Canvas: Creating Modules

Contents
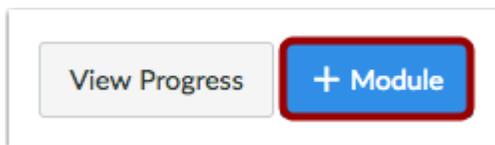
How Do I Add a Module?

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.
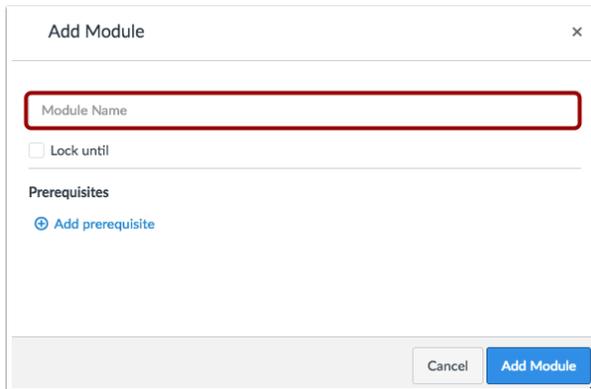
Open Modules

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

   Pages
   Files
   Syllabus
   Outcomes
   Quizzes
   Modules
   Conferences
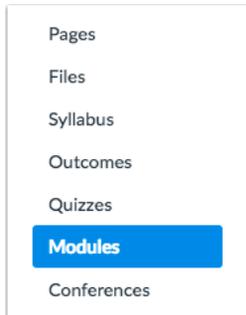
2. Click the **Add a Module** button.

   View Progress   + Module

3. Type a name in the **Module Name** field.

   Add Module   ×

   Module Name
   ☐ Lock until
   Prerequisites
   ⊕ Add prerequisite

                           Cancel   **Add Module**

4. Lock Module Date. (optional)
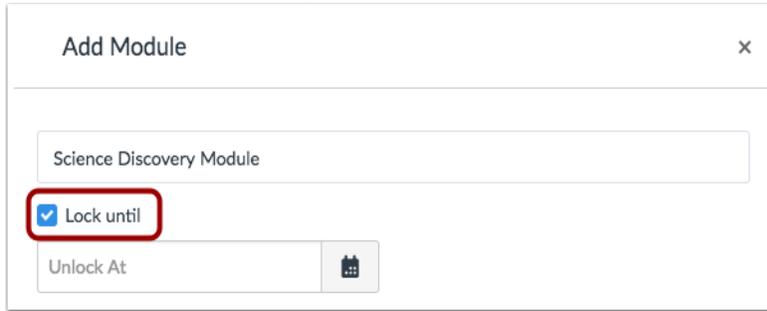
If you want to restrict the module until a specific date, you can lock the module.

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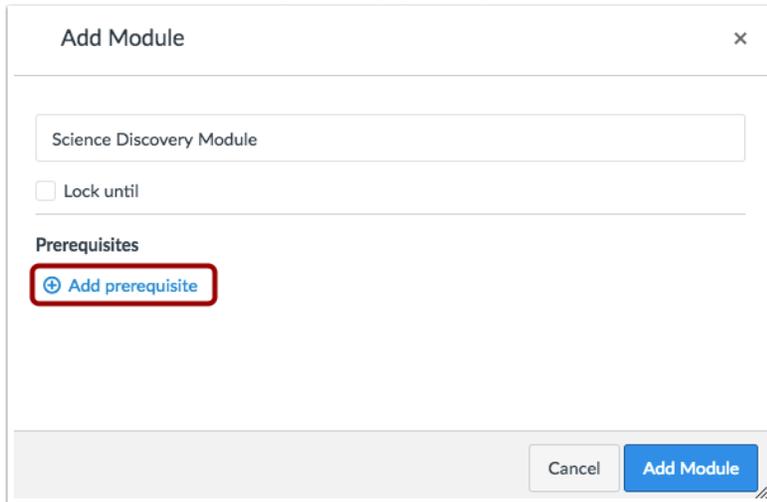
If you have added at least one module to your course, you can require a prerequisite module. A prerequisite module means students must complete the added modules before they can view the new module.

6. Click the **Add Module** button.

View your created module.

Adding Module Items

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.

1. In Course Navigation, click the **Modules** link.
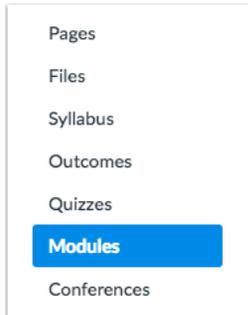
2. Click the **Add Item** button.

3. In the **Add [Item Type] To:** drop-down menu, select the **item type.**
   - Assignment
   - Quiz
   - File (document and media file types)
   - Content Page
   - Discussion

4. 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.

