

Canvas Modules

By Adolf Schmuck



Table of Contents

Basic Navigation, [Page 3](#)

Creating a Module, [Page 9](#)

Creating Pages, [Page 15](#)

 Creating a Page, [Page 15](#)

 Adding Page Requirements, [Page 20](#)

 Creating a Discussion Topic, [Page 31](#)

 Creating an Assignment, [Page 44](#)

Setting the Home Page, [Page 57](#)

 Setting an Existing Page as the Home Page, [Page 58](#)

 Creating a Separate Home Page, [Page 62](#)

Basic Navigation

After logging in to Canvas, the first thing you will see is the Dashboard. The Dashboard contains your published courses, as well as your unpublished courses, if you have any.

The screenshot shows the Canvas Dashboard. On the left is the Global Navigation Menu with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Help. The main area displays 'Published Courses (8)' with cards for various courses like 'ESL 09G', 'GC-CANVAS TRAINING-SCHMUCK', 'GC-ACE FOR FACULTY DEVACE', and 'GC-development-ESL 98-Intro to ...'. A 'To Do' list on the right includes items such as 'Grade 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)' and 'Grade 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)'.

The Global Navigation Menu is located on the left side of every page in Canvas, and provides quick access to frequently used Canvas features: **Account**, **Dashboard**, **Courses**, **Calendar**, **Inbox**, **History**, **Commons**, **Studio**, and **Help**.

This screenshot is identical to the one above, showing the Canvas Dashboard. A large red arrow points to the Global Navigation Menu on the far left, highlighting its location and importance.

Account allows you to change your settings to your account. Here, you can set your account notification settings, edit your profile, upload files to use in your courses, create an ePortfolio, and more.

The screenshot shows the Account page for user Adolf Schmuck. The left sidebar includes links for Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Help. The main area displays the user's profile picture and name, a Logout button, and sections for Notifications, Profile, Files, Settings, ePortfolios, Shared Content (with 1 notification), My Badges, Folio, QR for Mobile Login, and Global Announcements. On the right, there is a "To Do" list with four items:

- Grade 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION) 20SUS-ITC-SCHMUCK 8 points • Aug 23, 2020 at 11:59pm
- Grade 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT) 20SUS-ITC-SCHMUCK 6 points • Aug 23, 2020 at 11:59pm
- Grade 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT) 2020FA-ESL-098G-6225 6 points • Multiple Due Dates
- Grade 2.6 Grammar Textbook Exercises (GRADED ASSIGNMENT) 2020FA-ESL-098G-6225 8 points • Sep 15, 2020 at 11:59pm

As noted above, **Dashboard** shows the courses you are enrolled in, either as the main facilitator of the course, or as an observer.

The screenshot shows the Dashboard page. The left sidebar includes links for Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Help. The main area displays the title "Published Courses (8)" and a grid of course cards:

- 2020FA-ESL-098G-6225 - Grammars 2020FA-ESL-098G-6225 Fall 2020
- GC-CANVAS TRAINING-SCHMUCK 20SUS-ITC-SCHMUCK Grossmont Manual
- GC-ACE FOR FACULTY DEVACE Grossmont Manual
- GC-Development-ESL 98-Intro to ... GCESL98
- GC-development-ESL 98G-Essenti... GCESL98G

On the right, there is a "To Do" list with seven items:

- Grade 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION) 20SUS-ITC-SCHMUCK 8 points • Aug 23, 2020 at 11:59pm
- Grade 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT) 20SUS-ITC-SCHMUCK 6 points • Aug 23, 2020 at 11:59pm
- Grade 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT) 2020FA-ESL-098G-6225 6 points • Multiple Due Dates
- Grade 2.6 Grammar Textbook Exercises (GRADED ASSIGNMENT) 2020FA-ESL-098G-6225 8 points • Sep 15, 2020 at 11:59pm
- Grade 3.6 Grammar Textbook Exercises (GRADED ASSIGNMENT)
- Grade 3.6 Grammar Textbook Exercises (GRADED ASSIGNMENT)
- Grade 3.6 Grammar Textbook Exercises (GRADED ASSIGNMENT)

Courses also shows a list of your courses, though as a list instead of on the Dashboard. If you scroll to the bottom, you can customize your list of courses by clicking on the “All Courses” link. This allows you to choose the courses that you want to display.

The screenshot shows the Canvas Courses page. On the left is a sidebar with icons for Account, Dashboard, Courses (which is selected), Calendar, Inbox, History, Commons, and Studio. The main area displays a list of courses:

- GC-CANVAS TRAINING-SCHMUCK (Grossmont Manual)
- GC-Development-ESL 98-Intro to Academic English
- GC-development-ESL 98G-Essential Grammar
- GC Canvas Resources (Grossmont Manual)
- GC-2020SU2 & SU5-ITC (Grossmont Manual)
- Unpublished Courses**
- 2021FA-ESL-098G-6222 - Grammar Written/Spooken Comm (Fall 2021)

A red box highlights the "All Courses" link at the bottom of the course list. Below it, a message says: "Welcome to your courses! To customize the list of courses, click on the "All Courses" link and star the courses to display."

To the right of the course list is a "To Do" list:

- Grade 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION) 20SUS-ITC-SCHMUCK 8 points • Aug 23, 2020 at 11:59pm
- Grade 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT) 20SUS-ITC-SCHMUCK 6 points • Aug 23, 2020 at 11:59pm
- Grade 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT) 2020FA-ESL-098G-6225 6 points • Multiple Due Dates
- Grade 2.6 Grammar Textbook Exercises (GRADED ASSIGNMENT) 2020FA-ESL-098G-6225 8 points • Sep 15, 2020 at 11:59pm

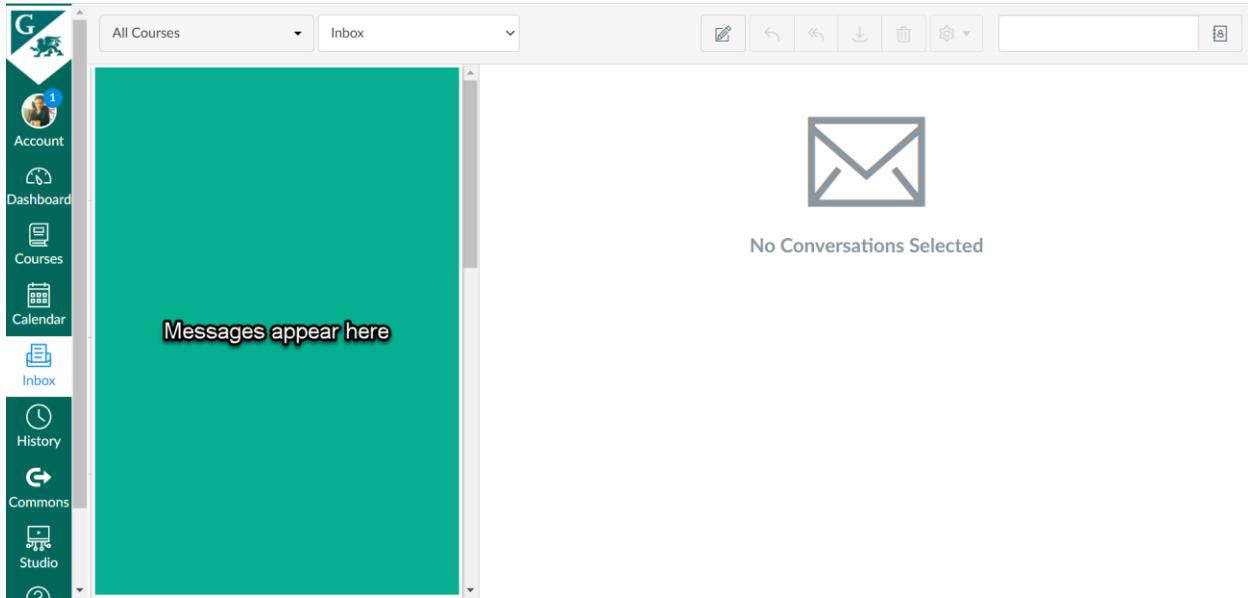
Calendar allows you to use the Calendar to keep track of important events and assignments. The Canvas Calendar collects information from all of your Canvas courses in one place. Here, you will be able to see any events for your courses that you have added to the calendar. On the right side, you can choose which calendars you want displayed by clicking on the box next to the course.

The screenshot shows the Canvas Calendar page. On the left is a sidebar with icons for Account, Dashboard, Courses (selected), Calendar, Inbox, History, Commons, and Studio. The main area shows a monthly calendar for July 2021. The days of the week are labeled: SUN, MON, TUE, WED, THU, FRI, SAT. The dates are arranged in rows: Row 1 (Sunday): 27, 28, 29, 30, 1, 2, 3; Row 2: 4, 5, 6, 7, 8, 9, 10; Row 3: 11, 12, 13, 14, 15, 16, 17; Row 4: 18, 19, 20, 21, 22, 23, 24; Row 5: 25, 26, 27, 28, 29, 30, 31. Above the calendar are buttons for Today, Previous Month, Next Month, Week, Month (selected), Agenda, and a plus sign. To the right of the calendar is a "CALENDARS" section with a list of selected calendars:

- Adolf Schmuck
- 2020FA-ESL-098G-6225 - Grammar Written/Spooken Comm** (selected)
- 2021FA-ESL-098G-6222 - Grammar Written/Spooken Comm
- ESL DEPARTMENT-DEV
- GC Canvas Resources
- GC-2020SU2 & SU5-ITC
- GC-ACE FOR FACULTY
- GC-CANVAS TRAINING-

A red box highlights the "2020FA-ESL-098G-6225 - Grammar Written/Spooken Comm" entry in the list.

Inbox allows Canvas users to send and receive messages. The messages appear on the left side.



History gives you your recent Canvas activity history. Clicking on an item in the history view will take you to that item.

A screenshot of the Canvas history interface. On the left is a vertical sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox (selected and highlighted in blue), History (selected and highlighted in blue), Commons, and Studio. The main area shows a 'Recent History' section with a list of items. Each item is preceded by a small icon and a link to the activity. The items listed are: 'User Files' (ADOLF SCHMUCK, 24 minutes ago), 'Course People' (2021FA-ESL-098G-6222 - GRAMMAR WRITTEN/SPOKEN COMM, 49 minutes ago), 'Course Home' (2021FA-ESL-098G-6222 - GRAMMAR WRITTEN/SPOKEN COMM, 49 minutes ago), 'Course Modules' (2020FA-ESL-098G-6225 - GRAMMAR WRITTEN/SPOKEN COMM, Jun 21, 2021 4:10PM), '3.3 Instructional Content: Adjectives (READ)' (2020FA-ESL-098G-6225 - GRAMMAR WRITTEN/SPOKEN COMM, Jun 21, 2021 4:09PM), 'EvaluationKIT Auth' (GROSSMONT, Jun 21, 2021 4:09PM), and 'Course Home' (2020FA-ESL-098G-6225 - GRAMMAR WRITTEN/SPOKEN COMM).

Commons allows you to upload or download layouts, assignments, and quizzes that have already been made on Canvas.

The screenshot shows the Canvas Commons interface. On the left is a vertical sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons (which is selected), and Studio. The main area is titled 'Commons' and includes tabs for Search, Shared, Imported, Updates (1), Favorites, and Guides. A search bar at the top says 'Search by title, name, institution or tag'. Below it, a message says '201,715 results'. There are three cards displayed: 1) 'Quiz - Waiver for Cross-listed Courses' (FEATURED, Undergraduate, Rhonda Bauerlein, 1 download, 0 stars); 2) 'Cuyamaca Cares Resources' (MODULE, Sarah Rodriguez, 9 downloads, 1 star); 3) 'Develop in Swift AP® CS Principles' (FEATURED, COURSE, Develop in Swift AP® CS Principles, Xcode 12, 9 Graduate, Apple Education, 126 downloads, 14 stars).

Studio is a media tool that allows students and instructors to upload, create, edit, manage, share and discuss audio and video files. As instructors, you can record your own videos, either through screen capture or webcam capture. You can also upload your own media files to use in your courses, as well as add videos from YouTube.

The screenshot shows the Canvas Studio interface. The left sidebar includes Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. A central modal window is titled 'Add to My Library' and contains sections for 'Drag & Drop or Upload Media' (with a 'Browse Files' button) and 'Paste YouTube Link' (with a text input field containing 'https://www.youtube.com/watch?'). The background shows a library view with video thumbnails and titles like 'Lucky Student Demo' and 'Gerunds & Infinitives (with and without "to")'.

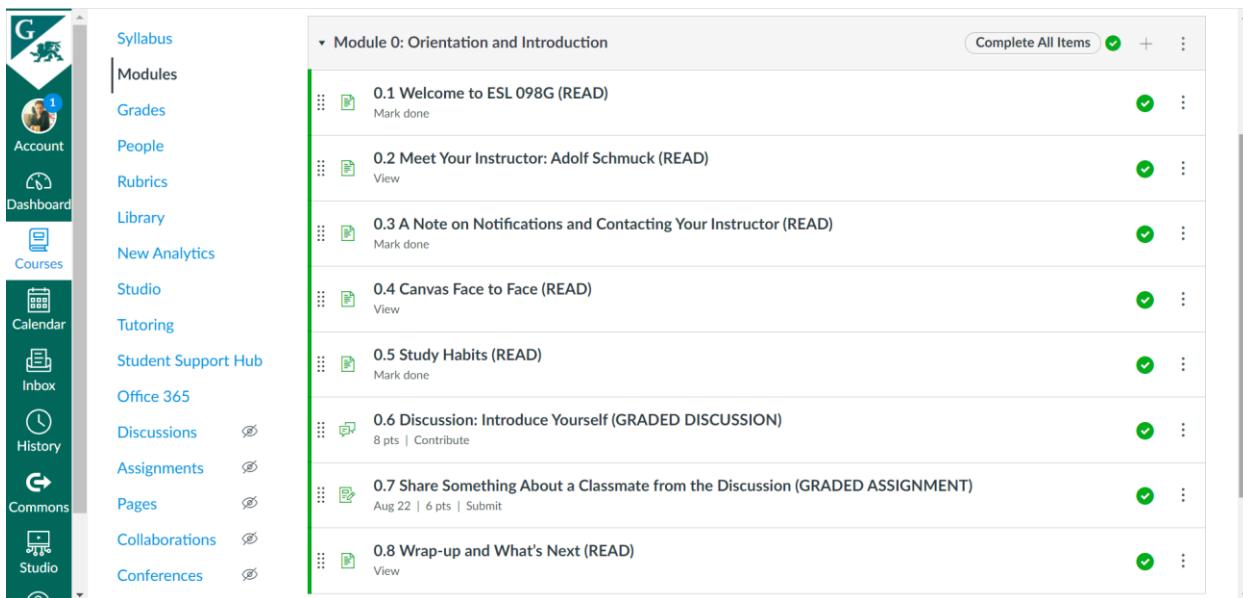
Help gives you access to the Canvas guides in order to find answers to common questions. You can also contact Canvas support, ask the instructor a question (for students), call for help, and more.

The screenshot shows the Canvas Help page. On the left is a vertical sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Help. The Help icon is highlighted. The main content area has a title "Help" with a panda icon holding a map. Below it is a section titled "Little lost? Try here first!" with a link to "Search the Canvas Guides". There's also a "Contact Canvas Support" link for help with Canvas, an "Ask Your Instructor a Question" link for students, and a "Call for Help" link. To the right is a "To Do" list with four items:

- Grade 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)
20SUS-ITC-SCHMUCK
8 points • Aug 23, 2020 at 11:59pm
- Grade 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)
20SUS-ITC-SCHMUCK
6 points • Aug 23, 2020 at 11:59pm
- Grade 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)
2020FA-ESL-098G-6225
6 points • Multiple Due Dates
- Grade 2.6 Grammar Textbook Exercises (GRADED ASSIGNMENT)
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Creating a Module

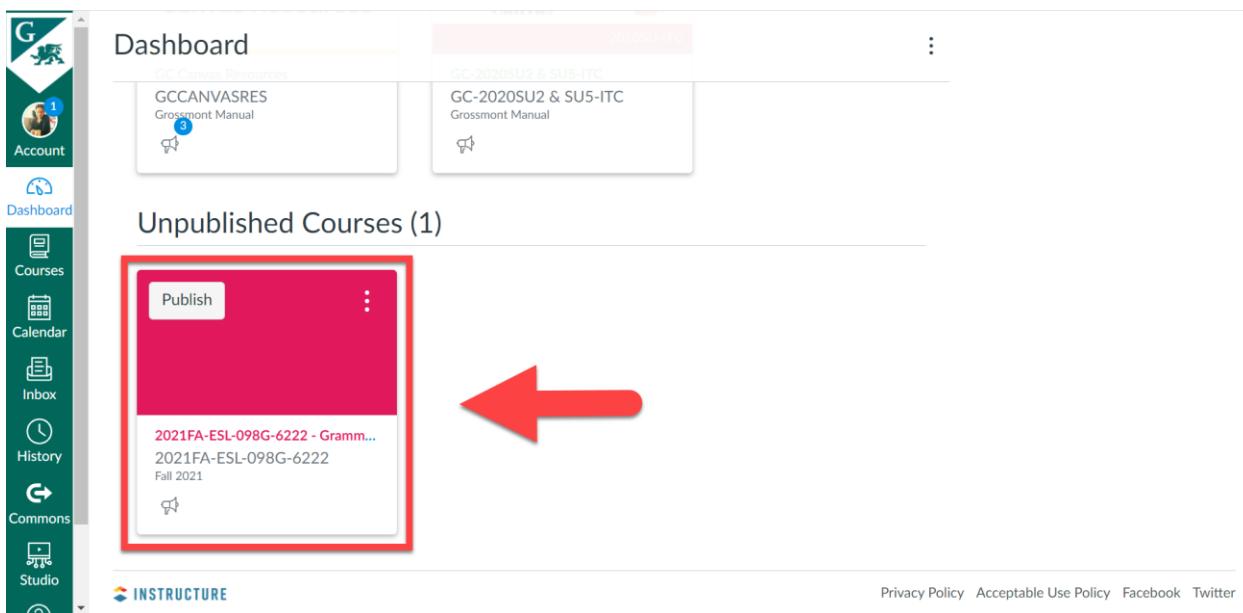
In this section, you will learn how to create a module for your course. Modules are used to organize content to help control the flow of the course. They are used to organize course content by weeks, units, or a different organizational structure, depending on the course and instructor. In the example below, the module contains eight pages.



