

How to Divide Course Content into Manageable Units using Canvas 'Modules'

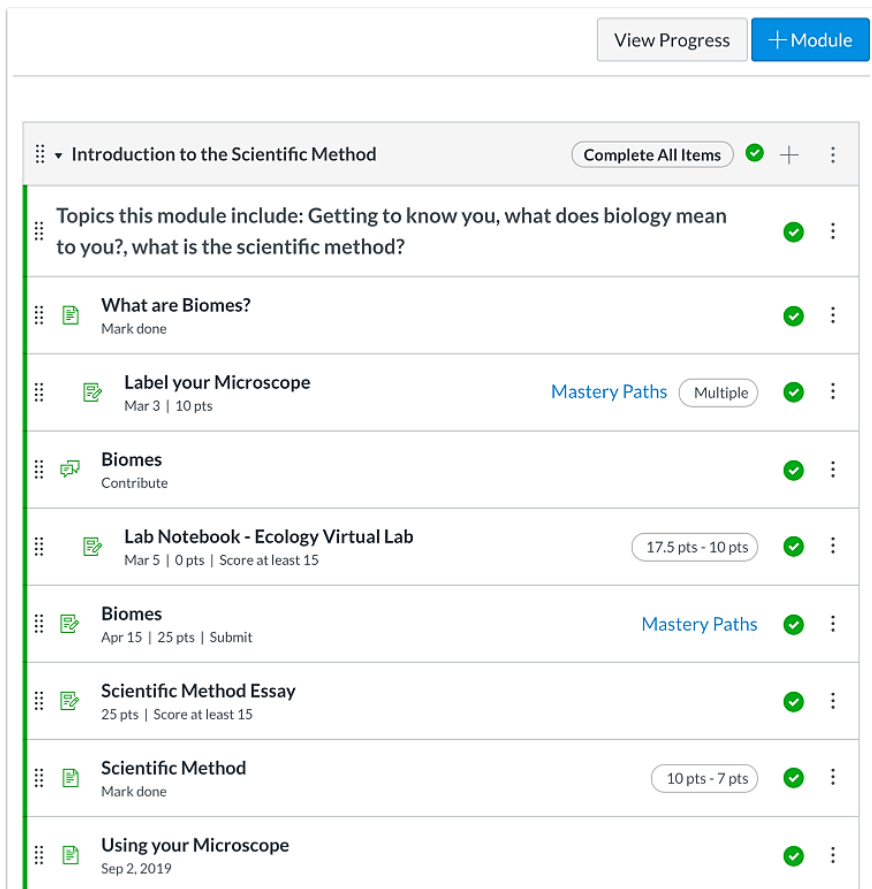
Canvas Modules allow instructors to organise content to help control the flow of the course in a logical fashion. It is good practice to also create full names of the modules, rather than simply, 'Week 1', 'Week 2', etc. A naming convention might include the topic or agenda item for the week, e.g. Week 1: What is The Scientific Method?

Modules are used to organise course content by topics, units, or a different organisational structure. Modules essentially create a one-directional easy to follow flow of what students should do while in a course.

Each module can contain files, discussions, assignments, quizzes, and other learning materials. Module items can be added to the course from existing content or new content shells (pages) within the modules. Course content can be added to multiple modules or repeated several times throughout an individual module.

Modules can be easily organised using the drag and drop method. Elements within the modules can also be re-organised by dragging and dropping from place to place, position to position.

The Instructor View



The screenshot shows the Canvas Instructor View for a module titled "Introduction to the Scientific Method". At the top right, there are buttons for "View Progress" and "+ Module". The module header includes a dropdown arrow, the title "Introduction to the Scientific Method", a "Complete All Items" button with a green checkmark, and a plus sign. The module content is listed below, each item with a three-dot menu icon on the left and a green checkmark on the right:


- Topics this module include: Getting to know you, what does biology mean to you?, what is the scientific method?
- What are Biomes? (Mark done)
- Label your Microscope (Mar 3 | 10 pts) (Mastery Paths Multiple)
- Biomes (Contribute)
- Lab Notebook - Ecology Virtual Lab (Mar 5 | 0 pts | Score at least 15) (17.5 pts - 10 pts)
- Biomes (Apr 15 | 25 pts | Submit) (Mastery Paths)
- Scientific Method Essay (25 pts | Score at least 15)
- Scientific Method (Mark done) (10 pts - 7 pts)
- Using your Microscope (Sep 2, 2019)

Instructors can add all course materials in modules, even if they are assigned to specific students, sections, or groups.
















