page [1] followed by individual modules [2]. Course content items are nested within each module [3].

Module Global Settings

Global settings include viewing a student's progress in a module and adding new modules.

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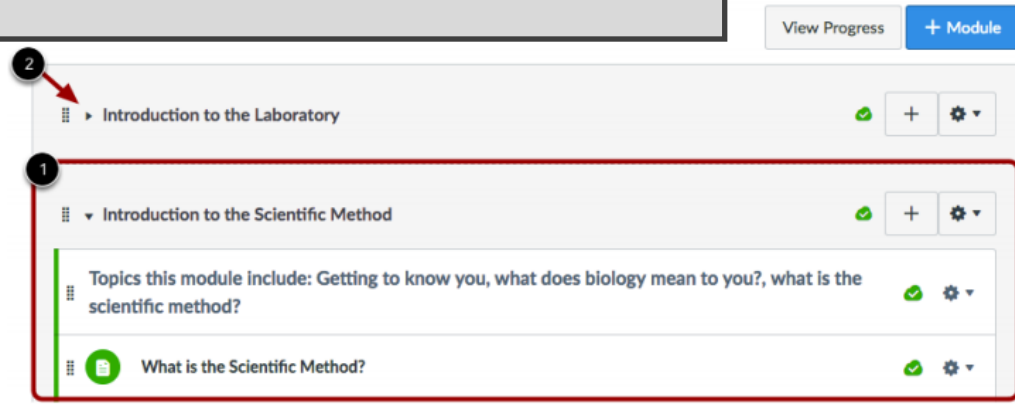Modules are organized by order of progression.

Modules house the content items within each module.

By default, modules are expanded and show all items in the module [1].

To collapse the module, click the collapse arrow [2].

Each module header contains the name of the module.

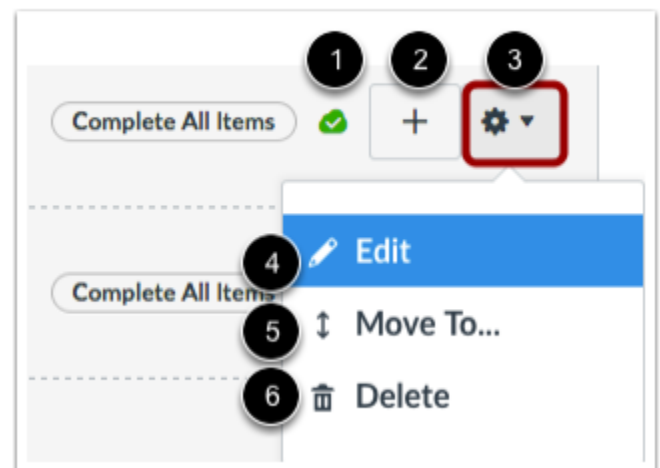The header may also contain module pre-requisites and module requirements.

The icons on the right side of the module name control the entire module. You can publish or unpublish an entire module [1] and add a new content item to the module [2].