The screenshot shows the Canvas LMS interface. On the left is a vertical sidebar with various navigation links: Account (with 1 notification), Dashboard, Courses (selected), Calendar, Inbox, History, Commons, Studio, Syllabus, Modules, Grades, People, Rubrics, Library, New Analytics, Studio, Tutoring, Student Support Hub, Office 365, Discussions, Assignments, Pages, Collaborations, and Conferences. The main content area displays a module titled "Module 0: Orientation and Introduction". This module contains eight items:

- 0.1 Welcome to ESL 098G (READ) - Mark done
- 0.2 Meet Your Instructor: Adolf Schmuck (READ) - View
- 0.3 A Note on Notifications and Contacting Your Instructor (READ) - Mark done
- 0.4 Canvas Face to Face (READ) - View
- 0.5 Study Habits (READ) - Mark done
- 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION) - 8 pts | Contribute
- 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT) - Aug 22 | 6 pts | Submit
- 0.8 Wrap-up and What's Next (READ) - View

1. To create a module, choose the course you would like to create a module for in the Dashboard. Notice that in this example, the course is unpublished.



The screenshot shows the Canvas LMS Dashboard. The sidebar includes: Account (with 1 notification), Dashboard, Courses (selected), Calendar, Inbox, History, Commons, Studio, Syllabus, Modules, Grades, People, Rubrics, Library, New Analytics, Studio, Tutoring, Student Support Hub, Office 365, Discussions, Assignments, Pages, Collaborations, and Conferences. The main content area shows a card for "GCCANVASRES Grossmont Manual" and another for "GC-2020SU2 & SU5-ITC Grossmont Manual". Below this, a section titled "Unpublished Courses (1)" lists a course card for "2021FA-ESL-098G-6222 - Gramm...". A red arrow points to this course card, which is highlighted with a red border. The bottom of the screen shows the "INSTRUCTURE" footer with links to Privacy Policy, Acceptable Use Policy, Facebook, and Twitter.

2. Go to **Modules** on the left to create a new module.

The screenshot shows the Canvas LMS interface. On the left, there is a vertical sidebar with various icons and links: Account (with a notification badge), Dashboard, Courses (selected), Calendar, Inbox, History, Commons, and Studio. The main content area is titled "2021FA-ESL-098G-6222 > Modules". It displays a navigation bar with "Fall 2021", "Home", "Announcements", "Syllabus", and "Modules" (which is highlighted with a red box and has a red arrow pointing to it). Below this are links for "Grades", "Discussions", "Assignments", "Collaborations", "Conferences", "People", "Pages", "Outcomes", and "Quizzes". To the right, there is a large "Create a new Module" button with a central icon. At the top right of the main area, there are buttons for "View Progress", "+ Module" (which is highlighted with a red box), and three dots.

3. Next, click the **+ Module** button on the right.

This screenshot is similar to the previous one, showing the Canvas LMS interface. The left sidebar is identical, showing "Courses" as the selected option. The main content area is titled "2021FA-ESL-098G-6222 > Modules". The "Modules" link in the sidebar is highlighted with a red box. The main content area includes a "Create a new Module" button with a central icon. A large red arrow points upwards towards the "+ Module" button at the top right of the main content area. The top right also features "View Progress", three dots, and a "Student View" button.

You can also click on the center image with the text, **Create a new Module**. Hovering over this will highlight this blue.

The screenshot shows the Canvas LMS interface. On the left is a vertical sidebar with various navigation links: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The 'Courses' link is currently selected. The main content area shows a list of modules for the Fall 2021 semester. At the top right of the content area are buttons for 'View Progress', '+ Module', and more options. In the center, there is a large blue icon of a tree-like structure with the text 'Create a new Module' below it. This central area is enclosed in a dashed red box, indicating it is the target for the next step.

4. Give your module a name. If you want to have your module locked until a particular date and time, check the **Lock until** box and select a date and time, then click **Done**.

This screenshot shows the 'Add Module' dialog box overlaid on the main Canvas interface. The dialog has a title 'Add Module' and a close button 'x'. Inside, there is a text input field containing 'Module 0: Orientation and Introduction'. Below it is a checked checkbox labeled 'Lock until' followed by a calendar selector. The calendar shows the month of September 2021, with the date 'Sep 6, 2021' selected. At the bottom of the dialog are buttons for 'Cancel', 'Add Module', and 'Done'. The 'Add Module' button is highlighted with a blue background.

For example, if you choose September 6, 2021, 08:00 am, this means that this module will not be available to students until September 6, 2021, 08:00 am (Note that if you add a future date and time, you will not be able to view your module in **Student View**, since the date and time will have not occurred). When you have finished, click the **Add Module** button.

The screenshot shows a user interface for managing course modules. On the left, there is a vertical sidebar with various navigation links: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Quizzes. The 'Modules' link is currently selected. The main content area displays a list of modules for the 'Fall 2021' semester, including 'Home', 'Announcements', 'Syllabus', 'Modules' (selected), 'Grades', 'Discussions', 'Assignments', 'Collaborations', 'Conferences', 'People', 'Pages', 'Outcomes', and 'Quizzes'. A modal window titled 'Add Module' is open in the center. It contains a text input field with the placeholder 'Module 0: Orientation and Introduction', a checked checkbox labeled 'Lock until', and a date/time input field showing 'Sep 6, 2021 08:00 am'. Below the date field, the text 'Mon Sep 6, 2021 8:00am' is displayed. At the bottom of the modal are two buttons: 'Cancel' and 'Add Module' (which is highlighted in blue).

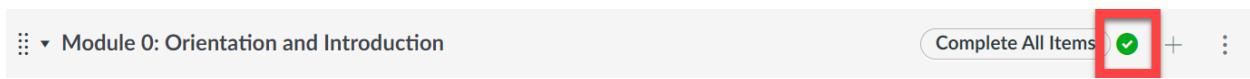
The module has now been created and added. You can see that this module will unlock on September 6, at 8 am. Note the circular icon on the right. This means that the module is unpublished. Keep in mind that if something is unpublished, students will not be able to see it. In order for your content to be available to your students, you will need to publish it.

A screenshot of the Canvas Learning Management System interface. On the left is a vertical sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The main area shows the course navigation bar with '2021FA-ESL-098G-6222 > Modules'. Below this is the 'Fall 2021' section with links for Home, Announcements, Syllabus, and Modules. The 'Modules' link is selected and expanded, showing sub-links for Grades, Discussions, Assignments, Collaborations, Conferences, People, Pages, Outcomes, and Quizzes. A specific module titled 'Module 0: Orientation and Introduction' is selected. To its right is a dashed box containing an upward arrow icon and the text 'Drop files here to add to module or choose files'. Above this box are buttons for 'Collapse All', 'View Progress', '+ Module', and a three-dot menu. To the right of the module title is a circular icon with a minus sign and a red arrow pointing to it. Below the module title is a red box containing the text 'Will unlock Sep 6 at 8am'.

5. When you are ready to publish your module, simply click on the icon.

A screenshot of the same Canvas interface after publishing the module. The visual difference is the circular icon with a minus sign has been replaced by a circular icon with a checkmark. The rest of the interface remains identical to the previous screenshot, including the sidebar, course navigation, and the expanded 'Modules' section.

The checkmark icon means it is published.



Creating Pages

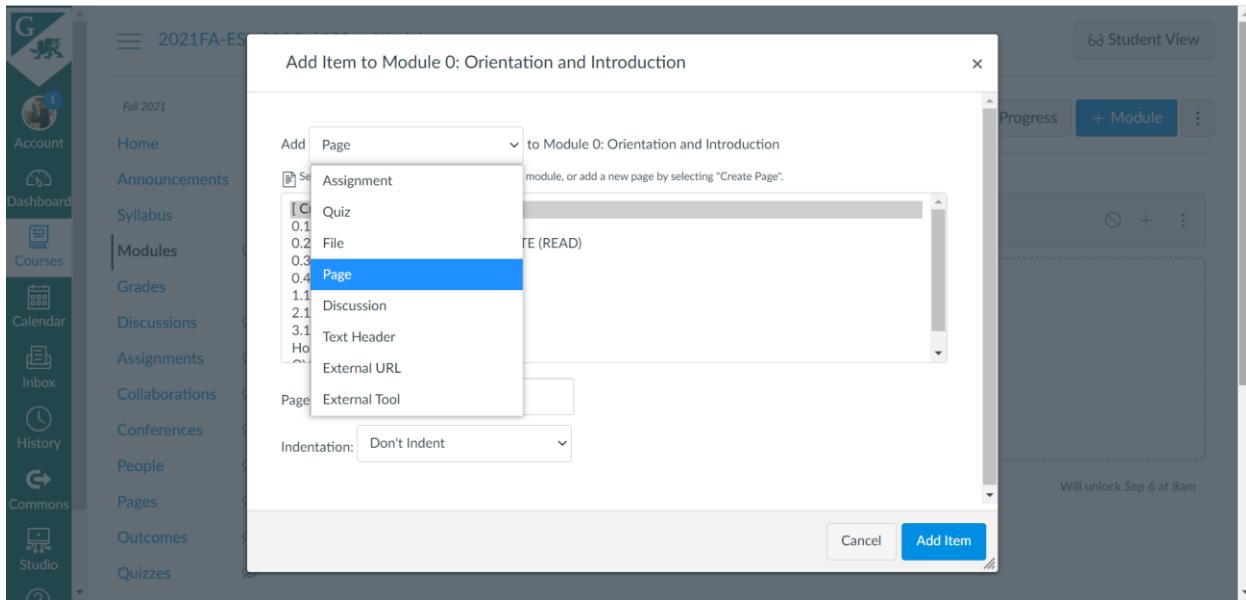
There are different kinds of pages you can create in a module: Page, Discussion Topic, and Assignment.

Creating a Page

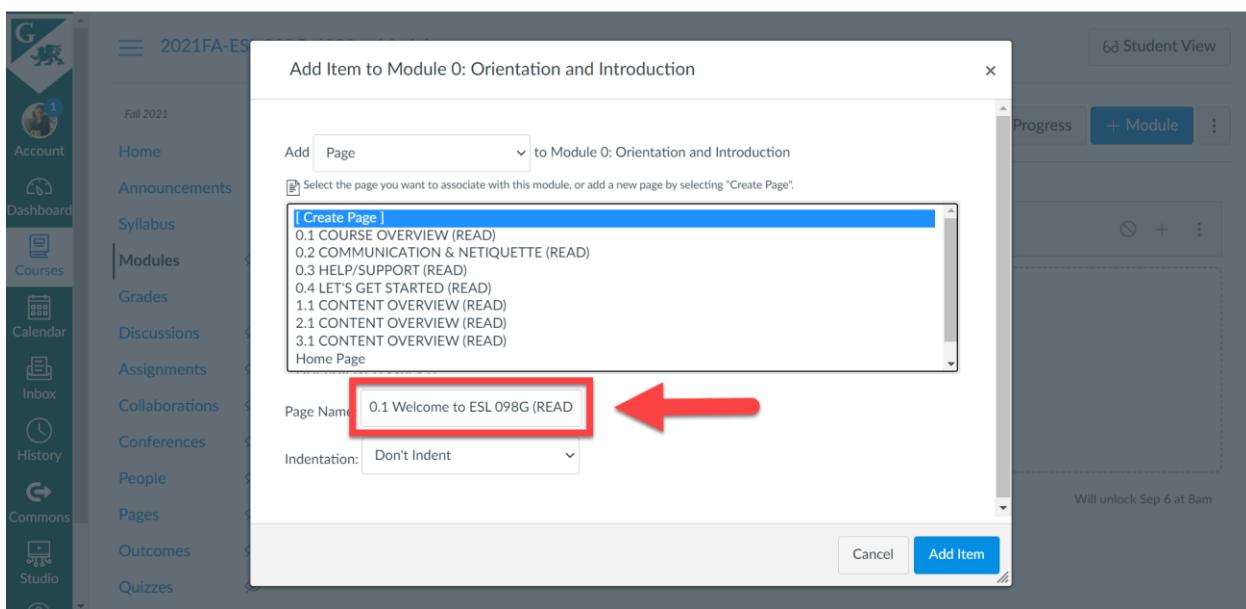
1. Now that you have created a module, it's time to create some pages for the module. A Page is for any content that you want your students to view or read, such as an overview of the module, instructional content, information on the week's Zoom meetings, etc. A Page can include other media, such as videos, images, online resources, etc. To create a Page inside your module, click on the plus sign for the module that you want to create the page for.

The screenshot shows a user interface for creating a new page within a module. At the top, there are three buttons: 'Collapse All', 'View Progress', a blue 'Module' button with a '+' icon, and a vertical ellipsis '...'. Below this, a section titled 'Module 0: Orientation and Introduction' is shown. To the right of the title is a red-bordered '+' icon. A large red arrow points upwards towards this icon. In the center of the screen is a dashed rectangular area containing a file upload interface. It features a central upward-pointing arrow icon, the text 'Drop files here to add to module', and a link 'or choose files'. At the bottom right of the dashed area, the text 'Will unlock Sep 6 at 8am' is visible.

A window will open. There are different choices as to what can be added to a module (e.g., Assignment, Quiz, File, Page, etc.). To add a Page, select **Page**.



Select **Create Page**, then type in your page's name down below (or select the page you want associated with this module if you already have a page created). It may be a good idea to name your pages based on the numbering of your modules (i.e., Module 0: 0.1, 0.2, 0.3, etc.; Module 1: 1.1, 1.2, 1.3, etc.). You may also want to indicate the type of page you are creating so that your students know (e.g., READ, GRADED DISCUSSION, GRADED ASSIGNMENT, GRADED QUIZ, etc.). When you are finished, click **Add Item**.



The page is now created. At this point, the page is empty. The content now needs to be added to the page.

This screenshot shows the Canvas Learning Management System interface. On the left is a vertical sidebar with various navigation links: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The main content area shows a module titled "Module 0: Orientation and Introduction". Inside this module is a page titled "0.1 Welcome to ESL 098G (READ)". Below the page title is a dashed rectangular area with an upward arrow icon and the text "Drop files here to add to module or choose files". In the top right corner of the main content area, there are buttons for "Collapse All", "View Progress", "+ Module", and a more options menu. The top bar also displays the course code "2021FA-ESL-098G-6222" and "Modules".

2. To add content to your page, click on the page's title: **0.1 Welcome to ESL 098G (READ)**. This takes you to your empty page, where the content can be added. Click the **Edit** button.

This screenshot shows the same Canvas interface as the previous one, but it has zoomed in on the "0.1 Welcome to ESL 098G (READ)" page. The page title is displayed prominently. Above the page title, there is a horizontal toolbar with several buttons: "View All Pages", "Publish", "Edit" (which is highlighted with a red box and a large red arrow pointing to it), and "Immersive Reader". The rest of the interface, including the sidebar and other modules, is visible but less prominent.

When the editor opens, add your content. When you have finished adding your content, click **Save** down below. Note that clicking **Save** will simply save it, but it will still be unpublished. If you are also ready to publish the page, click on **Save & Publish**.

The screenshot shows the Canvas LMS editor interface. On the left is a sidebar with various course navigation links. The main area displays a page titled "0.1 Welcome to ESL 098G (READ)". The page content includes an "Orientation" section, an "Overview" section, and a note about the best web browsers. At the bottom right of the editor window, there are three buttons: "Cancel", "Save & Publish", and a blue "Save" button. A large red arrow points from the text above towards the "Save" button.

The page now has content and is no longer empty.

The screenshot shows the Canvas LMS course navigation interface. On the left is a sidebar with various course navigation links. The main area displays the same page as the previous screenshot, "0.1 Welcome to ESL 098G (READ)". The page content is identical to the editor view. In the top right corner of the main area, there are three buttons: "Publish", "Edit", and "Immersive Reader". A large red arrow points from the text above towards the "Edit" button.

Now, when you click on the page in your module, you should see your content. Note the icon to the left of the page's title. The icons shown here are different depending on if this is a Page, Discussion Topic, or Assignment. The icon here indicates that this is a Page.

A screenshot of a single module in a learning management system. The module is titled "Module 0: Orientation and Introduction". Inside, there is a page titled "0.1 Welcome to ESL 098G (READ)". A red box highlights the document icon (a page with a pencil) to the left of the page title. To the right of the page, there are three small icons: a circle with a minus sign, a plus sign, and three dots. At the bottom right of the module, it says "Will unlock Sep 6 at 8am".