Use Modules to:

- Create pre-requisite activities that students must complete before moving on in the course
- Track student progress through a sequence of learning activities
- Organise course content by unit, day, week, topic or Outcome

The Student View

▼ Introduction to the Scientific Method Complete All Items 

Topics this module include: Getting to know you, what does biology mean to you?, what is the scientific method?

 What are Biomes? Mark done 
 Label your Microscope Mar 3 10 pts 
 <i>Locked until "Label your Microscope" is graded</i>
 Biomes Contributed 
 Lab Notebook - Ecology Virtual Lab Mar 5 0 pts Score at least 15.0 
 Biomes Apr 15 25 pts Submitted 
 Choose Assignment Group 2 Options
 Scientific Method Essay 25 pts Score at least 15.0 
 Safety in Science - Symbols Mar 5 25 pts

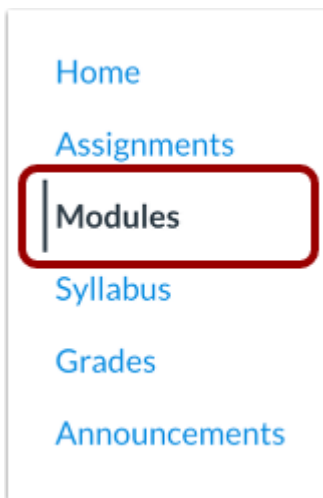


Students only view the module content assigned to them in the modules structure. Each module can contain files, discussions, assignments, quizzes, and other learning materials. Modules can be expanded and collapsed.

How do I use the Modules Index Page to Create logical sequences?

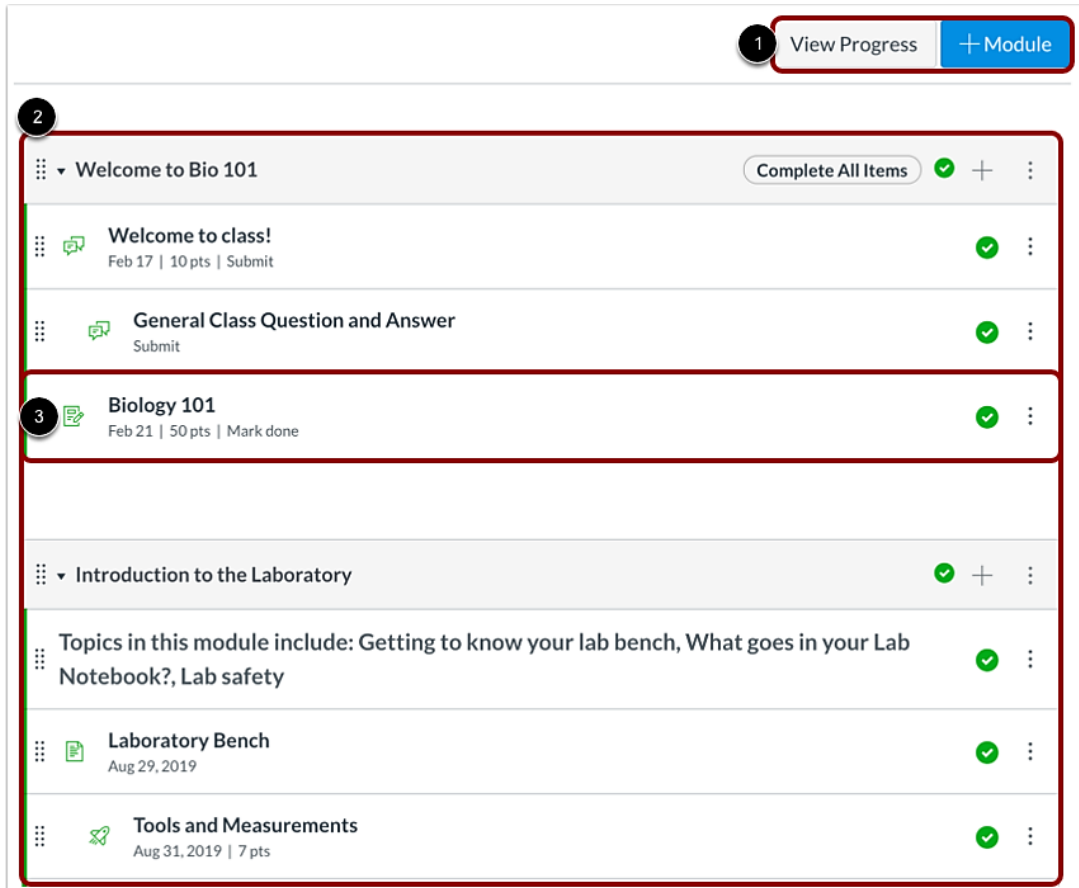
Modules control the entire flow of your course and its content. As an instructor, you can add modules, add items to a module, and manage module settings. You can also re-order all modules and module items.