In the Settings drop-down menu [3], you can edit a module [4], which allows you to rename the module, lock modules, set prerequisites, and set modules requirements.
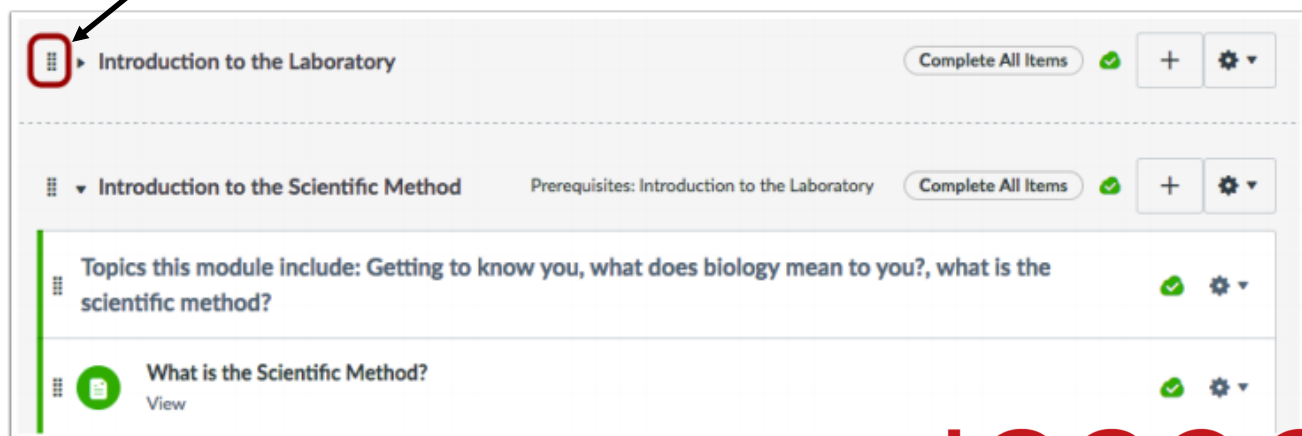
You can also move the module [5] or delete the module [6].

You can reorder a module by hovering over the drag handle next to the name of the module and dragging the module to the desired location.

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Each module contains module content items that may display the item name [1], the due date [2], the number of points [3], the module requirement [4], and the module item's draft state status [5].

For each individual module content item, you can use the settings drop-down menu [1] to indent the item up to 5 levels (or remove an indent) [2], edit the content item [3], move the item [4], or remove the

You can also reorder a module item by hovering over the drag handle next to the name of the item and dragging the item to the desired location.
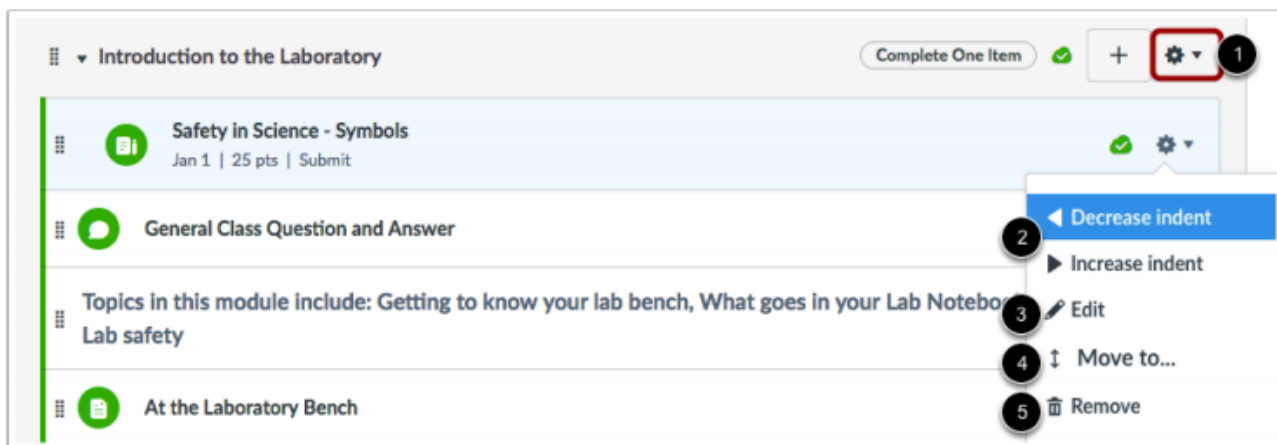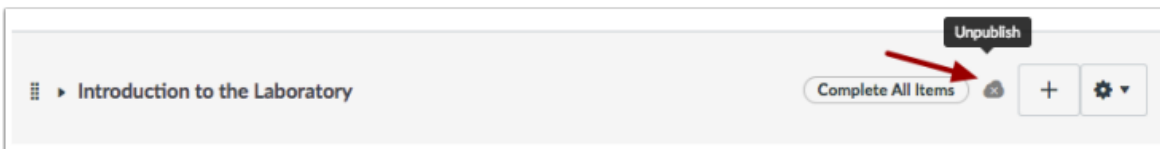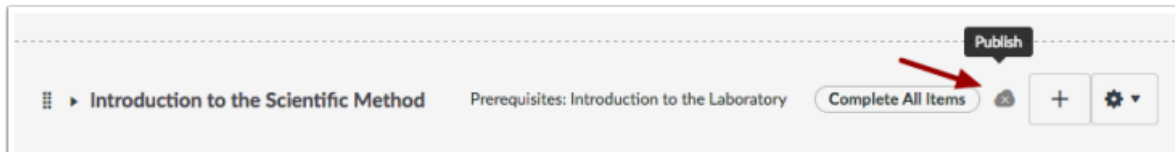
MODULES