To create more pages with similar content (i.e., READ page), repeat the steps above.

A screenshot of the full course navigation menu in a learning management system. On the left is a sidebar with various icons and links: Account (with a notification badge), Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, Announcements, Syllabus, Grades, Discussions, Assignments, Collaborations, Conferences, People, Pages, Outcomes, and Quizzes. The "Modules" link is selected and highlighted in blue. The main content area shows the course structure: "2021FA-ESL-098G-6222 > Modules". Under "Fall 2021", there is a "Modules" section with a "Collapse All" button, a "View Progress" button, and a "+ Module" button. The "Modules" section is expanded, showing "Module 0: Orientation and Introduction" which contains five pages: "0.1 Welcome to ESL 098G (READ)", "0.2 Meet Your Instructor: Adolf Schmuck (READ)", "0.3 A Note on Notifications and Contacting Your Instructor (READ)", "0.4 Canvas Face to Face (READ)", and "0.5 Study Habits (READ)". Each page has a document icon and three small icons to its right. At the bottom right of the module list, it says "Will unlock Sep 6 at 8am".

Adding Page Requirements

At this point, you now have some pages with content for your students to read. But you also have the option of adding requirements for each page. For example, you may want to require a page to be marked as “Done” after completion, or simply have students “View” the page without any requirements.

1. To add a requirement, click on the three dots on the Module tab, then select **Edit**.

The screenshot shows the Canvas LMS interface. On the left is a sidebar with various icons: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The main area shows a course navigation bar with '2021FA-ESL-098G-6222 > Modules'. Below this are links for Fall 2021, Home, Announcements, Syllabus, and Modules. Under Modules, there are links for Grades, People, Rubrics, Library, New Analytics, Studio, Tutoring, Student Support Hub, and Office 365. The 'Modules' link is currently selected. In the center, a list of modules is shown: 'Module 0: Orientation and Introduction' containing items 0.1 through 0.5. To the right of this list is a context menu with a red arrow pointing to the 'Edit' button. The menu also includes options like Move Contents..., Move Module..., Delete, Duplicate, Send To..., Copy To..., Share to Commons, and Commons Favorites.

When the window pops up, click on **+ Add Requirement**.

The screenshot shows the 'Edit Module Settings' dialog box overlying the Canvas interface. The dialog has a title 'Edit Module Settings' and a close button. It contains a section for 'Module 0: Orientation and Introduction' with a 'Lock until' field set to 'Sep 6, 2021 at 8am'. Below this is a 'Requirements' section with a red box around the '+ Add requirement' button. At the bottom of the dialog are 'Cancel' and 'Update Module' buttons. The background shows the same Canvas interface as the previous screenshot, with the 'Edit' button in the context menu highlighted by a red arrow.

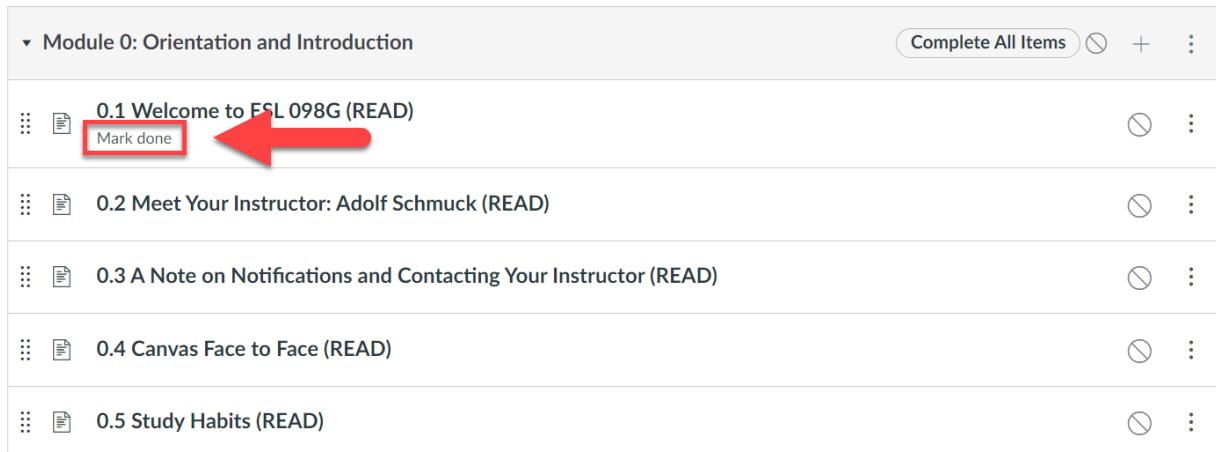
Here, you have some choices: “Students must complete all of these requirements”, “Students must move through requirements in sequential order”, and “Students must complete one of these requirements”. Select the one that best fits your needs.

The screenshot shows the 'Edit Module Settings' dialog box over a course dashboard. The dialog box title is 'Edit Module Settings' and the module name is 'Module 0: Orientation and Introduction'. Under 'Requirements', the radio button for 'Students must complete all of these requirements' is selected. A dropdown menu is open, showing '0.1 Welcome to ESL 0' and 'view the item'. Below the dropdown is a '+ Add requirement' button. At the bottom right of the dialog box are 'Cancel' and 'Update Module' buttons. The main dashboard on the left includes links for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The top right shows '63 Student View', 'View Progress', and a '+ Module' button.

Select the page you want to add a requirement to from the dropdown menu on the left. For this example, choose page 0.1. Then select the requirement from the dropdown on the right: **mark as done**. Finally, click **Update Module**.

This screenshot is similar to the previous one, but the 'mark as done' option in the dropdown menu is highlighted with a red box and a cursor is hovering over it. The rest of the interface is identical to the first screenshot.

As you can see, it is now designated as “Mark done”. This means that the students need to mark this page as “Done” before continuing to the next page.

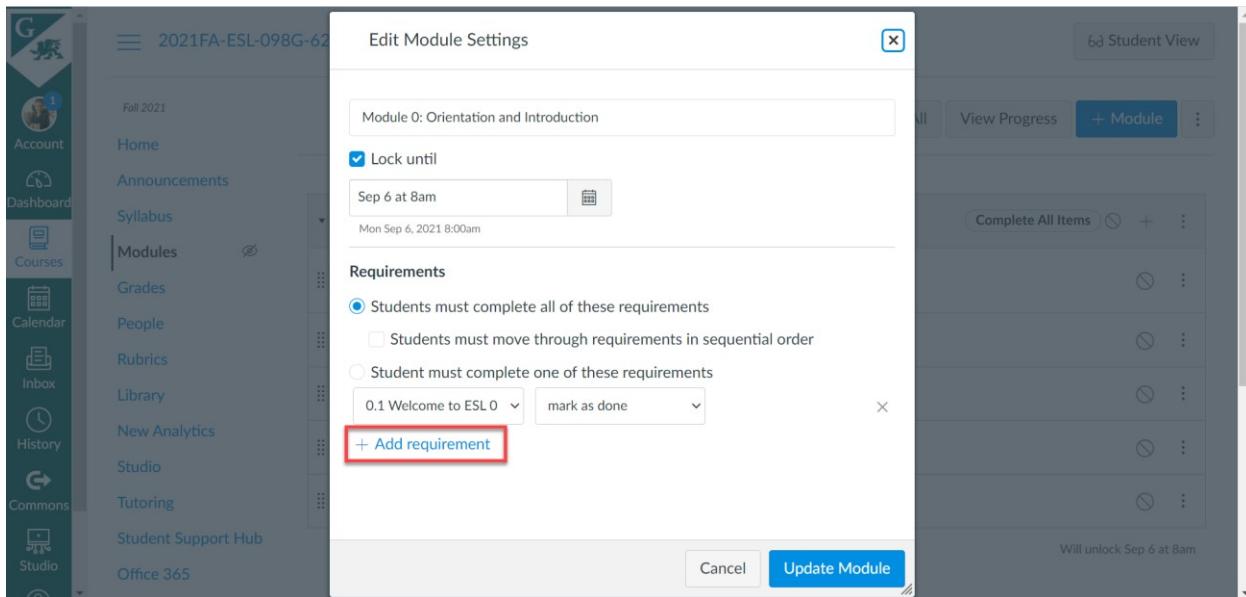


Module 0: Orientation and Introduction

- 0.1 Welcome to ESL 098G (READ) **Mark done** (highlighted)
- 0.2 Meet Your Instructor: Adolf Schmuck (READ)
- 0.3 A Note on Notifications and Contacting Your Instructor (READ)
- 0.4 Canvas Face to Face (READ)
- 0.5 Study Habits (READ)

Will unlock Sep 6 at 8am

2. To mark a page as “View”, start by clicking on the three dots as before. You’ll notice that the **mark as done** requirement for the first page has been added. To add a requirement for another page, click on **+ Add requirement**.



Edit Module Settings

Module 0: Orientation and Introduction

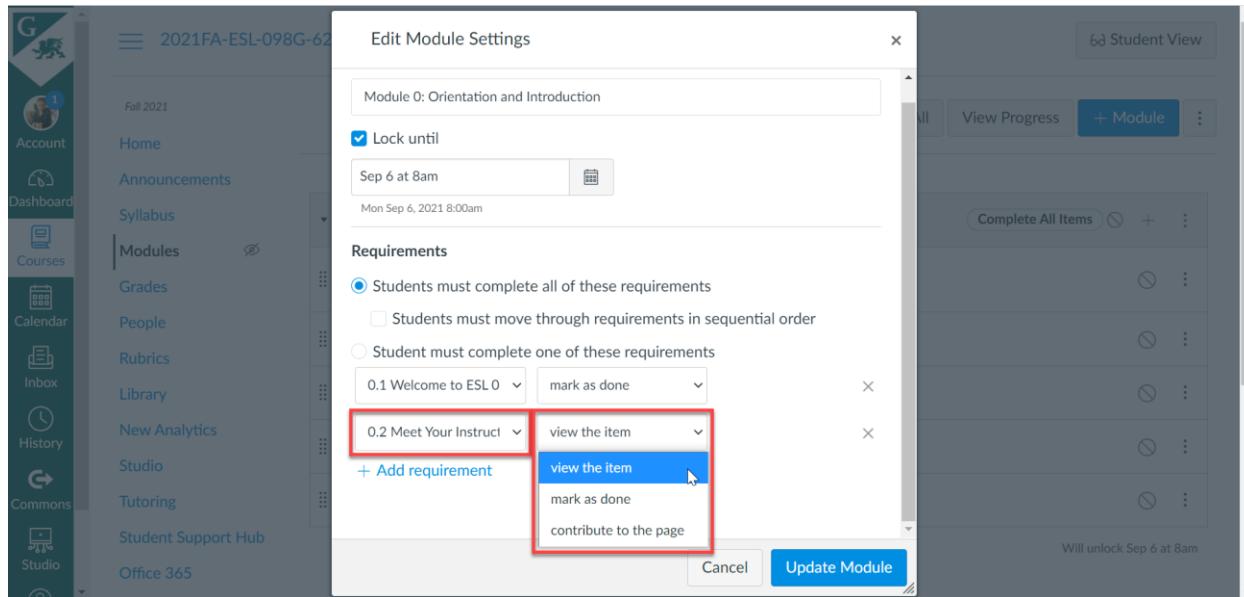
Lock until
Sep 6 at 8am

Students must complete all of these requirements
 Students must move through requirements in sequential order
 Student must complete one of these requirements
0.1 Welcome to ESL 0 **mark as done**

+ Add requirement

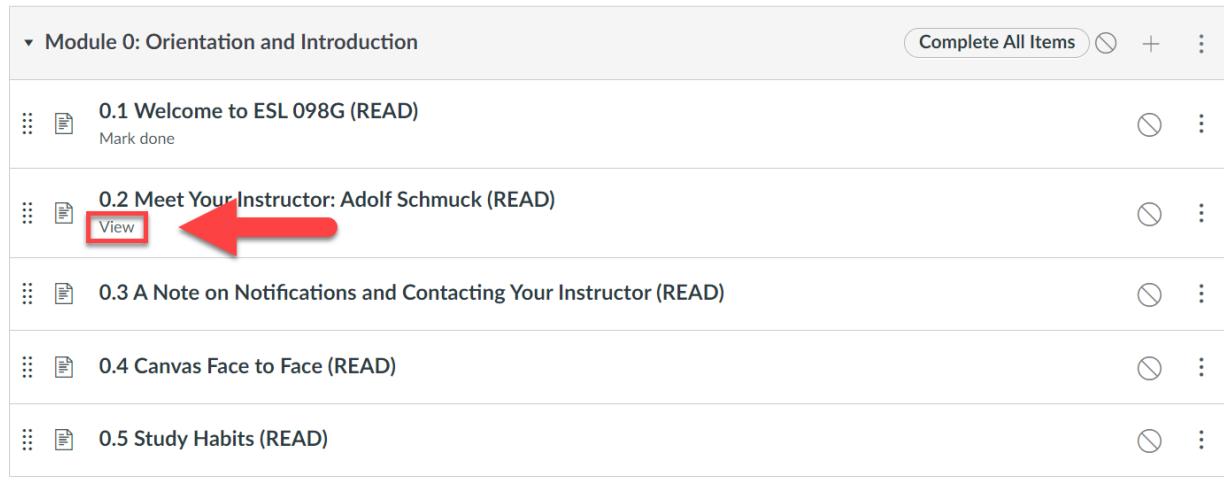
Cancel **Update Module**

Next, choose the page (e.g., 0.2) and select **view the item**. Then, click **Update Module**.



The screenshot shows the 'Edit Module Settings' dialog box for 'Module 0: Orientation and Introduction'. The 'Requirements' section is active, displaying two requirement types: 'Students must complete all of these requirements' (selected) and 'Student must complete one of these requirements'. Under 'Students must complete all of these requirements', there are two items: '0.1 Welcome to ESL 0' and '0.2 Meet Your Instructor'. A red box highlights the dropdown menu for '0.2 Meet Your Instructor', which includes 'view the item', 'mark as done', and 'contribute to the page'. The 'view the item' option is currently selected. At the bottom right of the dialog box are 'Cancel' and 'Update Module' buttons.

And now the second page is designated as “View”.



The screenshot shows the 'Module 0: Orientation and Introduction' list. The '0.2 Meet Your Instructor' item is highlighted with a red box around its 'View' button, and a large red arrow points to it from the left. The 'View' button is highlighted in red. The list also includes other items: '0.1 Welcome to ESL 098G (READ)', '0.3 A Note on Notifications and Contacting Your Instructor (READ)', '0.4 Canvas Face to Face (READ)', and '0.5 Study Habits (READ)'. At the bottom right of the list is the text 'Will unlock Sep 6 at 8am'.

Add the requirements to the rest of your pages.

Module 0: Orientation and Introduction

- 0.1 Welcome to ESL 098G (READ)
Mark done
- 0.2 Meet Your Instructor: Adolf Schmuck (READ)
View
- 0.3 A Note on Notifications and Contacting Your Instructor (READ)
Mark done
- 0.4 Canvas Face to Face (READ)
View
- 0.5 Study Habits (READ)
Mark done

Will unlock Sep 6 at 8am

3. To see what this looks like for students, you can go into **Student View**. As noted above, if you set a future date and time for your module to unlock, you will not be able to view your module in **Student View**. Because you want to see what it looks like in **Student View**, you can go ahead and remove the “Lock until” date. To do this, click on the three dots to edit the module. Then, uncheck the “Lock until” box to remove the date and time. Then, click **Update Module**.

Edit Module Settings

Module 0: Orientation and Introduction

Lock until

Requirements

Students must complete all of these requirements

Students must move through requirements in sequential order

Student must complete one of these requirements

0.1 Welcome to ESL 0	mark as done	X
0.2 Meet Your Instruc	view the item	X
0.3 A Note on Notific	mark as done	X
0.4 Canvas Face to Fa	view the item	X
0.5 Study Habits (REA	mark as done	X

Cancel **Update Module**

Will unlock Sep 6 at 8am

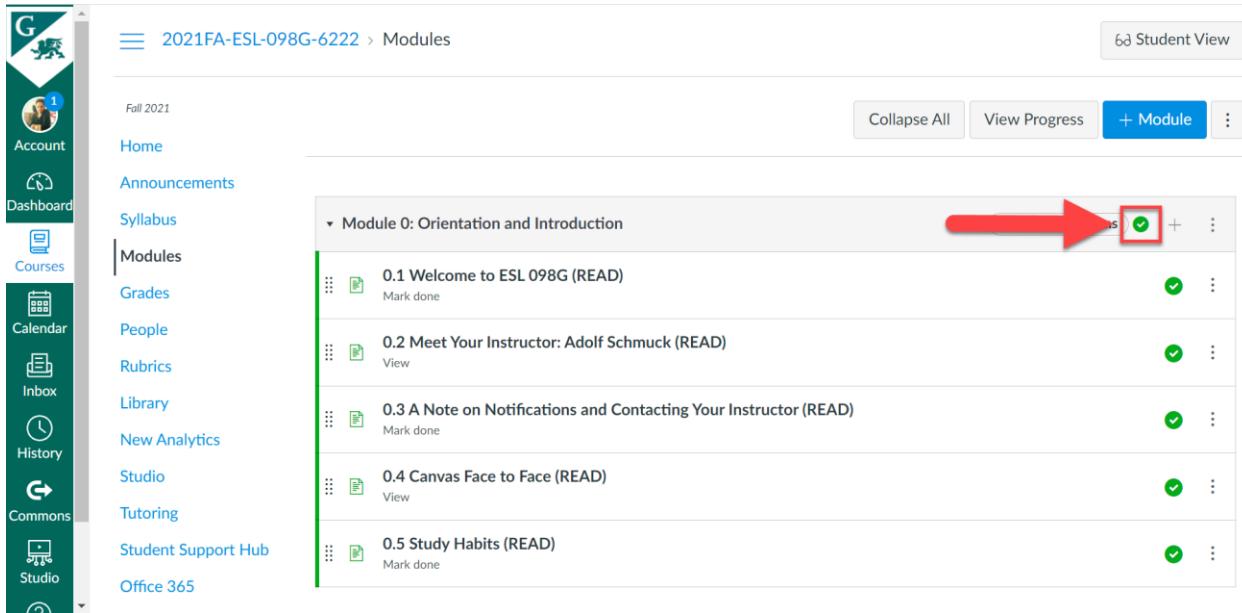
The date and time are no longer there. This means that this module will be available to students at any time.