Open Modules



In Course Navigation, click the **Modules** link.

Viewing the Modules Index Page



The screenshot displays the Modules Index Page interface. At the top right, a red box labeled '1' highlights the global settings area containing a 'View Progress' button and a blue '+ Module' button. Below this, a red box labeled '2' encompasses the main content area, which is organized into modules. The first module is 'Welcome to Bio 101', which includes items like 'Welcome to class!' and 'General Class Question and Answer'. A second red box labeled '3' highlights the 'Biology 101' module, which includes 'Introduction to the Laboratory' and its sub-items: 'Topics in this module include: Getting to know your lab bench, What goes in your Lab Notebook?, Lab safety', 'Laboratory Bench', and 'Tools and Measurements'. Each item has a green checkmark indicating completion and a three-dot menu icon for further actions.

Figure 1: Module Index Page

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].

Note: The Modules Index Page supports keyboard shortcuts. To view a window with a list of keyboard navigation shortcuts, press the Shift+Question Mark keys simultaneously on your keyboard.

View Modules Global Settings



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

Viewing Modules

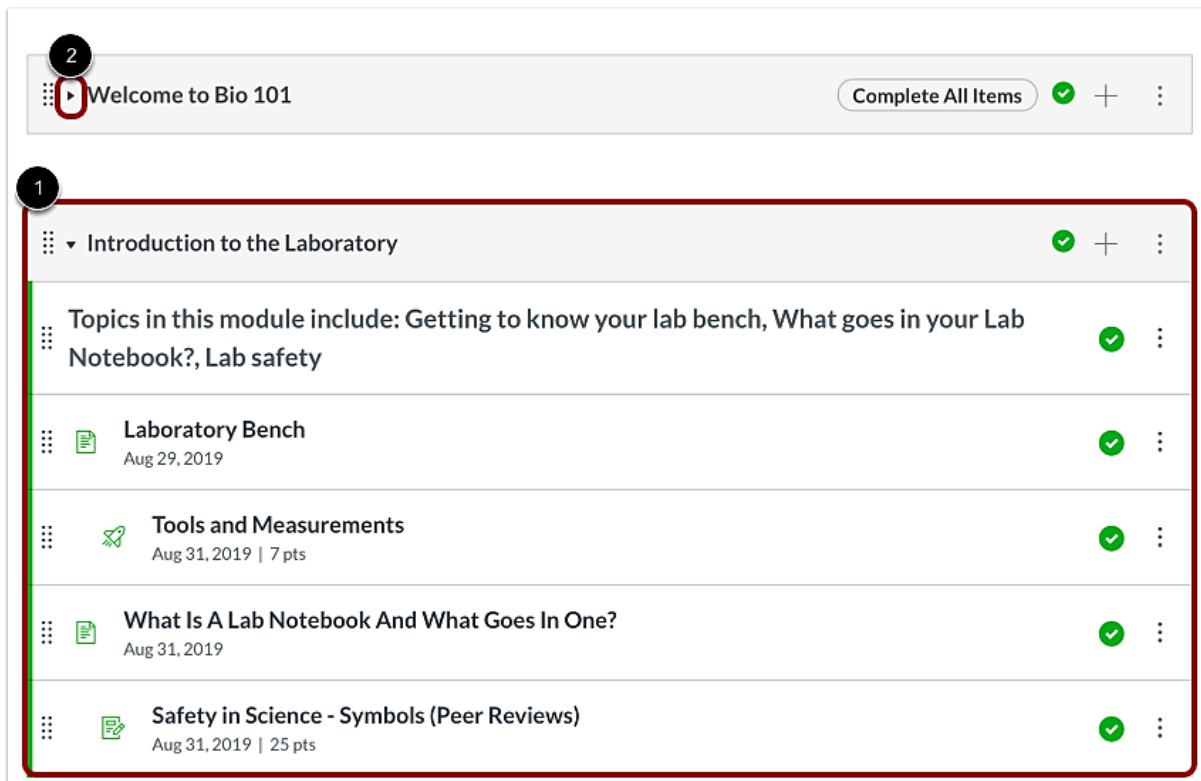
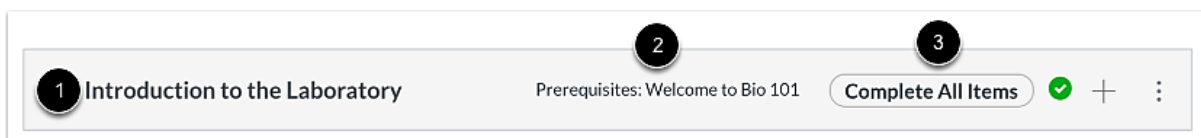