5. 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.
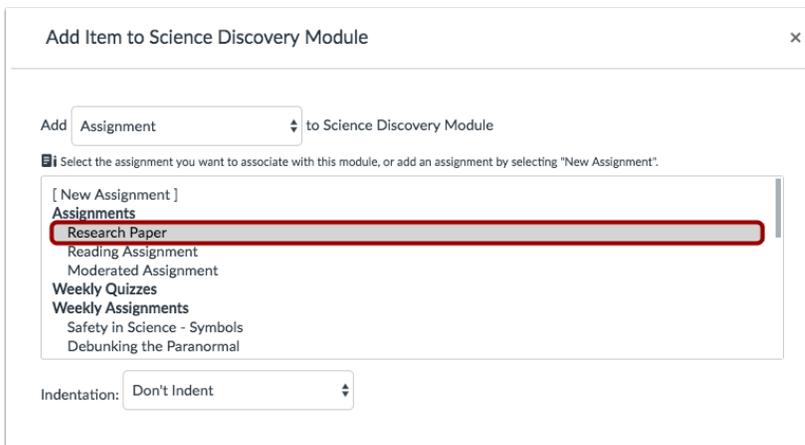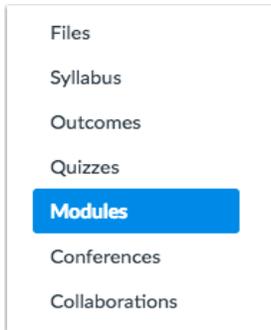
Reordering Your Modules

You can reorder modules after you have created them. You can manually drag and drop the module, or you can use the Move To option, which is also accessible for keyboard users. You can also reorder module items.
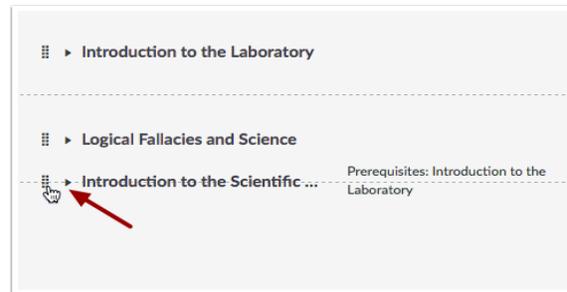
Open Modules

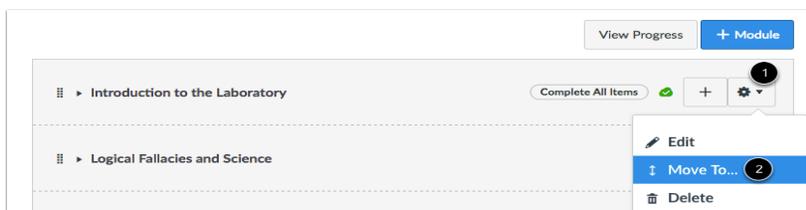In Course Navigation, click the Modules link.

Drag and Drop Module

You can use the drag and drop option to reorder modules. Click the drag handle next to the module name. Drop the module in the desired location by releasing the mouse.


Use Move-To Menu

You can also use the Move To option to reorder modules. Click the Settings icon **1** and select the **Move To**... link **2**.

Move Module

To move the module, specify if you want to move the selected module before or after another module **1**. In the module drop-down menu **2**, select the module where you want to place the existing module. Your previous option determines whether the current module will be placed before or after the module selected in the menu. Click the Move button **3.**
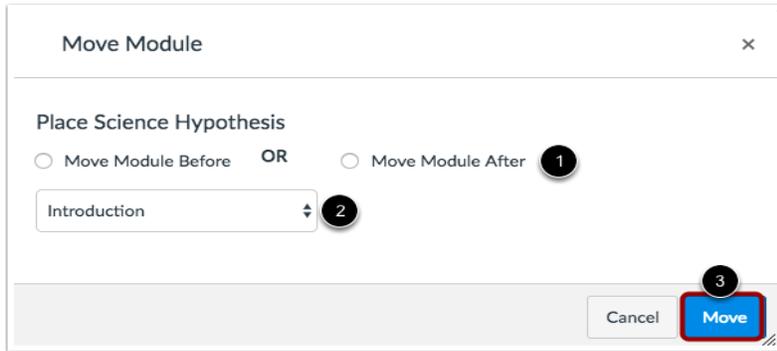
Adding Module Requirements

When you add requirements to a module, students must complete all requirements within one module before moving to the next module. You can require students to complete all requirements in the module, or have them choose one item to fulfill a specific requirement.

Locate the name of the module and click the **Settings** icon [1]. Select the **Edit** link [2]. In the new window click **Add Requirement.**
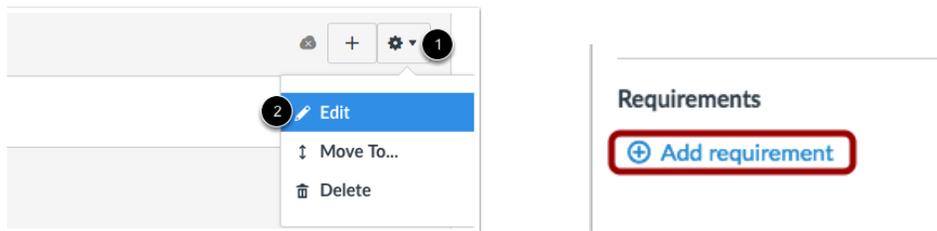

Depending on the module item type, requirements include up to five options:
- **View the item**: Students must view the item.
- **Mark as done**: Students must mark the module item as done before they can progress to the next item.
- **Contribute to the page**: Students must post a reply to a non-graded discussion or contribute content to a page (make sure students are allowed to edit pages in the course).
- **Submit the assignment**: Students must submit an assignment, post a reply to a graded discussion, or submit a quiz. (Canvas does not allow you to manually enter a grade to fulfill this requirement; a submission must be made by the student.)
- **Score at least**: Students must meet a minimum submission score. With this option, an additional field appears where you can enter the minimum score that students must earn. This option is available for all graded assignment types.