A screenshot of the Canvas Learning Management System (LMS) interface. On the left, a vertical sidebar menu lists various course sections: Fall 2021, Home, Announcements, Syllabus, Modules (which is selected), Grades, People, Rubrics, Library, New Analytics, Studio, Tutoring, Student Support Hub, Office 365, Discussions, Assignments, and Collaborations. The main content area displays a list of modules under 'Module 0: Orientation and Introduction'. Each module item includes a title, a description like '(READ)' or 'View', and status indicators (Mark done). A red arrow points from the right side of the screen towards the 'Modules' section in the sidebar.

4. There's one more thing that you need to do before you can view your pages in **Student View**. You'll notice the icon on the left, next to **Modules**. If you hover over the icon, it says, "No content. Not visible to students". If you try to enter **Student View** now, you will not be able to see your modules, because they are not visible.

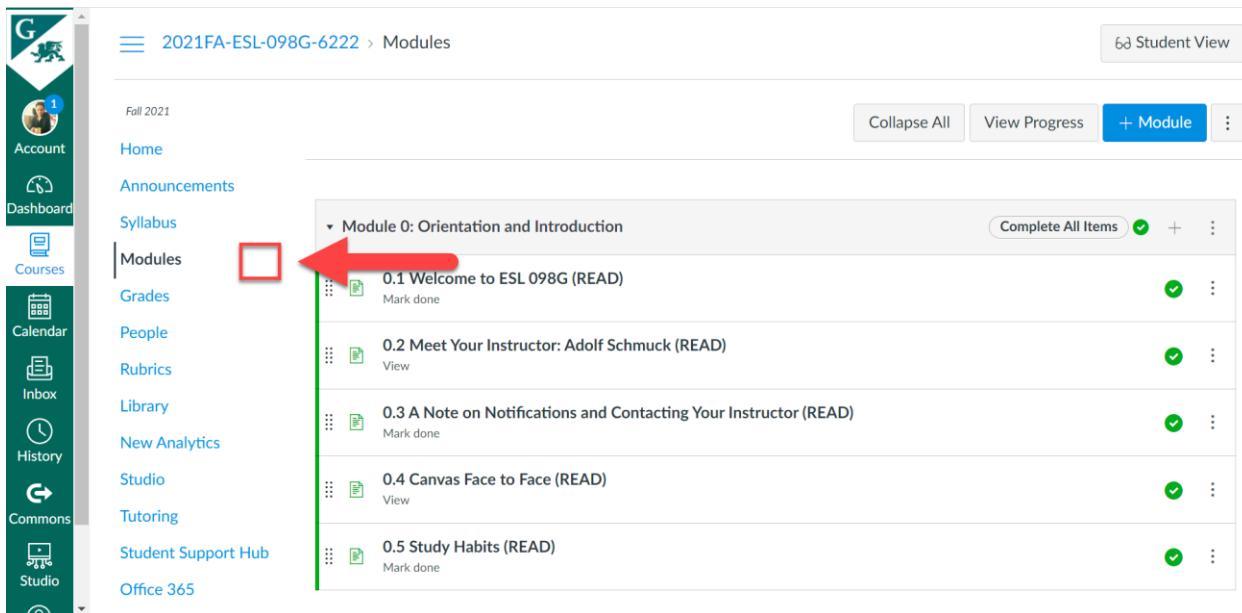
A screenshot of the Canvas LMS interface, similar to the previous one but with a tooltip. The 'Modules' section in the sidebar has a tooltip 'No content. Not visible to students' pointing to it. A red arrow points from the right side of the screen towards the 'Modules' section in the sidebar. The main content area shows the same module list as the first screenshot.

So, what you need to do is to publish your module. To do this, click on the icon to the right on the module title bar. You will now see a checkmark. Doing this will publish all of the other pages at the same time. Note that publishing a module is not the same as publishing your course. Remember that if you look in the Dashboard, your class will still be unpublished. You will still need to publish the entire course in order for the students to see the course, and its content.



The screenshot shows the Canvas LMS interface. On the left is a sidebar with various icons and links: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Office 365. The main area shows the 'Modules' section for the course '2021FA-ESL-098G-6222'. The 'Fall 2021' tab is selected. The 'Modules' link in the sidebar is highlighted. The 'Module 0: Orientation and Introduction' is expanded, showing five items: '0.1 Welcome to ESL 098G (READ)', '0.2 Meet Your Instructor: Adolf Schmuck (READ)', '0.3 A Note on Notifications and Contacting Your Instructor (READ)', '0.4 Canvas Face to Face (READ)', and '0.5 Study Habits (READ)'. Each item has a green checkmark icon in the top right corner. A red arrow points to the green checkmark icon in the top right corner of the 'Module 0' title bar.

Note too that the icon that was there before is now gone. This means that the content will now be visible to students. You are now ready to check in **Student View**.



This screenshot shows the same Canvas LMS interface as the previous one, but from the perspective of 'Student View'. The 'Student View' button is visible in the top right corner. The 'Complete All Items' button with a green checkmark is visible in the top right corner of the 'Module 0' title bar. A red arrow points to this button. The rest of the interface is identical to the previous screenshot, showing the expanded 'Module 0' with its five items and their status.

5. To go into **Student View**, first, click on **Home** on the left. You will then see the **Student View** button on the right. Click this button.

The screenshot shows the course home page for '2021FA-ESL-098G-6222'. On the left sidebar, 'Home' is highlighted with a red box and a red arrow pointing to it. On the right side, there is a large red arrow pointing to the '6d Student View' button, which is also highlighted with a red box. The course title is '2021FA-ESL-098G-6222 - Grammar Written/Spoken Comm'. The sidebar includes links for Account, Dashboard, Courses, Calendar, Announcements, Syllabus, Modules, Grades, and People. The right sidebar shows course status options like Unpublished and Publish, and buttons for Import Existing Content, Import from Commons, Choose Home Page, and View Course Stream.

You are now in **Student View**. And if you click on **Modules**, you can now see your module.

The screenshot shows the 'Student View' interface. On the left sidebar, 'Modules' is highlighted with a red box and a red arrow pointing to it. The main content area displays a list of modules and associated tasks. A large red arrow points down to the 'Modules' section. At the bottom, a message says 'You are currently logged into Student View' and 'Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.' There are 'Reset Student' and 'Leave Student View' buttons at the bottom right.

Module	Description	Status
Module 0: Orientation and Introduction	0.1 Welcome to ESL 098G (READ) Mark done 0.2 Meet Your Instructor: Adolf Schmuck (READ) View 0.3 A Note on Notifications and Contacting Your Instructor (READ) Mark done 0.4 Canvas Face to Face (READ) View 0.5 Study Habits (READ) Mark done	<input type="button" value="Complete All Items"/>

Go into the first page of your Module, which you designated as “Mark done”: **0.1 Welcome to ESL 098G (READ)**. As you can see, students are required to mark this page as “Done” when completed.

The screenshot shows the Canvas LMS interface. On the left is a vertical sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, and Studio. The main content area shows the course navigation: Fall 2021, Home, Announcements, Syllabus, Modules, Grades, People, Library, Tutoring, Student Support Hub, and Office 365. Below this, the page title is "0.1 Welcome to ESL 098G (READ)". The page content includes sections for Orientation and Overview, and a note about web browsers. At the top right, there are two buttons: "Immersive Reader" and "Mark as done". A red arrow points to the "Mark as done" button, which is highlighted with a red border. At the bottom, a purple bar displays the message "You are currently logged into Student View" and buttons for "Reset Student" and "Leave Student View".

When this is clicked, it will be marked as “Done”.

This screenshot is identical to the one above, but the "Mark as done" button has been clicked. The button now has a green background and the word "Done" in white. A red arrow points to this button. The rest of the interface remains the same, including the sidebar, course navigation, and the purple status bar at the bottom.

Back on the main Modules page, the checkmark lets the students know that this page has been marked as “Done” and completed. And on the left, the page is now designated as “Marked done”.

A screenshot of the Canvas Modules page. At the top, it says "Module 0: Orientation and Introduction". Below that, there is a list of five items:

- 0.1 Welcome to ESL 098G (READ)
Marked done
- 0.2 Meet Your Instructor: Adolf Schmuck (READ)
View
- 0.3 A Note on Notifications and Contacting Your Instructor (READ)
Mark done
- 0.4 Canvas Face to Face (READ)
View
- 0.5 Study Habits (READ)
Mark done

On the right side of each item, there is a green checkmark icon. A large red arrow points from the "Marked done" label to the checkmark of the first item. There is also a small red box around the "Marked done" label.

Students completing pages designated as “View” (e.g., 0.2) will get a checkmark indicating that this page has been completed. Since this page does not require it to be marked as “Done”, students simply have to read it and continue to the next page for it to be considered completed. When completed, the designation on the left will be changed to “Viewed”. Deciding which requirement to use depends on the instructor and course requirements.

A screenshot of the Canvas Modules page, similar to the one above but with different status indicators. At the top, it says "Module 0: Orientation and Introduction". Below that, there is a list of five items:

- 0.1 Welcome to ESL 098G (READ)
Marked done
- 0.2 Meet Your Instructor: Adolf Schmuck (READ)
Viewed
- 0.3 A Note on Notifications and Contacting Your Instructor (READ)
Mark done
- 0.4 Canvas Face to Face (READ)
View
- 0.5 Study Habits (READ)
Mark done

On the right side of each item, there is a green checkmark icon. A large red arrow points from the "Viewed" label to the checkmark of the second item. There is also a small red box around the "Viewed" label.

6. To exit **Student View**, simply click on the **Leave Student View** button on the bottom.

The screenshot shows the Canvas Student View interface. On the left is a vertical sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, and Studio. The main area displays a list of modules under 'Fall 2021'. The first module, 'Module 0: Orientation and Introduction', is expanded, showing five items: '0.1 Welcome to ESL 098G (READ)', '0.2 Meet Your Instructor: Adolf Schmuck (READ)', '0.3 A Note on Notifications and Contacting Your Instructor (READ)', '0.4 Canvas Face to Face (READ)', and '0.5 Study Habits (READ)'. Each item has a status indicator (checkmark or circle) and a 'Mark done' link. At the bottom of the page, a purple bar contains the message 'You are currently logged into Student View' and 'Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.' Below this bar are two buttons: 'Reset Student' and 'Leave Student View', with 'Leave Student View' highlighted by a red box and a large red arrow pointing to it.

And since by the time your module is completed, you want to have everything published, go ahead and leave your pages published.

The screenshot shows the same module list from the previous screenshot, but now all items are marked as completed (indicated by green checkmarks). The 'Complete All Items' button at the top right is also green. The rest of the interface is identical to the first screenshot.

Creating a Discussion Topic

Discussion Topics allow for interactive communication between two or more people. When you set up a Discussion Topic, users can participate in a conversation with an entire class. As an instructor, you can create a prompt or question, for example. The students in the class are then able to respond to this created post, and other students can in turn, respond to their classmates' posts and comments. Discussions can be created as a graded assignment, or they can simply serve as a forum for discussion.

The screenshot shows a discussion topic titled "Course Introductions". At the top, there are buttons for "Published", "Edit", and a three-dot menu. A message indicates "This is a graded discussion: 10 points possible" and a due date of "due Feb 7 at 3:59pm". The main content area contains the following text:

Welcome to US History! This week's discussion is simply to introduce yourself to class. Please answer the following questions:

1. What is your name? Do you have a nickname?
2. What is your favorite food?
3. What are your hobbies?

In addition to answering the above questions, reply to 1 of your classmates. Note you must post your answers before you can see anyone other replies.

Below the text are several interaction buttons: "Search entries or author", "Unread", "Reply", "Subscribe", and file sharing icons. Two student posts are visible:

Joe Rogers (Jan 5, 2018)

1. My name is Joe. My nickname is Joey.
2. My favorite food is sushi.
3. My hobbies are video games, philosophy, and writing.

Max Johnson (Jan 5, 2018)

1. My name is Max. I don't have a nickname.
2. My favorite food is tacos.
3. My hobbies are reading, writing, and arithmetic.

Figure 1: Example Discussion Topic (image from [Instructure Community](#)).

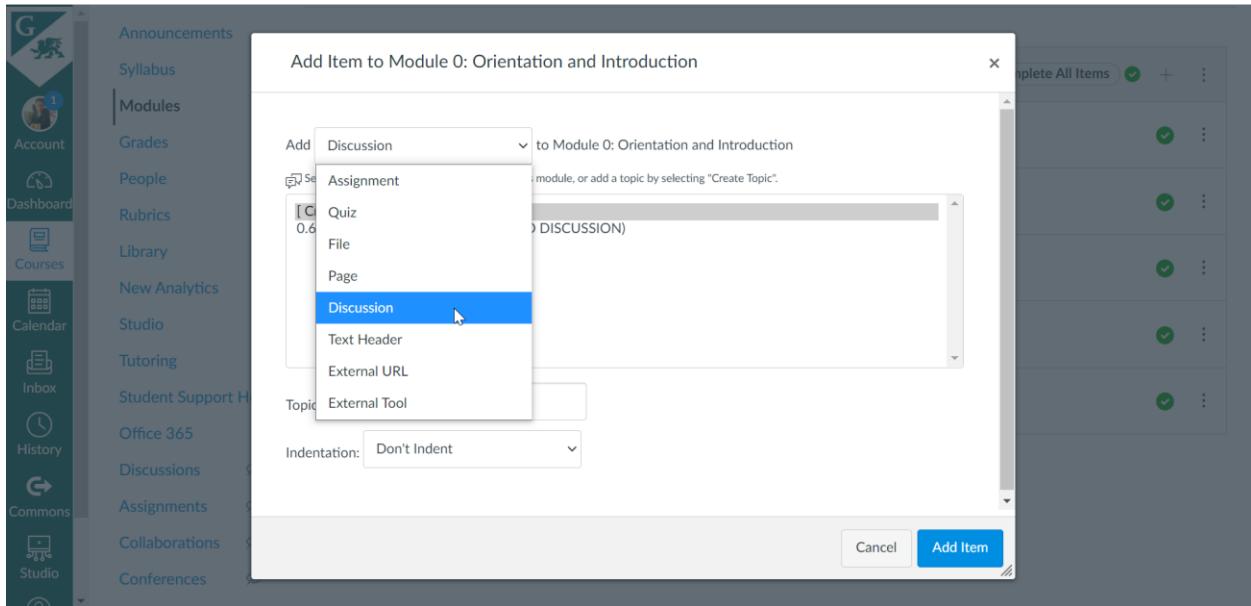
1. To create a Discussion Topic, click on the plus sign to add an item to your module.