Figure 2: Viewing Modules in the Module Index Page

In Modules, you can view all the modules in your course. Modules are organised 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].

Viewing Module Headers



Each module header contains the name of the module [1].

The header may also contain module prerequisites [2] and module requirements [3].

Manage Module Settings

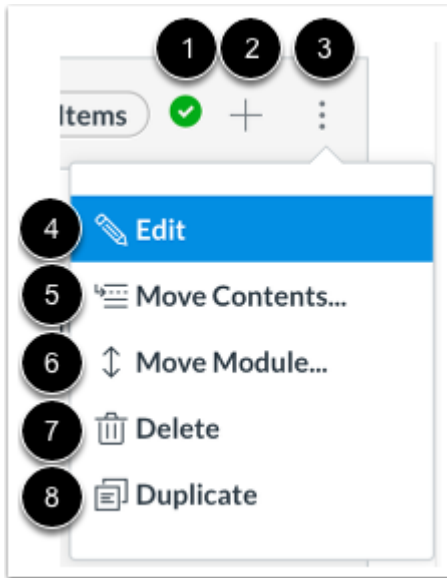


Figure 3: Contents of the Ellipse menu choices

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 **Options** 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], move module items [6], delete the module [7], or duplicate the module [8].

Reorder Modules

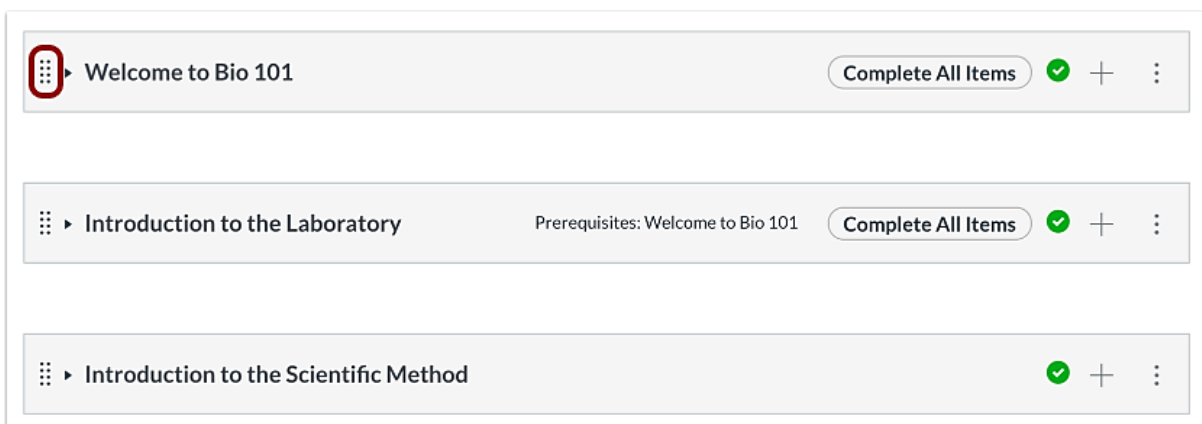
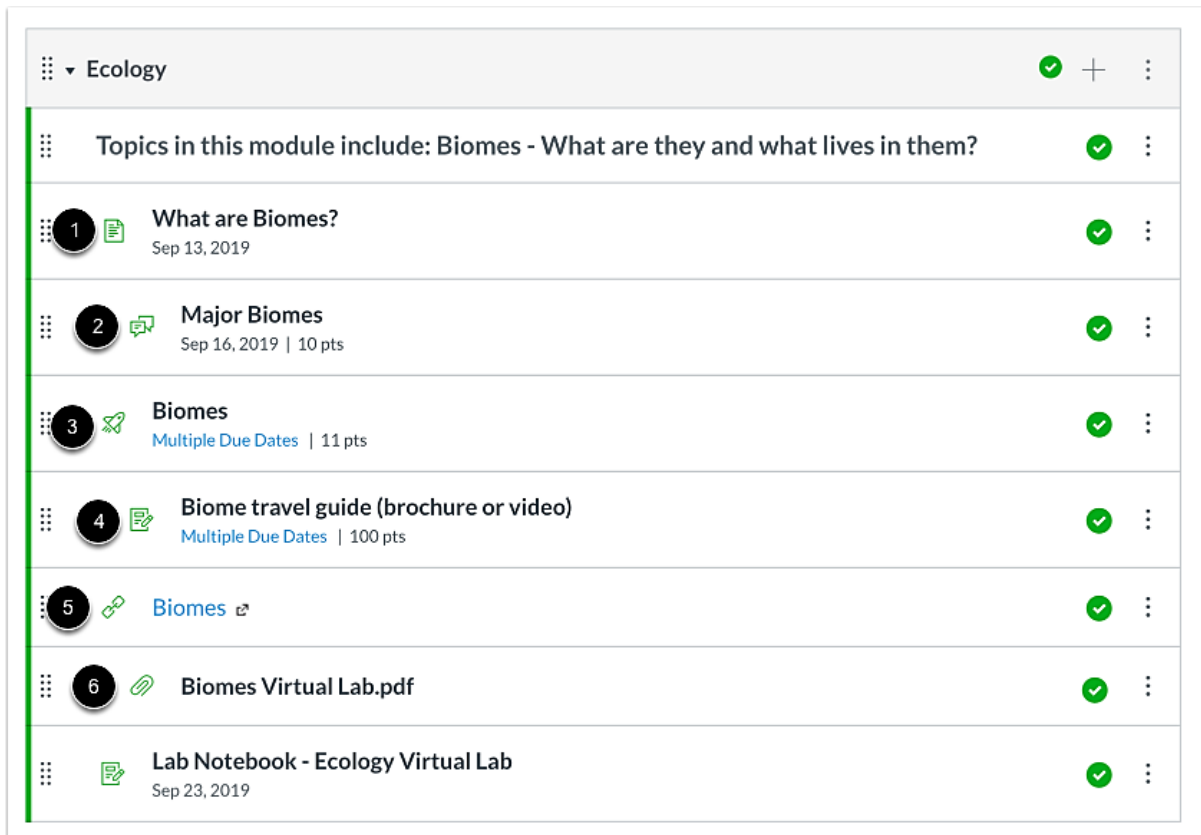


Figure 4: Moving modules in the Modules Index Page

Note: You can re-order a module by hovering over the drag handle next to the name of the module and dragging the module to the desired location.