Publish and Unpublish Modules

To publish a module, click the module's unpublished icon. The hover text will confirm you want to publish the module. **Note:** Publishing a module will automatically publish any unpublished content items within the module.

To unpublish a module, hover over the published icon. The hover text will confirm you want to unpublish the module. Click the icon to confirm.

Publish

▮ ▸ **Introduction to the Scientific Method**   Prerequisites: Introduction to the Laboratory   (Complete All Items) ⊗ + ⚙ ▾

Unpublish

▮ ▸ **Introduction to the Laboratory**   (Complete All Items) ⊗ + ⚙ ▾

You can view and change the status of individual module content items as well. Although publishing a module will also publish all module items, you can manually unpublish individual module items later.

Students cannot view unpublished module items as part of a published module. Learn more about managing assignments, quizzes, discussions, pages, and files. If you add a restricted file as a module content item, restricted files appear in blue with a lock icon. Restricted files act as published files and can be viewed by students (depending on the restriction setting).

Note: Please be aware that the status of the Module overrides the state of module items. If an item is published within an unpublished module, students cannot view the item on the Modules page but they can still view the published items in other areas of Canvas.
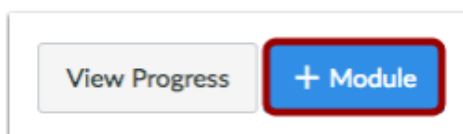
However, they will not be able to interact with the item until the module is published.

Adding Modules

Modules are used to organize course content by weeks, units, or whatever organizational structure works for your course.

With modules, you are essentially creating a one-directional linear flow of what you would like your students to do. Once you create modules, you can add content items, set prerequisites, and add requirements.

Add Module

View Progress   **+ Module**

Click the **Add a Module** button.

Type a name in the Module Name field.

Add Module Name

Add Module   ×

Module Name

☐ Lock until

Prerequisites

⊕ Add prerequisite

MODULES

If you want to restrict the module until a specific date, you can lock the module

Lock Module Date

Add Module

Science Discovery Module

☑ Lock until

Unlock At

Edit Module Settings

Science Discovery Module

☑ Lock until

Unlock At

Prerequisites

Introduction to the Laboratory

⊕ Add prerequisite

Requirements

⊕ Add requirement

Module Properties

If you have added at least one module to your course, you can require a prerequisite module. A prerequisite module means students must complete the added modules before they can view the new module.

Add Module Prerequisites

Add Module

Science Discovery Module

☐ Lock until

Prerequisites

⊕ Add prerequisite

When you set up prerequisite modules, students must complete a module before moving to the next module. Please note that you cannot prevent a student from accessing an upcoming module unless prerequisites have been set for the prior modules.

For each module, you can only set prerequisite modules that come before a specific module.

You may need to reorder modules to create correct prerequisite availability. You can also require students to complete requirements within a module. Note: You can only add prerequisites if you have added at least one module.

To add additional prerequisites, click the Add Prerequisite link [1]. If you want to ensure students complete modules in order, you should add prerequisites for all modules that come before this module. To remove a prerequisite, click the Remove icon [2].

In the module drop-down menu, select the module students must complete before moving on .