The screenshot shows the Canvas Learning Management System interface. On the left is a vertical sidebar with various navigation links: Announcements, Syllabus, Modules (selected), Grades, People, Rubrics, Library, New Analytics, Studio, Tutoring, Student Support Hub, Office 365, Discussions (with a circular icon), Assignments (with a circular icon), Collaborations (with a circular icon), and Conferences (with a circular icon). The main content area displays a list of modules under the heading "Module 0: Orientation and Introduction". The module list includes:

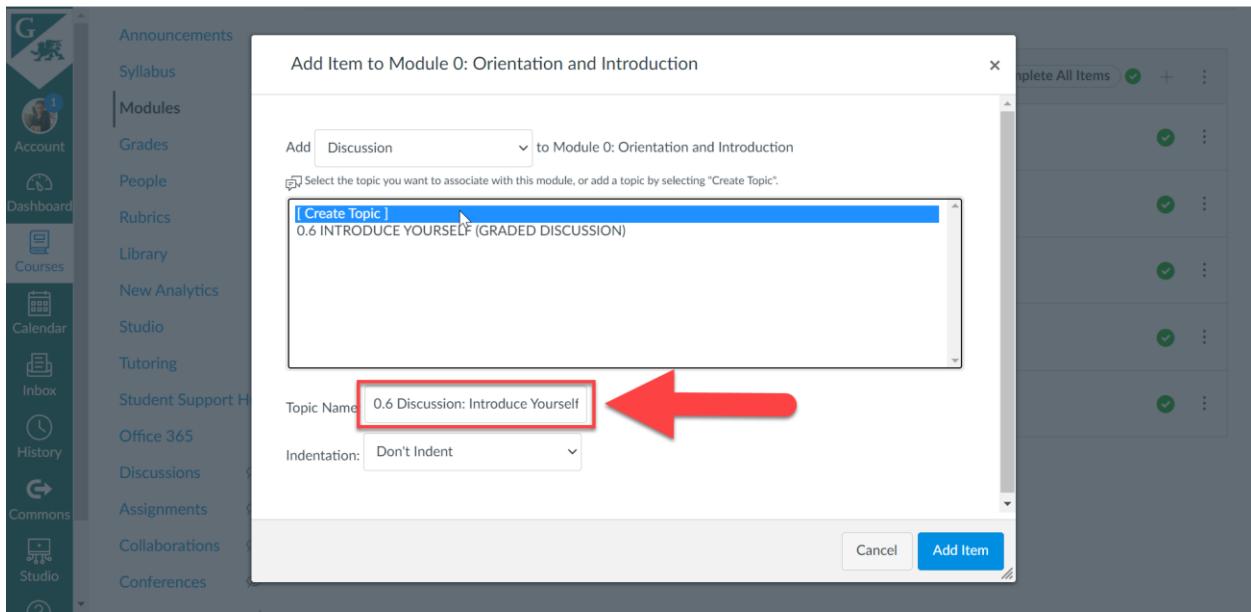
- 0.1 Welcome to ESL 098G (READ) - Mark done
- 0.2 Meet Your Instructor: Adolf Schmuck (READ) - View
- 0.3 A Note on Notifications and Contacting Your Instructor (READ) - Mark done
- 0.4 Canvas Face to Face (READ) - View
- 0.5 Study Habits (READ) - Mark done

In the top right corner of the module list, there is a button labeled "Complete All Items" with a green checkmark and a red plus sign. A large red arrow points towards this plus sign. The entire module list is enclosed in a light gray border.

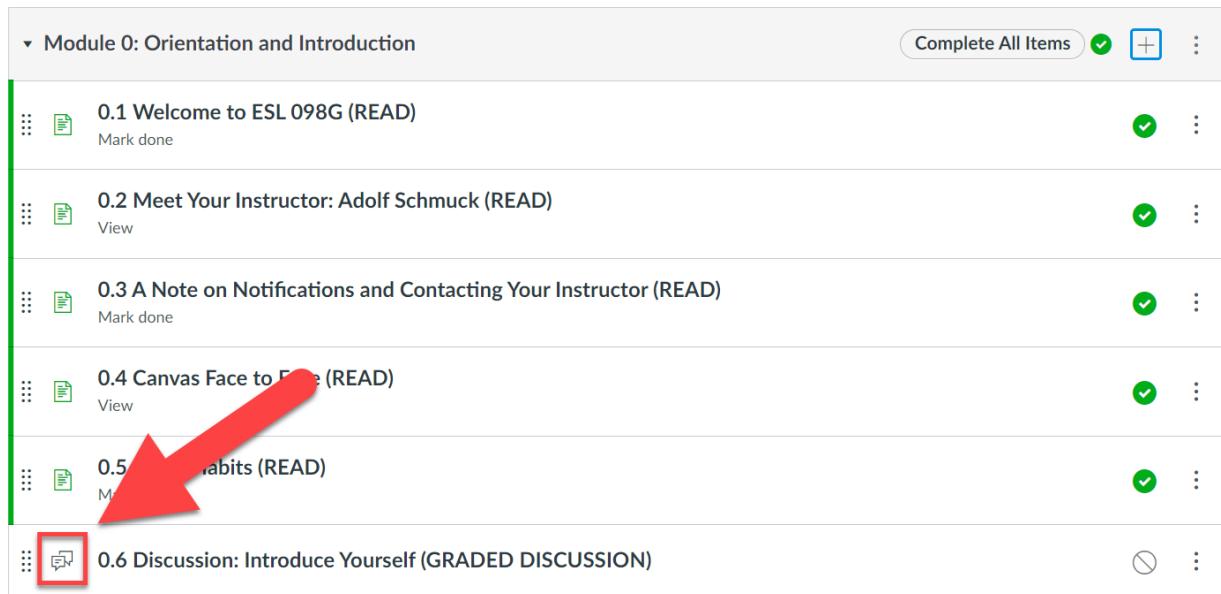
Select Discussion from the dropdown menu.



Next, select Create Topic and type in the name of your topic down below in the Topic Name field (or select the topic you want associated with this module if you already have a topic created). When you have finished, click **Add Item**.



The Discussion Topic has now been added to the module. The icon on the left indicates that this is a Discussion Topic.

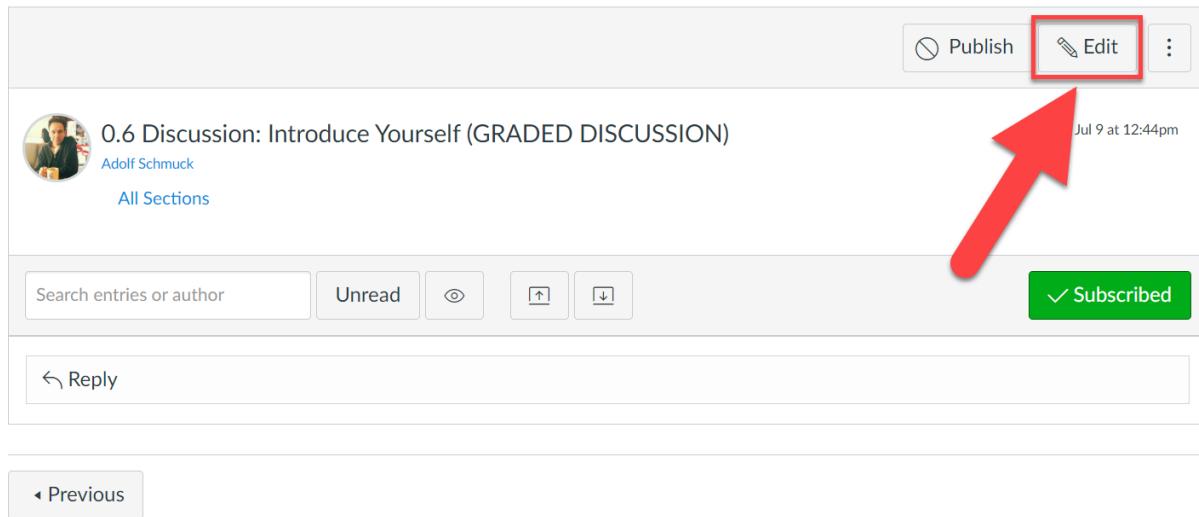


A screenshot of a Canvas module titled "Module 0: Orientation and Introduction". The module contains six items:

- 0.1 Welcome to ESL 098G (READ) - Mark done
- 0.2 Meet Your Instructor: Adolf Schmuck (READ) - View
- 0.3 A Note on Notifications and Contacting Your Instructor (READ) - Mark done
- 0.4 Canvas Face to Face (READ) - View
- 0.5 Discussion Habits (READ) - Mark done
- 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)

The icon for item 0.5 is highlighted with a red arrow pointing to it. The icon for item 0.6 is also highlighted with a red box around it.

2. The next step is to add the content. Click on the newly added Discussion Topic. This will take you to the Discussion Topic page. It is currently empty, since no content has been added yet. To add the content, click **Edit**.



A screenshot of a Discussion Topic page for item 0.6. The page includes:

- Header buttons: Publish, Edit (highlighted with a red box), and three dots.
- User info: Profile picture of Adolf Schmuck and the date Jul 9 at 12:44pm.
- Title: 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION).
- Section: All Sections.
- Search bar: Search entries or author.
- Action buttons: Unread, eye icon, up arrow, down arrow.
- Subscription status: ✓ Subscribed.
- Reply input field: ↩ Reply.
- Navigation: ▲ Previous.

A large red arrow points from the bottom left towards the "Edit" button in the top right corner.

Add the content inside the editor.

The screenshot shows a discussion editor interface. On the left is a sidebar with various course-related links: Home, Announcements, Syllabus, Modules, Grades, People, Files, Assignments, Discussions, Pages, Collaborations, Outcomes, Rubrics, Quizzes, Conferences, Studio, and Account. The 'Discussions' link is currently selected. The main area contains a discussion post titled "0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)". The post includes a rich text toolbar with options like Edit, View, Insert, Format, Tools, and Table. Below the toolbar is a text area with a heading "Initial post due by Friday at 11:59 pm | Replies due by Sunday at 11:59 pm". The text area contains instructions: "Since this is the first week of the semester, let's start off with some brief introductions so you can get to know your classmates." Underneath this is a section titled "Instructions" with a list of bullet points: "Briefly introduce yourself (your name, where you are from, how long you have been studying English, how long you have been in the U.S.)", "Why did you decide to study at Grossmont College?", and "What are your plans after Grossmont College?". At the bottom of the text area, there are word count and other editing icons. Below the text area, there is a section for attachments with a "Choose File" button and a message "No file chosen".

When the content has been added, scroll down to **Options**. Select the options for the Discussion.

The screenshot shows the same discussion editor interface as the previous one, but with a red box highlighting the "Options" section. The "Options" section contains the following checkboxes: "Allow threaded replies", "Users must post before seeing replies", "Enable podcast feed", "Graded", "Allow liking", and "Add to student to-do". The rest of the interface is identical to the previous screenshot, including the sidebar, the discussion post content, and the rich text editor toolbar.

For example, you can allow threaded replies. Threaded replies include infinite layers of response nesting, allowing commenters to continue responding on a single nested thread. If you want your students to post their response before being able to see any replies, select this option. When students are ready to write their responses, they will not see any other replies until they have posted their own posts. You can also enable podcasts feeds within your discussions, and allow liking as well. If you want your Discussion to be a graded assignment, select **Graded**.

The screenshot shows a discussion post editor interface. At the top is a toolbar with standard editing tools: Edit, View, Insert, Format, Tools, Table; font size (12pt), Paragraph style, bold (B), italic (I), underline (U), superscript (A), strikethrough (S), superscript (T²); and icons for image, link, and table. Below the toolbar is a text area containing a bullet point: "• What are your plans after Grossmont College?". A note below the text says, "By Sunday at 11:59 pm, please reply to at least two of your classmates' posts. You can, for example, comment on how". To the right of the text area are word count (170 words) and sharing icons. Below the text area is a file upload section labeled "Attachment" with a "Choose File" button and a message "No file chosen". At the bottom is a red-bordered "Options" section containing the following checkboxes:

- Allow threaded replies
- Users must post before seeing replies
- Enable podcast feed
- Graded
- Allow liking

Next, scroll down and select the grading options.

The screenshot shows the grading options for a "Group Discussion" assignment. On the left is a vertical sidebar with icons for Account (with a notification badge), Dashboard, Courses, Calendar, Inbox, and History. The main area is titled "Group Discussion" and contains the following fields:

- A checkbox labeled "This is a Group Discussion".
- "Points Possible": A text input field containing the value "8".
- "Display Grade as": A dropdown menu set to "Points".
- "Assignment Group": A dropdown menu set to "Assignments".
- "Peer Reviews": A checkbox labeled "Require Peer Reviews".

A red box highlights the "Assignment Group" and "Peer Reviews" sections.

Choose how you want to display the grade: as a percentage, as complete/incomplete, as points, as a letter grade, or in GPA form.

Points Possible	<input type="text" value="8"/>
Display Grade as	<input type="button" value="Points"/> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin-top: 5px;">Percentage Complete/Incomplete Points Letter Grade GPA Scale</div>
Assignment Group	
Peer Reviews	

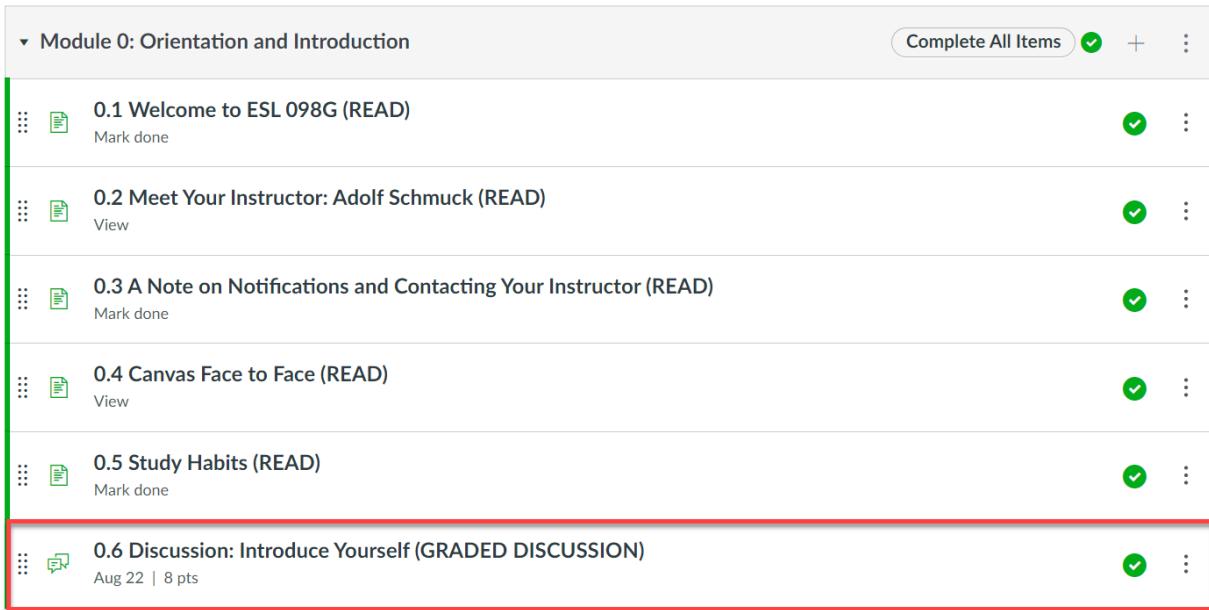
You can also assign the Discussion to the Assignment Group of your choice.

Points Possible	<input type="text" value="8"/>
Display Grade as	<input type="button" value="Points"/> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin-top: 5px;">Assignments Assignments Quizzes [New Group]</div>
Assignment Group	
Peer Reviews	

Finally, scroll down to Assign. Choose who you want the Discussion assigned to (“Everyone” is selected by default). Finally, set the due date, and the availability of the Discussion. When you have finished, click either **Save & Publish** (if you are ready to publish your Discussion), or **Save** (in which case, you will still need to publish it when you are ready to do so).

Once published, you will see that your page has been published (right side). You will also see a message, saying that this is a “graded discussion” (left side).

Finally, you can see on the main Modules page that this assignment is now published, along with the due date, and the total points possible for the assignment.



The screenshot shows the Canvas Modules page. At the top, there is a header for "Module 0: Orientation and Introduction". Below the header is a "Complete All Items" button with a green checkmark icon. To the right of the button are three small icons: a plus sign, a vertical ellipsis, and a horizontal ellipsis. The main content area lists six items:

- 0.1 Welcome to ESL 098G (READ)
Mark done
- 0.2 Meet Your Instructor: Adolf Schmuck (READ)
View
- 0.3 A Note on Notifications and Contacting Your Instructor (READ)
Mark done
- 0.4 Canvas Face to Face (READ)
View
- 0.5 Study Habits (READ)
Mark done
- 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)
Aug 22 | 8 pts

The item "0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)" is highlighted with a red rectangular box. To its right are three small icons: a green checkmark, a vertical ellipsis, and a horizontal ellipsis.

3. Finally, add a requirement to this page by clicking on the three dots on the module and selecting **Edit**.



The screenshot shows the same Canvas Modules page as the previous one. A large red arrow points from the left towards the three-dot menu icon located at the top right of the "Module 0: Orientation and Introduction" header. A red box highlights the "Edit" option in the context menu that has appeared. The menu also includes other options: "Move Contents...", "Move Module...", and "Delete".

In the Edit Module Settings window, click **+ Add requirement**.

The screenshot shows the 'Edit Module Settings' window for a module named '2021FA-ESL-098G-62'. The left sidebar includes links like Fall 2021, Home, Announcements, Syllabus, Modules (selected), Grades, People, Rubrics, Library, New Analytics, Studio, Tutoring, Student Support Hub, Office 365, and Discussions. The main area is titled 'Requirements' with two radio button options: 'Students must complete all of these requirements' (selected) and 'Students must move through requirements in sequential order'. Below these are five requirement items: '0.1 Welcome to ESL 0' (status: mark as done), '0.2 Meet Your Instructor' (status: view the item), '0.3 A Note on Notifications' (status: mark as done), '0.4 Canvas Face to Face' (status: view the item), and '0.5 Study Habits (REA)' (status: mark as done). At the bottom right of the requirements list is a red box around the blue '+ Add requirement' button. Below the requirements list are 'Cancel' and 'Update Module' buttons.

Select the Discussion page, then select **contribute to the page**, then click **Update Module**.

This screenshot shows a dropdown menu for a requirement item. The item is '0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)'. The dropdown menu contains four options: 'view the item', 'contribute to the page' (which is highlighted with a blue background and has a cursor arrow pointing to it), 'submit the assignment', and 'score at least'. Below the dropdown is a red box around the blue '+ Add requirement' button. At the bottom right are 'Cancel' and 'Update Module' buttons.

The requirement has now been set.

This screenshot shows the module settings after the requirement was added. It lists two requirements: '0.5 Study Habits (READ)' (status: Mark done) and '0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)' (status: Contribute). A red arrow points to the 'Contribute' link next to the second requirement. Both requirements have green checkmarks in their status columns.