View Module Icons



The screenshot displays a module page for 'Ecology'. The page header shows a dropdown arrow, the module name 'Ecology', a green checkmark, a plus sign, and a three-dot menu icon. Below the header, a list of content items is shown, each with a drag handle (three dots), a numbered icon, a title, a date or points value, a green checkmark, and a three-dot menu icon. The items are:

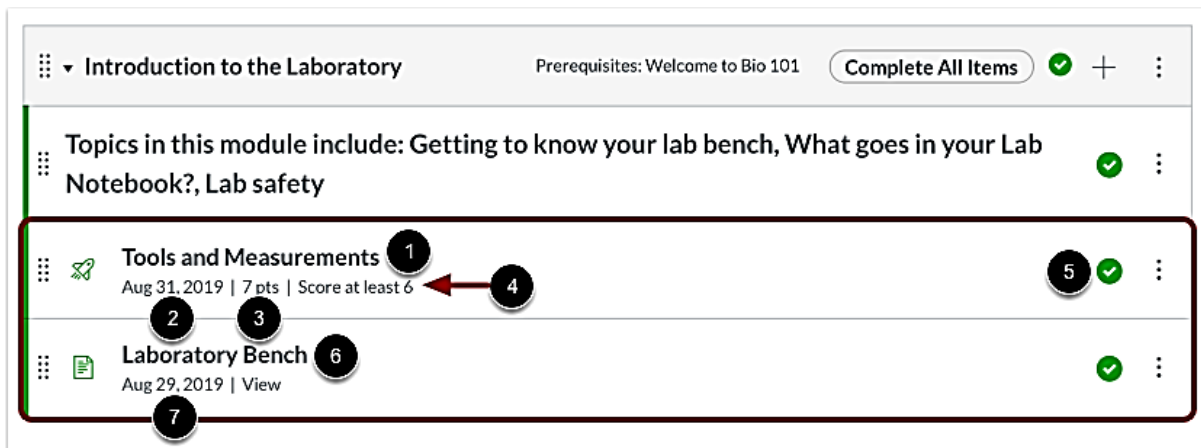
- 1. Document icon: 'What are Biomes?' (Sep 13, 2019)
- 2. Discussion icon: 'Major Biomes' (Sep 16, 2019 | 10 pts)
- 3. Quiz icon: 'Biomes' (Multiple Due Dates | 11 pts)
- 4. Assignment icon: 'Biome travel guide (brochure or video)' (Multiple Due Dates | 100 pts)
- 5. Link icon: 'Biomes' (external link)
- 6. File icon: 'Biomes Virtual Lab.pdf'
- 7. Document icon: 'Lab Notebook - Ecology Virtual Lab' (Sep 23, 2019)

Figure 5: Example of Indenting of Module Page Contents

Modules can be filled with different types of content. Each module item also includes an icon with its type:

- **Page** [1]: a page of content to read
- **Discussion** [2]: a course discussion
- **Quiz** [3]: a course quiz
- **Assignment** [4]: a course assignment
- **Link or External Tool** [5]: an external link or tool to view outside of the course
- **File** [6]: a file to download or view

View Individual Module Item



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]. A module may also include non-graded items [6], such as pages and non-graded discussions. If a To-Do date was added to a non-graded item, the date will display next to the module item [7].