Set Prerequisite

Edit Module Settings

Science Discovery Module

☐ Lock until

Prerequisites

[Select Module]

⊕ Add prerequisite

Requirements

⊕ Add requirement

Prerequisites

Introduction to the Laboratory
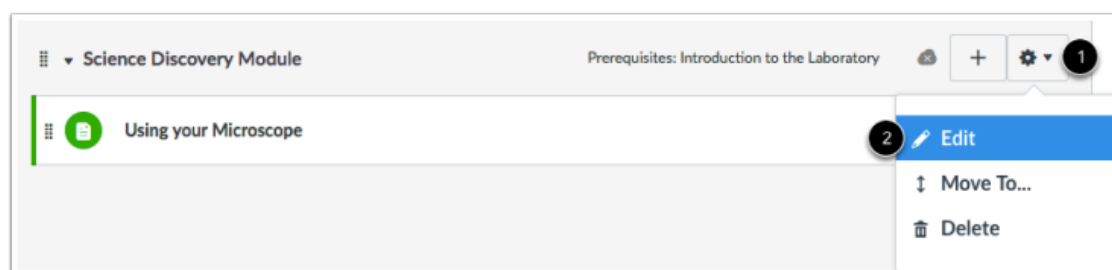
⊕ Add prerequisite ①

②

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Edit a Module

You can edit a module in the module settings menu. Editing a module allows you to rename the module, lock modules, add prerequisites, and add requirements.

Locate the name of the module and click the Settings icon [1]. Select the Edit link [2].

Edit Module

Edit Module Settings

Edit the module settings you want to change. You can rename the module [1], lock modules [2], add prerequisites [3], add requirements [4], and require students to move through module items in order [5].

Note: The Students must move through requirements in sequential order checkbox will not be shown if the Students must complete one of these requirements radio button is selected.

MODULES

Adding Assignments, Pages and Files to Modules

You can add new or existing content items in Canvas to a module. You can also add an item to multiple modules, or multiple iterations of an item to one module.

When you add items to a Module, please be aware that the status of the Module overrides the state of the individual module items. You may want to consider leaving all Module items in an unpublished state until you are ready to publish the entire Module. Learn more about Draft State in Modules.

Notes:

- When adding a restricted file type to a Module, please be aware that restricted files act as published files and may be viewable to students. Learn more about restricting files in Canvas.

- Modules supports up to 100 module items. However, numerous module items may affect performance when viewing student progress.

- If your course requires you to set usage rights for a file, you must set the usage right before you can publish the file in a module.

Add Module Item

Click the Add Item button

Add Item to Module

Click the Add drop-down menu and select one of the following item types:

- Assignment
- Quiz
- File (document and media file types)
- Content Page
- • Discussion

Note: Canvas will accept most media files as uploads. However, not all media files can be played within Canvas.

MODULES

Adding Assignments, Pages and Files to Modules

Add New Item

Add Item to Science Discovery Module

Add [Assignment ▲▼] to Science Discovery Module

📑 Select the assignment you want to associate with this module, or add an assignment by selecting "New Assignment".

[New Assignment] **①**
Assignments
  Research Paper
  Reading Assignment
  Moderated Assignment
Weekly Quizzes
Weekly Assignments
  Safety in Science - Symbols
  Debunking the Paranormal

Assignment Name: [ ] **②**

Indentation: [Don't Indent ▲▼]

> If you want to add a new item, click the [New] link [1] and type a name in the name field [2].
>
> Depending on the item type, when adding new content you may be asked to complete additional fields.

Add Existing Item

Add Item to Science Discovery Module

Add [Assignment ▲▼] to Science Discovery Module

📑 Select the assignment you want to associate with this module, or add an assignment by selecting "New Assignment".

[New Assignment]
Assignments
  Research Paper
  Reading Assignment
  Moderated Assignment
Weekly Quizzes
Weekly Assignments
  Safety in Science - Symbols
  Debunking the Paranormal

Indentation: [Don't Indent ▲▼]

> If you have already created the item you want to add, click the name of the item. You can select more than one item to add.

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