4. To see what the student sees, go to Student View. To write a response, students begin by clicking **Reply**.

The screenshot shows the Student View interface for a course titled "Fall 2021". The left sidebar contains links for Home, Announcements, Syllabus, Modules, Grades, Courses, Calendar, Inbox, History, Studio, and Help. A red arrow points to the "Reply" button in the discussion board area. The discussion board title is "0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)". It includes instructions, a list of questions, and a reply input field. The bottom status bar indicates "You are currently logged into Student View".

This is a graded discussion: 8 points possible

Initial post due by Friday at 11:59 pm | Replies due by Sunday at 11:59 pm

Since this is the first week of the semester, let's start off with some brief introductions so you can get to know your classmates.

Instructions

Consider the following discussion prompt. Now, type your responses to this discussion prompt in the Reply box below. Please make your initial post by Friday at 11:59 pm so that your classmates have enough time to respond to your post.

- Briefly introduce yourself (your name, where you are from, how long you have been studying English, how long you have been in the U.S.)
- Why did you decide to study at Grossmont College?
- What are your plans after Grossmont College?

By Sunday at 11:59 pm, please reply to at least two of your classmates' posts. You can, for example, comment on how similar or different your reasons for studying at Grossmont College may be, or how your plans after college may be similar or different.

Search entries or author Unread

↳ Reply

Replies are only visible to those who have posted at least one reply.

← Previous

Reset Student Leave Student View

Doing so opens up the editor, where the response is typed. When the student has finished writing the response, **Post Reply** is clicked to post the reply. Notice that down below, it says, “Replies are only visible to those who have posted at least one reply.” This is the option that was selected above when this Discussion was created.

By Sunday at 11:59 pm, please reply to at least two of your classmates' posts. You can, for example, comment on how similar or different your reasons for studying at Grossmont College may be, or how your plans after college may be similar or different.

The screenshot shows a discussion board editor interface. At the top, there is a search bar labeled "Search entries or author" and a button labeled "Unread". Below the search bar are two small navigation icons: an upward arrow and a downward arrow. A horizontal toolbar follows, featuring "Edit", "View", "Insert", "Format", "Tools", and "Table" buttons. The "Format" section includes dropdown menus for "12pt", "Paragraph", and various styling options like bold (B), italic (I), underline (U), and superscript (T²). The main content area contains the text "This is my response." Below the content is a rich text editor toolbar with icons for text alignment, lists, tables, and other formatting options. In the bottom right corner of the editor, there is a red rectangular box highlighting the "Post Reply" button, which is also highlighted with a blue border. To the left of the "Post Reply" button, there is a "Cancel" button. At the very bottom of the editor, there is a message in a red-bordered box stating "Replies are only visible to those who have posted at least one reply."

Once the response is posted, it will now be visible to the other students in the class. If there are already other posts that have been posted beforehand, these posts will then become visible after a student has posted his or her response. Students can now reply to responses by clicking **Reply**, which will open up a new editor for the reply.

By Sunday at 11:59 pm, please reply to at least two of your classmates' posts. You can, for example, comment on how similar or different your reasons for studying at Grossmont College may be, or how your plans after college may be similar or different.

Search entries or author Unread

Subscribed

Reply

Test Student
1:58pm

This is my response.

Reply

Previous

Creating an Assignment

You can create different types of graded assignments for your class.

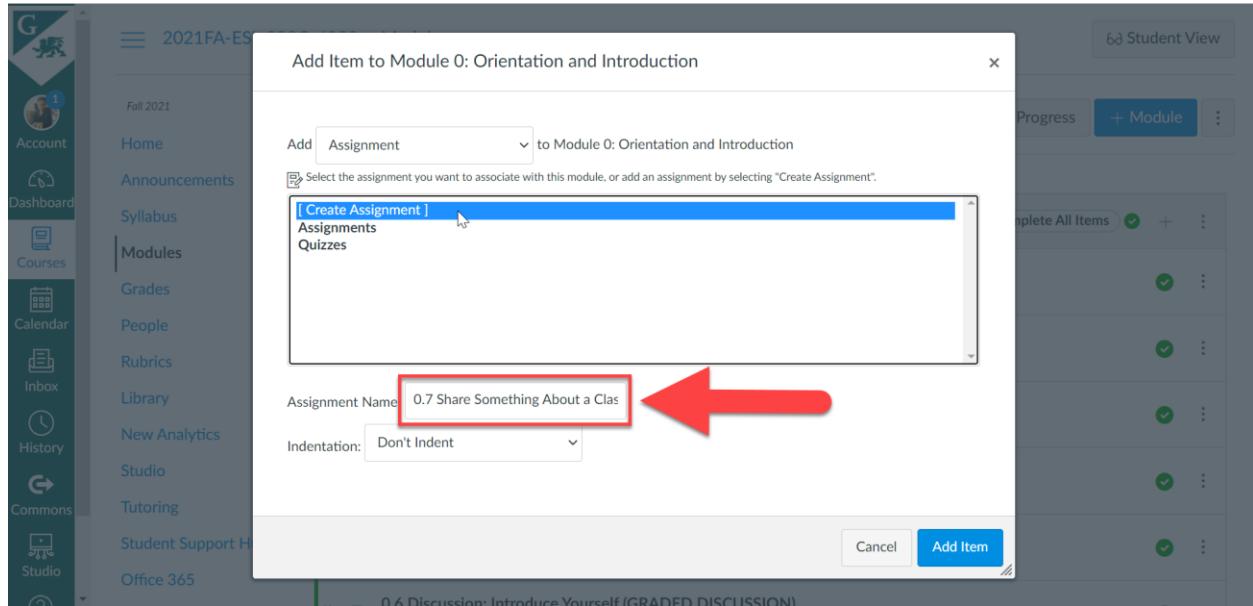
1. To create an Assignment, click on the plus sign to add an item to your Module.

The screenshot shows the Canvas LMS interface. On the left is a vertical sidebar with various icons and links: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The 'Modules' link is selected. The main area displays 'Module 0: Orientation and Introduction' with five items listed: '0.1 Welcome to ESL 098G (READ)', '0.2 Meet Your Instructor: Adolf Schmuck (READ)', '0.3 A Note on Notifications and Contacting Your Instructor (READ)', '0.4 Canvas Face to Face (READ)', and '0.5 Study Habits (READ)'. Each item has a green checkmark and a 'Mark done' or 'View' option. In the top right of the module list, there is a 'Complete All Items' button and a red '+' button, which is highlighted with a red arrow pointing towards it from the bottom right.

Then, select Assignment from the dropdown menu.

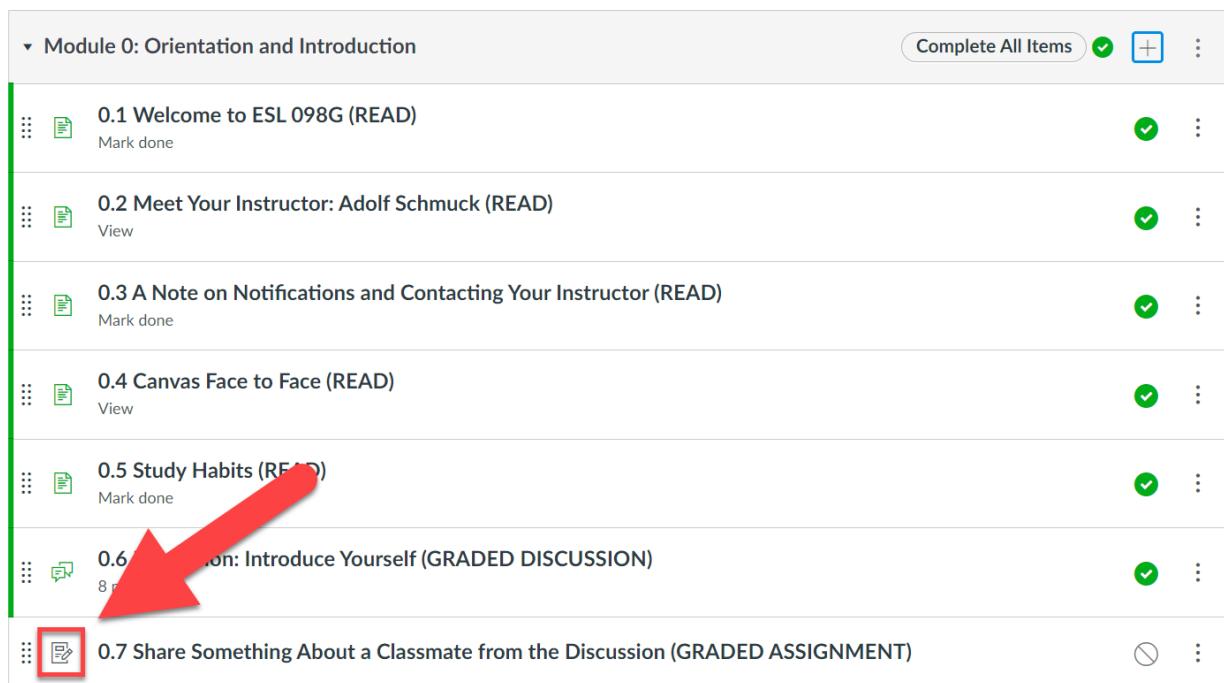
The screenshot shows a 'Add Item to Module 0: Orientation and Introduction' dialog box. The left sidebar shows the course navigation. The dialog box has a dropdown menu set to 'Assignment'. A dropdown menu is open, showing options: Assignment (selected), Quiz, File, Page, Discussion, Text Header, External URL, and External Tool. At the bottom of the dialog box are 'Cancel' and 'Add Item' buttons. The background shows the module list from the previous screenshot.

Next, select Create Assignment and type in the name of your assignment down below in the Assignment Name field (or select the assignment you want associated with this module if you already have an assignment created). When you have finished, click **Add Item**.



The screenshot shows the Canvas LMS interface. On the left, there's a sidebar with various course links like Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Office 365. The main area is titled '2021FA-ESL 098G' and shows 'Module 0: Orientation and Introduction'. A modal window is open, prompting to 'Add Item to Module 0: Orientation and Introduction'. The 'Assignment' dropdown is open, showing options: 'Create Assignment', 'Assignments', and 'Quizzes'. The 'Assignment Name' field contains '0.7 Share Something About a Clas'. A red arrow points to this field. Below it, the 'Indentation' dropdown is set to 'Don't Indent'. At the bottom of the modal are 'Cancel' and 'Add Item' buttons, with 'Add Item' being highlighted.

The Assignment has now been added to the module. The icon on the left indicates that this is an Assignment.



The screenshot shows the 'Module 0: Orientation and Introduction' list. It includes several items: '0.1 Welcome to ESL 098G (READ)', '0.2 Meet Your Instructor: Adolf Schmuck (READ)', '0.3 A Note on Notifications and Contacting Your Instructor (READ)', '0.4 Canvas Face to Face (READ)', '0.5 Study Habits (READ)', '0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)', and '0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)'. The last item is highlighted with a red box around its icon and a red arrow pointing to it. Each item has a 'Mark done' link and a 'View' link. To the right of each item are three dots for more options. At the top right of the list, there are buttons for 'Complete All Items', a plus sign for adding new items, and three dots for more options.

2. The next step is to add the content. Click on the newly added Assignment. This will take you to the Assignment page. It is currently empty, since no content has been added yet. To add the content, click **Edit**.

0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)

No additional details were added for this assignment.

Points	None		
Submitting	Nothing		
Due	For	Available from	Until
-	Everyone	-	-

[+ Rubric](#)

[◀ Previous](#)

Add the content inside the editor.

Screenshot of Modules page with highlighted Assignment icon.

Fall 2021

Not Published

0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)

This assignment is due by Sunday at 11:59 pm.

Overview

In the previous assignment ([0.6: Discussion: Introduce Yourself \(GRADED DISCUSSION\)](#)), you had the opportunity to introduce yourself to your classmates. You also had the opportunity to read a little bit about your classmates and posted some responses to some of your classmates' posts. You will now have the opportunity to share a little about what you learned from one of your classmates.

Instructions

Choose two students that you learned about in the previous discussion assignment. In the Text Entry field, share three things that you learned about two of your classmates. Write three sentences for each classmate. You will have a total of six sentences. For example, you can write about something about your classmates that you found surprising, funny, or interesting.

167 words

When the content has been added, scroll down to add the points possible for the assignment. Assign the Assignment to the Assignment Group of your choice.

Edit View Insert Format Tools Table
12pt ▾ Paragraph ▾ B I U A ▾ T² ▾ ↗ ▾ ↘ ▾ ↙ ▾ ↛ ▾ ↜ ▾ ↢ ▾ ↣ ▾ ↤ ▾ ↥ | :
interesting.

p

Points 6

Assignment Group **Assignments** ▾

Display Grade as **Assignments**

Quizzes

[Create Group]

towards the final grade

Submission Type No Submission ▾

Group Assignment This is a Group Assignment

167 words | </> ↕

Choose how you want to display the grade: as a percentage, as complete/incomplete, as points, as a letter grade, or in GPA form.

Edit View Insert Format Tools Table

12pt ▾ Paragraph ▾ B I U A ▾ ▾ T² ▾ ▾ ▾ ▾ ▾ ▾ ▾ ▾ ▾ ▾

interesting.

p

Points

Assignment Group

Display Grade as

Submission Type

Group Assignment

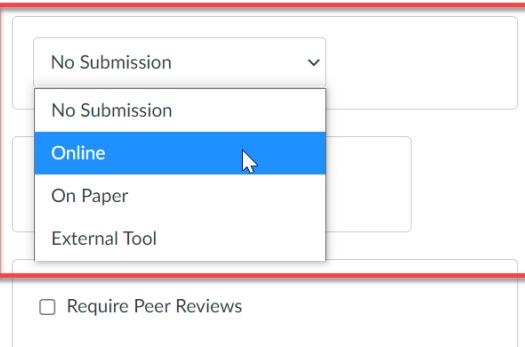
Percentage
Complete/Incomplete
Points
Letter Grade
GPA Scale
Not Graded

This is a Group Assignment

Next, scroll down and select the Submission Type. This section allows you to define and/or limit how the assignment can be submitted. The following options are available:

- The **No Submission** option means that a column for the assignment is created in the grade book, but students do not submit anything in order to complete the assignment. A common example of this assignment type might be an in-class presentation.
- The **Online** option means students must submit the assignment via Canvas.
- The **On Paper** option is essentially the same as selecting the **No Submission** option. A column for the assignment is created in the grade book, but students submit their assignment as a hard-copy in class.
- The **External Tool** option allows students to submit via an external tool, such as Google Drive. If this option is selected, the external application must first be configured in your course before students will be able to submit assignments in this way.

Points	<input type="text" value="6"/>
Assignment Group	<input type="text" value="Assignments"/> ▼
Display Grade as	<input type="text" value="Points"/> ▼
<input type="checkbox"/> Do not count this assignment towards the final grade	
Submission Type	<input type="button" value="No Submission"/> ▼
Group Assignment	<input type="checkbox"/>
Peer Reviews	<input type="checkbox"/> Require Peer Reviews



There are different **Online** options to choose from:

- The **Text Entry** option allows students to submit their assignment directly in the Rich Content Editor.
- The **Website URL** option allows students to submit a URL that fulfills the assignment.
- The **Media Recordings** option allows students to submit an audio or video recording that fulfills the assignment. Students can either record new media or upload existing media. Video and audio uploads can be up to 500 MB.
- The **Student Annotation** option allows students to annotate a file uploaded by an instructor. The annotated document is submitted as the student's assignment submission.
- The **File Uploads** option allows students to upload a file or take a photo with their webcam to fulfill the assignment.

Points

Assignment Group ▼

Display Grade as ▼

Do not count this assignment towards the final grade

Submission Type ▼

Online Entry Options

Text Entry

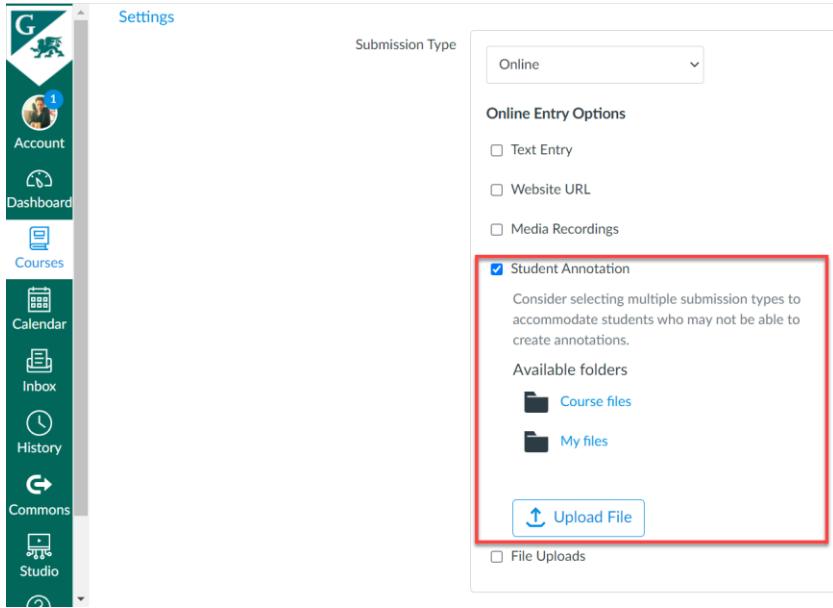
Website URL

Media Recordings

Student Annotation

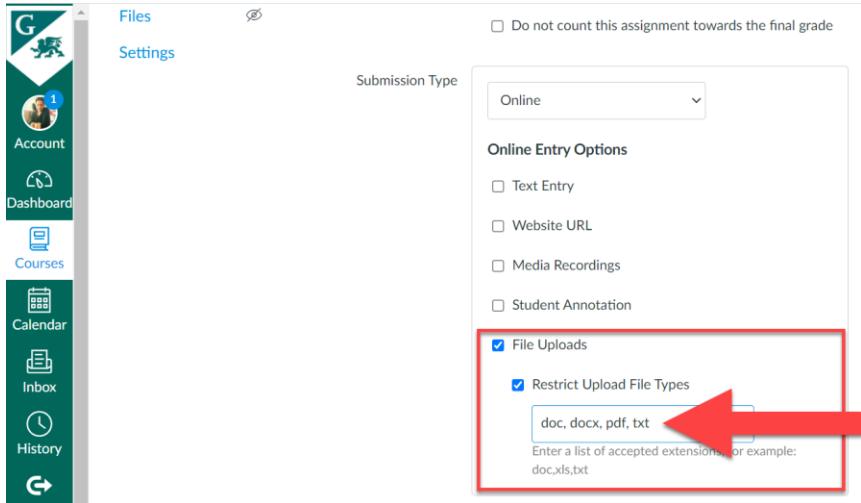
File Uploads

Selecting the **Student Annotation** option allows you to upload your file from the Course files folder, or from your own files.



