



Welcome to the first monthly issue of Canvas Insider from your WashU Canvas Project Team. Each month, we'll send you a few articles to help you make the switch to Canvas, including tips to optimize its support of teaching and learning.

Feel free to suggest articles for future issues. Send your suggestions to hellocanvas@wustl.edu.

Happy reading!

Organizing Content Using Modules

What are Modules?

Modules are the main way to present content in Canvas. You use them to organize content into meaningful “chunks” for students that guide how they interact with your course materials. Since modules are the primary way of presenting content, the Module page is the default Home Page of a Canvas course.

The Module list is like a book, where each module is a chapter and each item in the module is like a page. With this in mind, modules in the Module list can be organized any way you like. A few samples would be: by weeks (as in the illustration below), units, chapters, or any type of content, like readings or quizzes. The Items you add to the module can be Files, External URL Links, Pages, Assignments, Quizzes, Discussions, and Text Headers. These types are highlighted in the module illustration below.

The screenshot shows a Canvas Module list for 'Week 2: January 23 (Module Name)'. The list contains several items, some of which are indented. Annotations include:

- Add Item:** Points to the '+' icon at the top of the list.
- Publish:** Points to the green checkmark icon next to each item.
- Options:** Points to the three-dot menu icon next to each item.
- Published Icon:** A legend showing a green checkmark.
- Unpublished Icon:** A legend showing a grey circle with a slash.
- Indented Items:** Points to the left margin of the list, highlighting items like 'GCF Learn Free (External URL)', 'Tutorials for Microsoft Word for PCs (Page)', and 'Tutorials for Microsoft Word for Macs (Page)'.

How Do You Create a Module?

1. To create a module, click on the Modules link in the Course Menu. On the Modules page, on the upper right side, click the red **+Module** button. Name your module and then if you choose, you can lock it and add a date that will unlock the module for the students to view.
 2. The new module will appear at the bottom of the Modules page. You can move it by hovering over the “handle” on the left side of the module name and then clicking and dragging it up and down the list of modules.
- The Options button gives you the ability to (a) edit the name of the module; (b) turn off or change the lock time; (c) move the contents of the module to another module; and (d) move the module up and down the Modules page.
 - Newly created modules are unpublished by default. Publishing makes a module visible to the students. To publish a module, click the UNPUBLISH icon (see illustration above).
 - Each item in a module must be published manually when you choose to or, if it is a Canvas tool, by the availability date you set when you create the item. If you do not publish the module, the items in the module, even if they are published, will not be visible to students.

What can be added to a Module?

- Once you create a module, you can then [add items](#) using the **+Add Item** button, as shown in the illustration. You will need to create the items you want first, before you can add them to the module.
- The Options button, to the right of the item name, gives you the ability to (a) increase the indentation up to 3 times; (b) edit the item name and indent the item; (c) duplicate the item; (d) move the item to another module or up and down the module; and remove the item from the module.
- Text Headers can be used to break up the module and give it a more hierarchical feel.

To learn more about Modules, here are some helpful links.

- [How Do I Add A Module?](#)
- [How Do I Add Assignment Types, Pages, and Files as Module Items?](#)
- [How Do I Edit A Module?](#)
- [How Do I Move or Reorder a Module?](#)

Online Training from Canvas: IT'S FREE!!

For more information on Modules, try the free, Canvas webinar Leveraging Modules.

WashU has purchased live, online Canvas training that is delivered as webinars on a multitude of Canvas topics. The webinars are one-hour long with interaction between you and the instructor available. For details, visit the Hello Canvas Training page.

If you are a new Canvas user, you might want to start with the “Course Basics” course.

I Need Help...Now!



Did you know that Canvas offers technical support 24 hours per day, 7 days per week to all WashU faculty, staff, and students?

You may phone Canvas 24/7 Support directly at 1-833-639-7629. (Students dial a different toll-free number.) If you prefer to send an instant message, you may chat online with

Canvas Support. Click the Help button on the Global Navigation Menu in Canvas to start a chat session. Support phone numbers are also listed under Help for your convenience.

For fastest service, always contact Canvas 24/7 Support first. They're prepared to answer all your Canvas questions and concerns, even topics specific to WashU. If they can't answer your question, they'll direct you to the appropriate WashU personnel to resolve the issue.

Reserve an Office Hours Session Today

February and March Office Hours are now available on the [Hello Canvas](#) website.

Office Hours are 30-minute, one-on-one, in-person appointments during which you work with an instructional support specialist on a Canvas topic of your choice. Use this time to migrate your Blackboard course to Canvas, if you need assistance. Reservations are required.

Keep up to date at HelloCanvas.wustl.edu
Contact us at HelloCanvas@wustl.edu
All issues will be archived on mycanvas.wustl.edu.