Adding External Tools as a Module Item

In Modules, you can add links to configured external tools in *Course Settings*. However, you can still add unconfigured tools if you know the required information for the external tool.
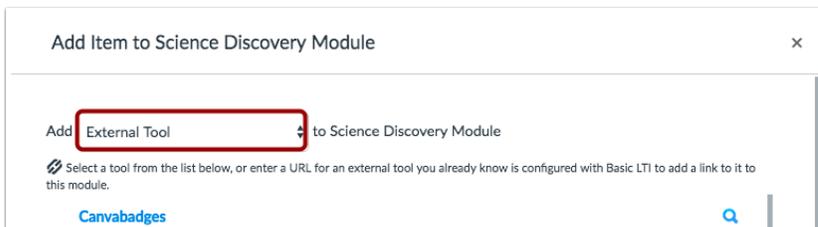
1. In Course Navigation, click the **Modules** link.
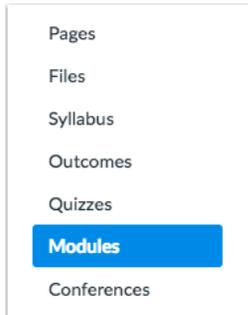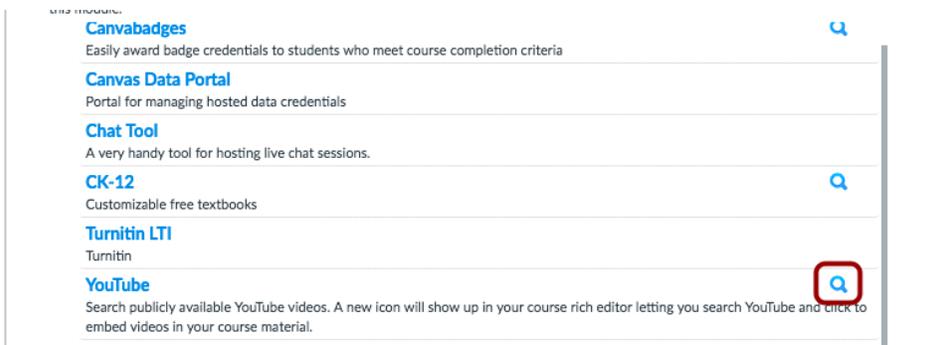

2. Click the **Add Item** button.

3. In the **Add [Item Type] To:** drop-down menu, select the **External Tool** option.

4. Locate the configured tool and click the **Search** icon. An external window will appear in your browser; follow the instructions to add the tool.

View Student Progress

Modules displays an overview of each module and the content within each module. Any completion requirements are listed next to the module content item [1]. Prerequisite requirements are posted at the top of the module [2].

To view student progress in your course, click the **View Progress** button [3].

When opening the View Progress window, Canvas will always default to show the first student in your course (listed alphabetically by last name).To view progress for another student, click the student's name in the Student Progress list.
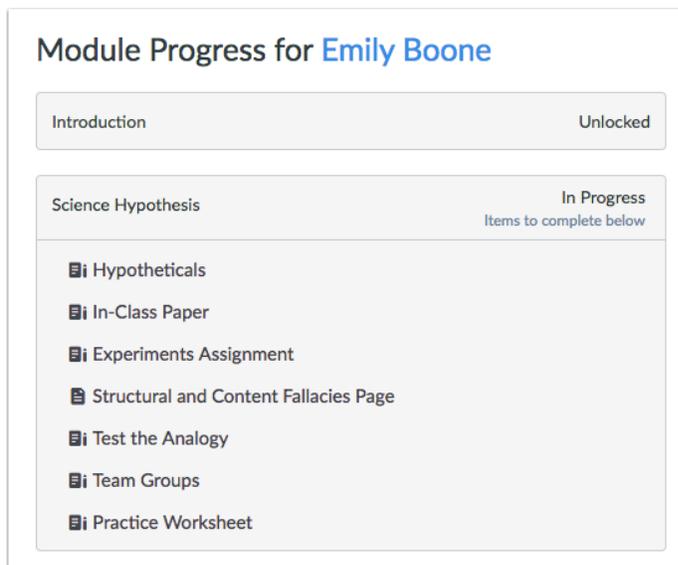
Modules that have no completion requirements, or modules where the students have completed the requirements, will be marked as completed.

- If a student is in the middle of a module, the module will be marked as in progress.
- If a module cannot yet be accessed by the student because of completion or prerequisite requirements, the module will be marked as locked.