The screenshot shows the 'Settings' page with a sidebar containing icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The main area has a 'Submission Type' dropdown set to 'Online'. Under 'Online Entry Options', there are checkboxes for 'Text Entry', 'Website URL', and 'Media Recordings', all of which are unchecked. The 'Student Annotation' checkbox is checked and highlighted with a red box. Below it, a note says 'Consider selecting multiple submission types to accommodate students who may not be able to create annotations.' A section titled 'Available folders' lists 'Course files' and 'My files'. At the bottom is a blue 'Upload File' button.

Selecting the **File Uploads** option also gives you the option of restricting the type of file uploaded. In the input field, enter a list of accepted extensions (e.g., doc, docx, pdf, txt). All file types need to be separated by a comma. You can include spaces, caps, and periods in assignment file names.



The screenshot shows the 'Settings' page with the same sidebar as the previous image. The 'Submission Type' dropdown is set to 'Online'. Under 'Online Entry Options', the 'Student Annotation' checkbox is unchecked. The 'File Uploads' checkbox is checked and highlighted with a red box. Below it, the 'Restrict Upload File Types' checkbox is checked, and the input field contains 'doc, docx, pdf, txt'. A red arrow points to this input field. A note below the input field says 'Enter a list of accepted extensions, for example: doc,xls,txt'.

After selecting Submission Type, scroll down and select Submission Attempts: Unlimited or Limited.

The screenshot shows the LMS settings interface. On the left is a sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, and Commons. The 'Settings' tab is selected. In the main area, under 'Submission Type', 'Online' is chosen. Under 'Online Entry Options', 'Text Entry' is checked. A red arrow points to the 'Submission Attempts' section. In this section, a dropdown menu for 'Allowed Attempts' is open, showing 'Unlimited' (selected) and 'Limited'. A red arrow points to the 'Limited' option.

Selecting **Limited** will allow you to specify how many submission attempts you want to allow for the assignment.

Submission Attempts

Allowed Attempts

Limited

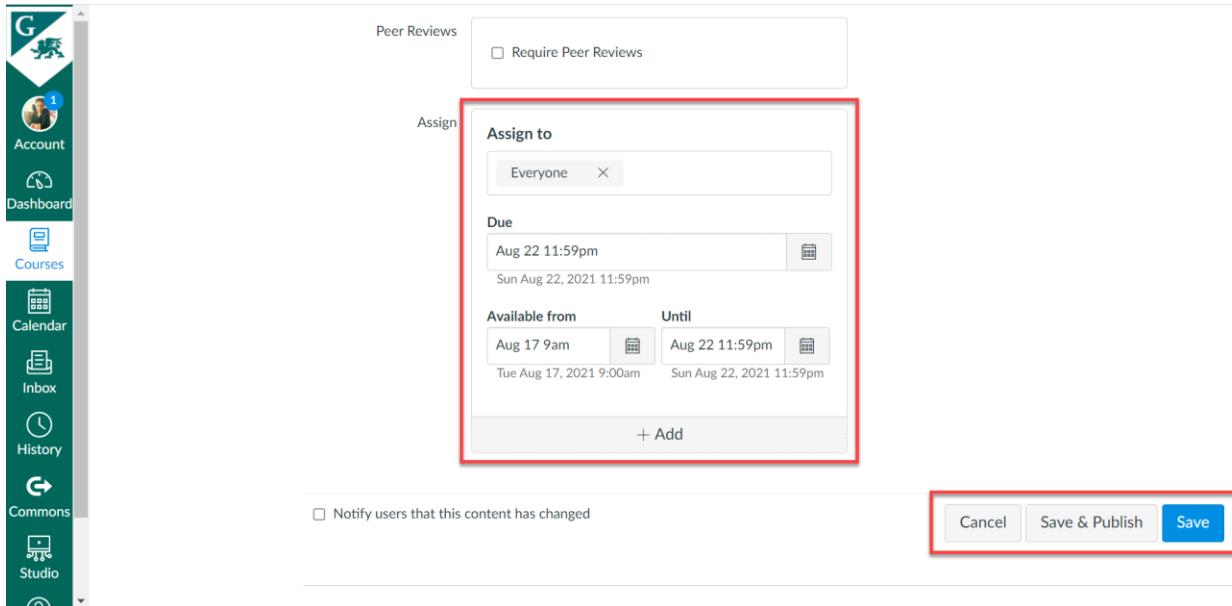
Number of Attempts

1

^

▼

Finally, scroll down to Assign. Choose who you want the Assignment assigned to (“Everyone” is selected by default). Finally, set the due date, and the availability of the Assignment. When you have finished, click either **Save & Publish** (if you are ready to publish your Assignment), or **Save** (in which case, you will still need to publish it when you are ready to do so).



Once published, you will see that your page has been published.

2021FA-ESL-098G-6222 > Assignments > 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)

This assignment is due by Sunday at 11:59 pm.

Published

0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)

In the previous assignment ([0.6: Discussion: Introduce Yourself \(GRADED DISCUSSION\)](#)), you had the opportunity to introduce yourself to your classmates. You also had the opportunity to read a little bit about your classmates and posted some responses to some of your classmates' posts. You will now have the opportunity to share a little about what you learned from one of your classmates.

Instructions

Choose two students that you learned about in the previous discussion assignment. In the Text Entry field, share three things that you learned about two of your classmates.

Finally, you can see on the main Modules page that this assignment is now published, along with the due date, and the total points possible for the assignment.

The screenshot shows the Canvas Modules page. At the top, there is a button labeled "Complete All Items" with a green checkmark icon. Below the header, there is a list of items under "Module 0: Orientation and Introduction". The items are:

- 0.1 Welcome to ESL 098G (READ)
Mark done
- 0.2 Meet Your Instructor: Adolf Schmuck (READ)
View
- 0.3 A Note on Notifications and Contacting Your Instructor (READ)
Mark done
- 0.4 Canvas Face to Face (READ)
View
- 0.5 Study Habits (READ)
Mark done
- 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)
8 pts
- 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)**
Aug 22 | 6 pts

The item "0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)" is highlighted with a red rectangular box.

3. Finally, add a requirement to this page by clicking on the three dots on the module, and selecting **Edit**.

The screenshot shows the Canvas Modules page with the same list of items as the previous screenshot. A red arrow points to the three-dot menu icon located at the top right of the "Module 0: Orientation and Introduction" header. A red box highlights the "Edit" option in the context menu that appears when the three-dot menu is clicked.

In the Edit Module Settings window, click **+ Add requirement**.

The screenshot shows the 'Edit Module Settings' window for a module named '2021FA-ESL-098G-62'. On the left, a sidebar lists various course sections like Fall 2021, Home, Announcements, Syllabus, Modules (selected), Grades, People, Rubrics, Library, New Analytics, Studio, Tutoring, Student Support Hub, Office 365, and Discussions. The 'Modules' section is expanded, showing sub-options: 'All', 'View Progress', '+ Module', and a three-dot menu. The main area is titled 'Requirements' with two radio button options: 'Students must complete all of these requirements' (selected) and 'Students must move through requirements in sequential order'. Below these are five requirement items, each with a dropdown menu: '0.1 Welcome to ESL 0' (mark as done), '0.2 Meet Your Instructor' (view the item), '0.3 A Note on Notifications' (mark as done), '0.4 Canvas Face to Face' (view the item), and '0.5 Study Habits (REA)' (mark as done). At the bottom right of the window are 'Cancel' and 'Update Module' buttons. A red box highlights the '+ Add requirement' button at the bottom left of the requirements list.

Select the Assignment page, then select **submit the assignment**, then click **Update Module**.

This screenshot shows the assignment submission interface. It displays five requirement items with dropdown menus:

- Requirement 0.5: mark as done
- Requirement 0.6: contribute to the page
- Requirement 0.7: view the item (highlighted with a red box)
- Requirement 0.8: view the item
- Requirement 0.9: mark as done

A dropdown menu is open over requirement 0.7, listing four options: 'view the item', 'mark as done', 'submit the assignment' (highlighted with a blue box and has a cursor over it), and 'score at least'. At the bottom right are 'Cancel' and 'Update Module' buttons. A red box highlights requirement 0.7, and a blue box highlights the 'submit the assignment' option in the dropdown.

The requirement has now been set.

0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)
8 pts | Contribute

0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)
Aug 22 | 6 pts | Submit

A red arrow points to the "Submit" button for assignment 0.7.

And just to finish up the first module, you can add a final Page. And it can just be a regular content page with the requirement of View.

Announcements
Syllabus
Modules
Grades
People
Rubrics
Library
New Analytics
Studio
Tutoring
Student Support Hub
Office 365
Discussions
Assignments
Collaborations
Conferences
Pages
Outcomes

Module 0: Orientation and Introduction

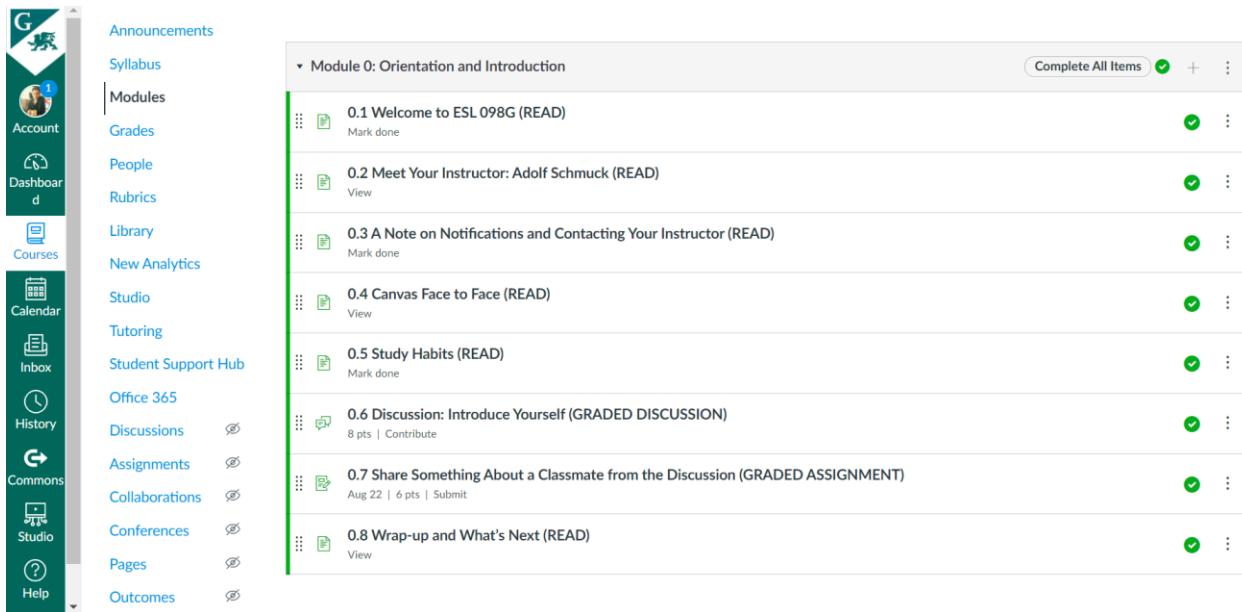
- 0.1 Welcome to ESL 098G (READ)
Mark done
- 0.2 Meet Your Instructor: Adolf Schmuck (READ)
View
- 0.3 A Note on Notifications and Contacting Your Instructor (READ)
Mark done
- 0.4 Canvas Face to Face (READ)
View
- 0.5 Study Habits (READ)
Mark done
- 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)
8 pts | Contribute
- 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)
Aug 22 | 6 pts | Submit
- 0.8 Wrap-up and What's Next (READ)
View

A red box highlights the "0.8 Wrap-up and What's Next" item.

Setting the Home Page

Now that the first module has been created for the course, you may want to have a Course Home Page (also called **Front Page**). The Course Home Page is the first thing your students see when they arrive at your course in Canvas. In other words, when students log in and select your course from the Dashboard, the Home Page will be the first page they see. Common elements of a Course Home Page include a cover image, a link to your syllabus file, course and instructor information, and a welcome message.

You can either designate one of the pages created as the Home Page, or you can create a separate page to be the Home Page. Note that before setting the Home Page, the page must be published.

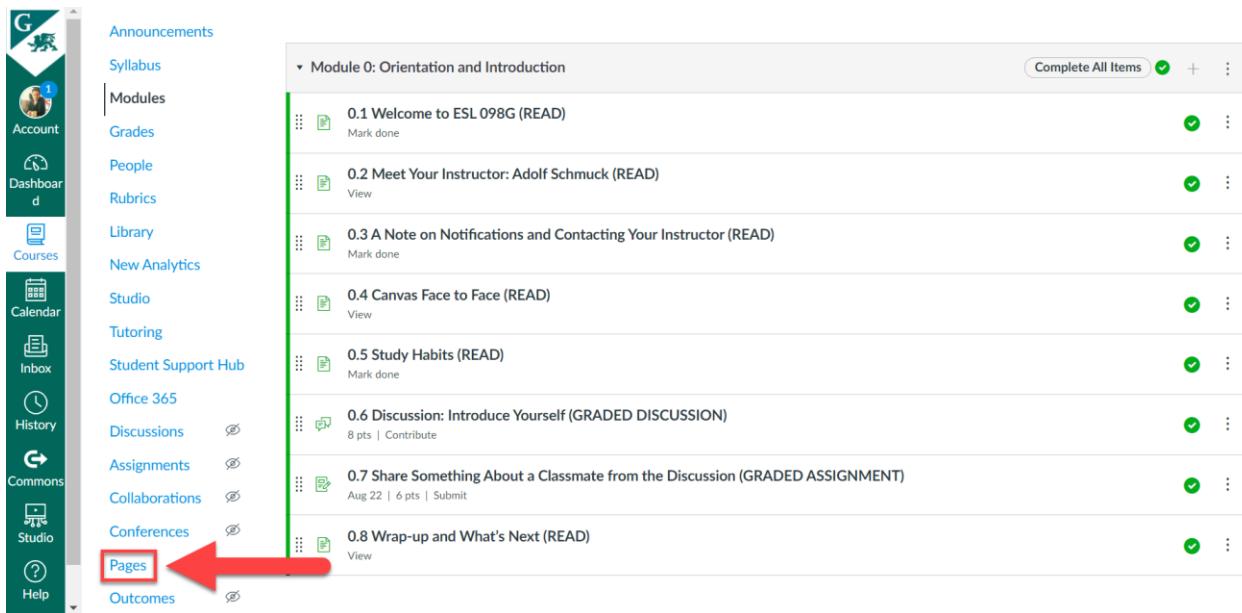


The screenshot shows the Canvas LMS interface. On the left is the course navigation bar with various icons and links: Announcements, Syllabus, Modules (selected), Grades, People, Rubrics, Library, New Analytics, Studio, Tutoring, Student Support Hub, Office 365, Discussions, Assignments, Collaborations, Conferences, Pages, and Outcomes. The main content area displays Module 0: Orientation and Introduction. It contains eight items:

Item	Type	Status	Actions
0.1 Welcome to ESL 098G (READ)	Read	Mark done	View
0.2 Meet Your Instructor: Adolf Schmuck (READ)	Read	View	
0.3 A Note on Notifications and Contacting Your Instructor (READ)	Read	Mark done	
0.4 Canvas Face to Face (READ)	Read	View	
0.5 Study Habits (READ)	Read	Mark done	
0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)	Discussion	8 pts Contribute	
0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)	Assignment	Aug 22 6 pts Submit	
0.8 Wrap-up and What's Next (READ)	Read	View	

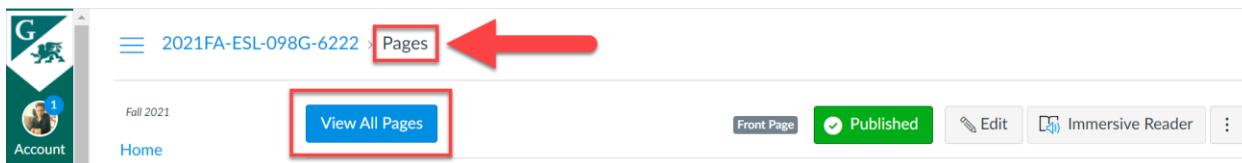
Setting an Existing Page as the Home Page

1. To set an already created page as the Home Page, click on **Pages** in the Course Navigation on the left.



The screenshot shows the left sidebar of a Canvas course. The 'Pages' link is highlighted with a red arrow. The sidebar includes links for Announcements, Syllabus, Modules, Grades, People, Rubrics, Library, New Analytics, Studio, Tutoring, Student Support Hub, Office 365, Discussions, Assignments, Collaborations, Conferences, and Outcomes. The main content area displays 'Module 0: Orientation and Introduction' with several items listed, each with a checkmark and a 'View' button.