Manage Individual Module Items - Indent or Move

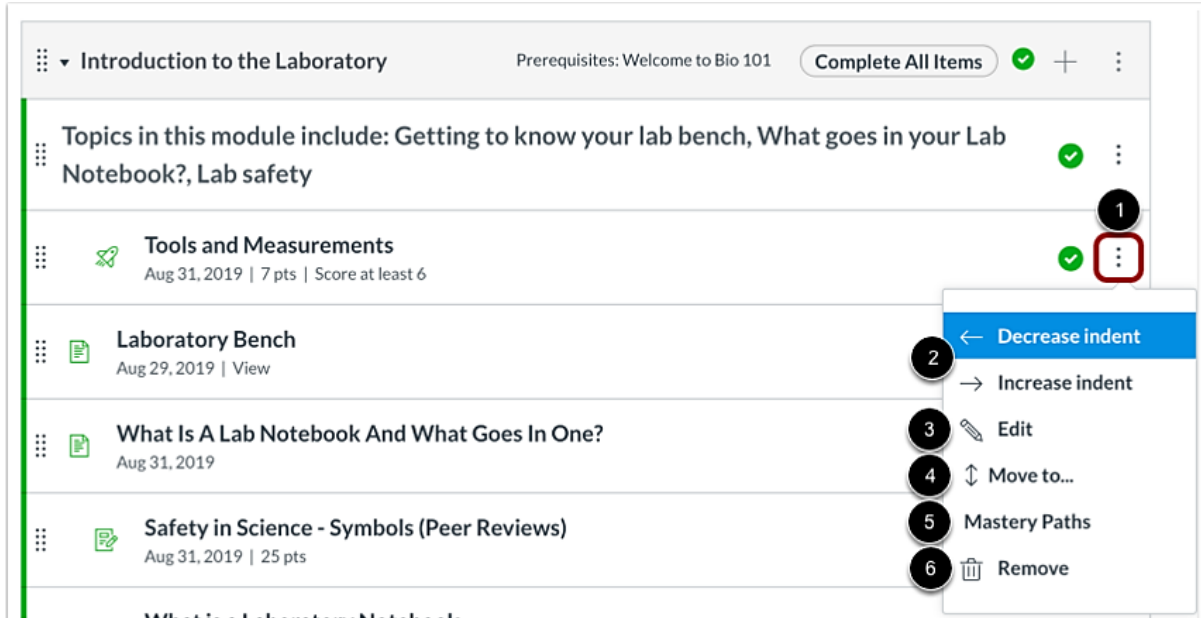
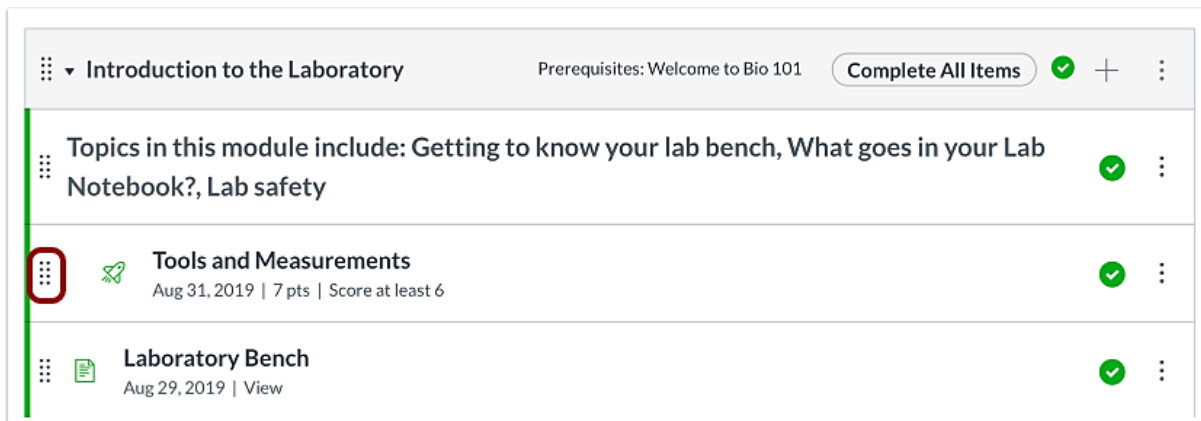


Figure 6: Example of Ellipse Menu choices

For each individual module content item, you can use the options drop-down menu [1] to indent the item up to 5 levels (or remove an indent) [2], edit the content item [3], copy the item if the item supports duplication [4], move the item [5], or remove the content item from the module altogether [6].

Re-ordering Module Items



The screenshot shows a module titled "Introduction to the Laboratory" with prerequisites "Welcome to Bio 101". It features a "Complete All Items" button and a green checkmark. Below the module title, there are three items listed:

- Topics in this module include: Getting to know your lab bench, What goes in your Lab Notebook?, Lab safety** (with a green checkmark)
- Tools and Measurements** (with a rocket icon, a green checkmark, and details: "Aug 31, 2019 | 7 pts | Score at least 6")
- Laboratory Bench** (with a document icon, a green checkmark, and details: "Aug 29, 2019 | View")

Red circles highlight the drag handles (three vertical dots) next to the "Tools and Measurements" and "Laboratory Bench" items.

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