Once you are on Pages, click on **View All Pages**.



The screenshot shows the 'Pages' section of the Canvas interface. A red arrow points to the 'View All Pages' button, which is highlighted with a red box. Other buttons visible include 'Front Page', 'Published' (with a checkmark), 'Edit', and 'Immersive Reader'. The top navigation bar shows the course code '2021FA-ESL-098G-6222' and the 'Pages' tab.

You should now see all of the pages you've created from the first module (and any other modules you may have). Note that only created Pages will show up here (i.e., not Discussion Topics or Assignments). Let's say, for example, that you want to set your first page (**0.1 Welcome to ESL 098G (READ)**) as the Home Page (remember that before setting the Home Page, the page must be published).

<input type="checkbox"/> Page title ▾	Creation date ▾	Last edit ▾			
<input type="checkbox"/> 0.1 Welcome to ESL 098G (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck			
<input type="checkbox"/> 0.2 Meet Your Instructor: Adolf Schmuck (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck			
<input type="checkbox"/> 0.3 A Note on Notifications and Contacting Your Instructor (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck			
<input type="checkbox"/> 0.4 Canvas Face to Face (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck			
<input type="checkbox"/> 0.5 Study Habits (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck			
<input type="checkbox"/> 0.8 Wrap-up and What's Next (READ)	Jul 11, 2021	Jul 11, 2021 By Adolf Schmuck			

To set this page as the Home Page, simply click the three dots on the far right, then select **Use as Front Page**.

<input type="checkbox"/> Page title ▾	Creation date ▾	Last edit ▾			
<input type="checkbox"/> 0.1 Welcome to ESL 098G (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck			
<input type="checkbox"/> 0.2 Meet Your Instructor: Adolf Schmuck (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck			
<input type="checkbox"/> 0.3 A Note on Notifications and Contacting Your Instructor (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck			
<input type="checkbox"/> 0.4 Canvas Face to Face (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck			
<input type="checkbox"/> 0.5 Study Habits (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck			
<input type="checkbox"/> 0.8 Wrap-up and What's Next (READ)	Jul 11, 2021	Jul 11, 2021 By Adolf Schmuck			

Edit
 Delete
 Use as Front Page
 Duplicate
 Send to...
 Copy to...
 Share to Commons

And that's it. You have now set the Home Page (Front Page).

Page title	Creation date	Last edit	
0.1 Welcome to ESL 098G (READ) Front Page	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	
0.2 Meet Your Instructor: Adolf Schmuck (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	
0.3 A Note on Notifications and Contacting Your Instructor (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	
0.4 Canvas Face to Face (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	
0.5 Study Habits (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	
0.8 Wrap-up and What's Next (READ)	Jul 11, 2021	Jul 11, 2021 By Adolf Schmuck	

If you go to your page, you can see that it has been designated as the Front Page.

The screenshot shows a course navigation bar on the left with links like Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The main content area displays the title "0.1 Welcome to ESL 098G (READ)" in large font. Below the title are sections for Orientation and Overview. A note at the bottom states: "Please note: The best web browsers for working in Canvas are Chrome and Firefox." Another note says: "Welcome to Module 0: Orientation and Introduction. There are two modules for week 1: Module 0 and Module 1. Module 1 is titled, "People and Places", and is where we will start with our instructional content." A large red arrow points from the "Front Page" section in the table above to the "Front Page" button in the course navigation bar. The "Front Page" button is highlighted with a red box.

2. You can test it by going to the Dashboard and clicking on your course.

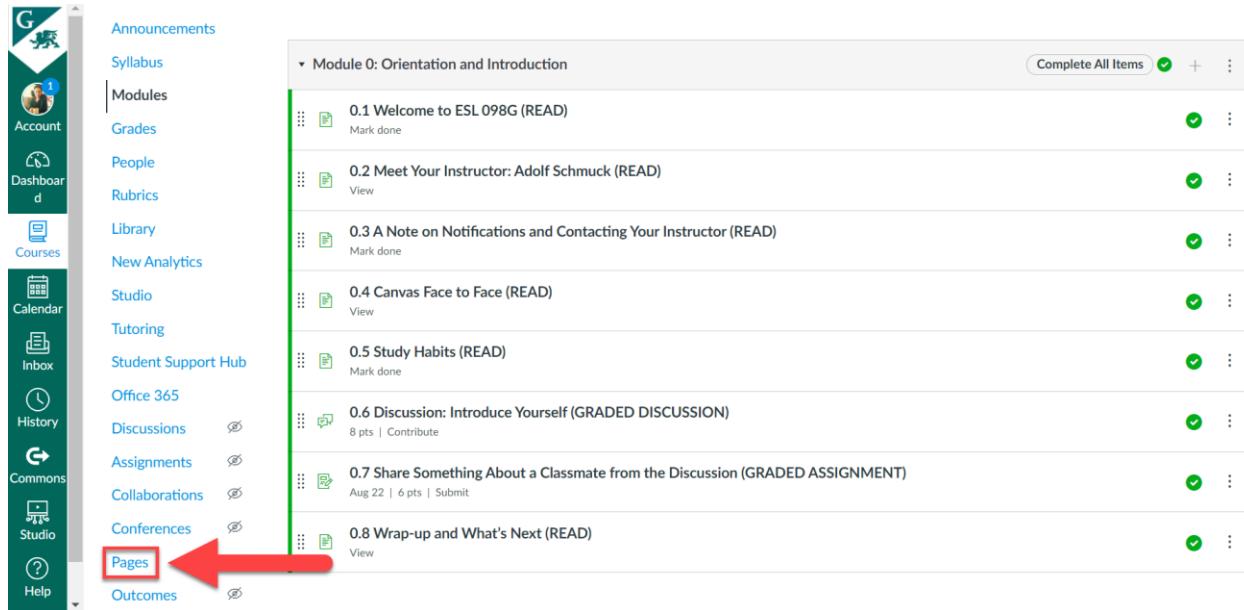
The screenshot shows the Canvas LMS dashboard. On the left is a sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The main area displays 'Unpublished Courses (1)'. A single course card is shown, titled '2021FA-ESL-098G-6222 - Gramm...', with a 'Publish' button and a three-dot menu icon. Below the card, it says '2021FA-ESL-098G-6222' and 'Fall 2021'. At the bottom right of the dashboard are links for Privacy Policy, Acceptable Use Policy, Facebook, and Twitter.

And the first page you go to is the Home Page you've just set up. And you now have your Home Page.

The screenshot shows the Canvas LMS home page for the course '2021FA-ESL-098G-6222 - Grammar Written/Spooken Comm'. On the left is a sidebar with icons for Fall 2021, Home (highlighted with a red arrow), Announcements, Syllabus, Modules, Grades, People, Rubrics, Library, New Analytics, Studio, Tutoring, Student Support Hub, Office 365, Discussions, and Assignments. The main content area includes 'Recent Announcements' (ABC1234 - Welcome Announcement, posted on Fall 2021). Below that is the course title '2021FA-ESL-098G-6222 - Grammar Written/Spooken Comm' with 'Edit' and 'More' buttons. The central content is a module titled 'Orientation' with a sub-section 'Overview'. It contains text about the best web browsers (Chrome and Firefox), a welcome message for Module 0, and a note about two modules for week 1. The right side features 'Course Status' (Unpublished, Publish), 'To Do' (Grade 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)), and other course navigation options like Import Existing Content, Import from Commons, Choose Home Page, View Course Stream, Course Setup Checklist, New Announcement, New Analytics, and View Course Notifications.

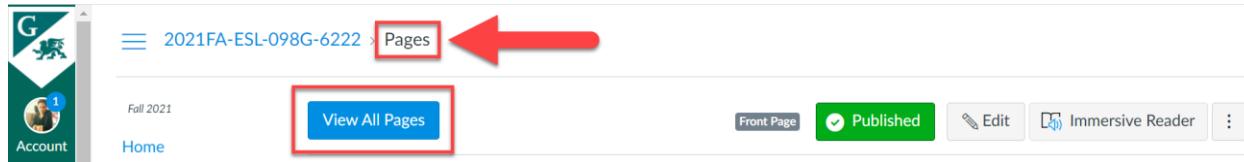
Creating a Separate Home Page

1. If you'd like to create a separate Home Page, rather than to designate an already created page as the Home Page, click on **Pages** in the Course Navigation on the left.



The screenshot shows the left sidebar of a Canvas course. The 'Pages' link is highlighted with a large red arrow pointing to it. Other visible links in the sidebar include Announcements, Syllabus, Modules, Grades, People, Rubrics, Library, New Analytics, Studio, Tutoring, Student Support Hub, Office 365, Discussions, Assignments, Collaborations, Conferences, Outcomes, and Help. The main content area displays 'Module 0: Orientation and Introduction' with several items listed, such as '0.1 Welcome to ESL 098G (READ)', '0.2 Meet Your Instructor: Adolf Schmuck (READ)', and '0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)'.

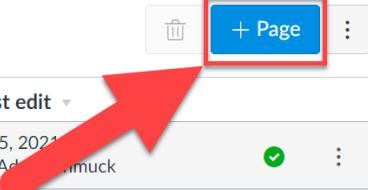
Once you are on Pages, click on **View All Pages**.



The screenshot shows the 'Pages' view in Canvas. At the top, there's a header with course information (2021FA-ESL-098G-6222) and a 'Pages' link. Below the header, there's a navigation bar with 'Fall 2021' and 'Home' buttons. A large red box highlights the 'View All Pages' button, which is enclosed in a blue rectangle. To the right of the 'View All Pages' button are buttons for 'Front Page', 'Published' (with a checked checkbox), 'Edit', 'Immersive Reader', and more options. A red arrow points to the 'View All Pages' button.

Next, click the **+ Page** button.

Page title ▾	Creation date ▾	Last edit ▾	⋮
<input type="checkbox"/> 0.1 Welcome to ESL 098G (READ) Front Page	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	✓ ⋮
<input type="checkbox"/> 0.2 Meet Your Instructor: Adolf Schmuck (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	✓ ⋮
<input type="checkbox"/> 0.3 A Note on Notifications and Contacting Your Instructor (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	✓ ⋮
<input type="checkbox"/> 0.4 Canvas Face to Face (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	✓ ⋮
<input type="checkbox"/> 0.5 Study Habits (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	✓ ⋮
<input type="checkbox"/> 0.8 Wrap-up and What's Next (READ)	Jul 11, 2021	Jul 11, 2021 By Adolf Schmuck	✓ ⋮



Then, name your page and add the content in the editor.

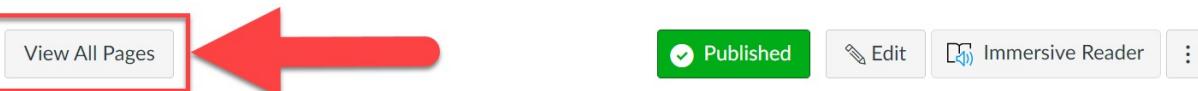
The screenshot shows the Canvas LMS interface. On the left is a sidebar with various navigation links: Account (with 1 notification), Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Office 365. The main area shows a course navigation bar for '2021FA-ESL-098G-6222 > Pages'. Below this, under 'Fall 2021', is a list of pages: Home, Announcements, Syllabus, Modules, Grades, People, Rubrics, Library, New Analytics, Studio, Tutoring, Student Support Hub, and Office 365. A red box highlights the 'Edit' button in the toolbar above the rich text editor. The rich text editor contains the text 'Home Page: ESL 098G' and a photo of a desk with papers. The bottom of the editor shows a toolbar with buttons for Announcements, Syllabus, Modules, and Grades, followed by the text 'Welcome to ESL 098G' and 'Welcome'.

When you have finished, scroll down and click **Save & Publish** (remember that before setting the Home Page, the page must be published).

The screenshot shows a digital platform interface for creating and publishing a page. At the top, there is a toolbar with various icons for editing, inserting, and styling. Below the toolbar, there are four buttons: Announcements, Syllabus, Modules, and Grades. The main content area displays the text "Welcome to ESL 098G" and "Welcome". Underneath the content, there are several options and settings:

- Options**: A dropdown menu for users allowed to edit this page, currently set to "Only teachers".
- Add to student to-do
- Notify users that this content has changed
- Buttons for **Cancel**, **Save & Publish** (which is highlighted with a red box and a large red arrow pointing to it), and **Save**.

2. The page is now published. To set this page as the Home Page, click on **View All Pages**.



Home Page: ESL 098G



Then, find the newly created page, click the three dots on the far right, then select **Use as Front Page**.

Page title	Creation date	Last edit	
0.1 Welcome to ESL 098G (READ) <input type="checkbox"/> Front Page	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	
0.2 Meet Your Instructor: Adolf Schmuck (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	
0.3 A Note on Notifications and Contacting Your Instructor (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	
0.4 Canvas Face to Face (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	
0.5 Study Habits (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	
0.8 Wrap-up and What's Next (READ)	Jul 11, 2021	Jul 11, 2021 By Adolf Schmuck	
Home Page: ESL 098G <input type="checkbox"/> Front Page	Jul 11, 2021	Jul 11, 2021 By Adolf Schmuck	

You have now set the Home Page (Front Page).

Page title	Creation date	Last edit	
0.1 Welcome to ESL 098G (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	
0.2 Meet Your Instructor: Adolf Schmuck (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	
0.3 A Note on Notifications and Contacting Your Instructor (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	
0.4 Canvas Face to Face (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	
0.5 Study Habits (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	
0.8 Wrap-up and What's Next (READ)	Jul 11, 2021	Jul 11, 2021 By Adolf Schmuck	
Home Page: ESL 098G <input type="checkbox"/> Front Page	Jul 11, 2021	Jul 11, 2021 By Adolf Schmuck	

3. And once again, go to the Dashboard and try it by clicking on your course.

The screenshot shows the Canvas LMS dashboard. On the left is a sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The main area displays two course cards: "GCCANVASRES Grossmont Manual" and "GC-2020SU2 & SU5-ITC Grossmont Manual". Below these, a section titled "Unpublished Courses (1)" contains a card for "2021FA-ESL-098G-6222 - Gramm...". This card has a red border around its content area. At the bottom right of the dashboard are links for Privacy Policy, Acceptable Use Policy, Facebook, and Twitter.

And there it is. The first thing you see when you enter the course is your newly created Home Page.

The screenshot shows the course homepage for "2021FA-ESL-098G-6222 - Grammar Written/Spooken Comm". On the left is a sidebar with icons for Home (highlighted with a red box), Announcements, Syllabus, Modules, Grades, People, Rubrics, Library, New Analytics, Studio, Tutoring, Student Support Hub, Office 365, Discussions, Assignments, and Pages. The main content area features a welcome announcement from "ABC1234 - Welcome Announcement" and a thumbnail image of a classroom. To the right is a sidebar with options for Unpublished (with a red box), Publish, Import Existing Content, Import from Commons, Choose Home Page, View Course Stream, Course Setup Checklist, New Announcement, New Analytics, and View Course Notifications. A "To Do" section lists a discussion assignment. At the bottom right is a "Coming Up" section with a link to the calendar.

And if you scroll down, you can see the rest of the content.

The screenshot shows a course page for ESL 098G. On the left is a vertical sidebar with icons for Tutoring, Student Support Hub, Office 365, Discussions, Assignments, Pages, Collaborations, Conferences, Outcomes, Quizzes, Files, and Settings. Below these are icons for Calendar, Inbox, History, Commons, Studio, and a user profile icon. The main content area features a classroom photograph, the course title 'ESL 098G', the date 'FALL 2020 | WF 8:00-9:35', and navigation buttons for Announcements, Syllabus, Modules, and Grades. A welcome message reads: 'Welcome to ESL 098G' and 'Welcome'. Below it is a detailed course description: 'Welcome to the ESL 098G. I am [Adolf Schmuck](#), and I will be your instructor for this course. ESL 098G is a course on the essentials of English grammar needed to increase accuracy and fluency in communication. The course is designed specifically for non-native speakers of English at the intermediate level to increase their appreciation for the importance of accurate grammar in their language use. Students will learn the systems of grammar that shape language and apply those rules in their written and spoken communication in various genres. Course assignments will serve to build and reinforce students' ability to use English grammar to convey intended meaning correctly and effectively in interpersonal, intercultural, and academic discourse. This course is offered on a Pass/No Pass basis only.'

Top right: [View Course Notifications](#)

To Do:

- Grade 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION) 8 points • No Due Date

Coming Up: [View Calendar](#)

Nothing for the next week