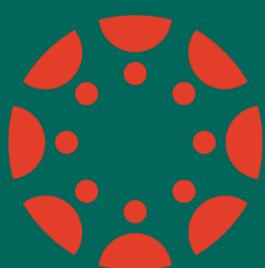


# Canvas Basics

By Adolf Schmuck



canvas

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## Basic Navigation

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 The dashboard contains a list of your published courses, as well as a list of your unpublished courses, if you have any.

The screenshot shows the Canvas dashboard with a sidebar on the left containing links for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Help. The main area displays a list of published courses under 'Published Courses (8)'. Each course card includes a thumbnail, the course name, and a brief description. To the right of the courses is a 'To Do' list with several items, each with a status icon, title, due date, and points.

Course	Description
2020FA-ESL-098G-6225 - Gramm...	2020FA-ESL-098G-6225 Fall 2020
GC-CANVAS TRAINING-SCHMU...	20SUS5-ITC-SCHMUCK Grossmont Manual
ESL DEPARTMENT-DEV	ESL-000-DEV Grossmont Manual
GC-ACE FOR FACULTY	DEVACE Grossmont Manual
GC-Development-ESL 98-Intro to ...	GCESL98
GC-development-ESL 98G-Essenti...	GCESL098G

To Do Item	Description	Due Date	Points
Grade 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)	20SUS5-ITC-SCHMUCK	8 points • Aug 23, 2020 at 11:59pm	
Grade 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)	20SUS5-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)	2020FA-ESL-098G-6225	6 points • Multiple Due Dates	

The sidebar on the left gives you different options: **Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Help**.

This screenshot is identical to the one above, showing the Canvas dashboard. A red arrow points to the 'Inbox' link in the sidebar, highlighting it. The rest of the interface, including the published courses list and the 'To Do' list, remains the same.

**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 with the following elements:

- User Profile:** Shows a profile picture of Adolf Schmuck and a "Logout" button.
- Notifications:** A sidebar with a "1" notification badge.
- Profile:** A link to edit personal information.
- Files:** A link to manage uploaded files.
- Settings:** A link to account settings.
- ePortfolios:** A link to create or view ePortfolios.
- Shared Content:** A link with a "1" badge.
- My Badges:** A link to view earned badges.
- Folio:** A link to manage folios.
- QR for Mobile Login:** A QR code for mobile login.
- Global Announcements:** A link to view global announcements.
- Central Content Area:** Displays course cards for "GC-CANVAS TRAINING-SCHMUCK" and "GC-ACE FOR FACULTY DEVACE".
- To Do List:** A list of tasks:
  - 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 a list of courses you are enrolled in, either as the main facilitator of the course, or as an observer.

The screenshot shows the Dashboard page with the following elements:

- Published Courses (8):**
  - 2020FA-ESL-098G-6225 - Grammar & Writing for ESL Students
  - GC-CANVAS TRAINING-SCHMUCK
  - ESL DEPARTMENT-DEV
  - GC-ACE FOR FACULTY DEVACE
- To Do List:** A list of tasks:
  - 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) 2020FA-ESL-098G-6225 8 points • Sep 15, 2020 at 11:59pm

**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, there's a sidebar with icons for Account, Dashboard, Courses (which is selected), Calendar, Inbox, History, Commons, and Studio. The main area lists courses under "Published Courses": GC-CANVAS TRAINING-SCHMUCK, GC-Development-ESL 98-Intro to Academic English, GC-development-ESL 98G-Essential Grammar, GC Canvas Resources, and GC-2020SU2 & SU5-ITC. Below this is a section for "Unpublished Courses" with one entry: 2021FA-ESL-098G-6222 - Grammar Written/Spooken Comm. At the bottom, a red box highlights the "All Courses" link. To the right, there's a "To Do" section with four items:

- Grade 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION) 205US-ITC-SCHMUCK 8 points • Aug 23, 2020 at 11:59pm
- Grade 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT) 205US-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

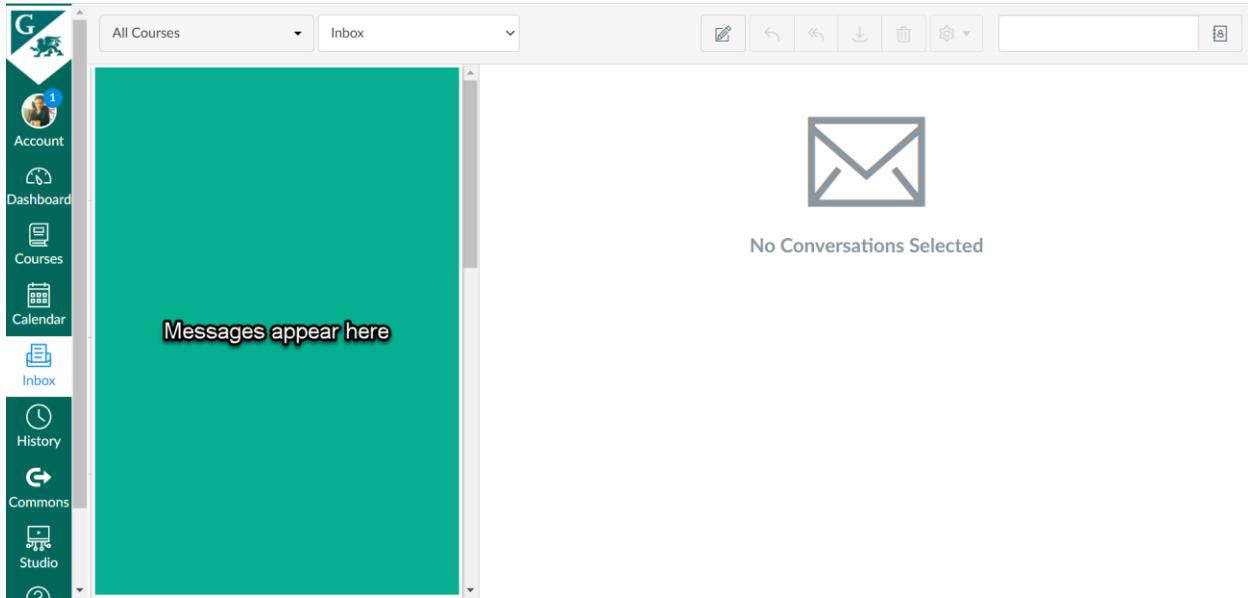
**Calendar** allows you to use the Calendar to keep track of important events and assignments. The Canvas Calendar collects information from all of your Canvas courses in one place. Here, you will be able to see any events for your courses that you have added to the calendar. On the right side, you can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

The screenshot shows the Canvas Calendar page. The left sidebar includes icons for Account, Dashboard, Courses (selected), Calendar, Inbox, History, Commons, and Studio. The main area displays a monthly calendar for July 2021. The days of the week are labeled at the top: SUN, MON, TUE, WED, THU, FRI, SAT. The dates are arranged in weeks, with 27 June through 31 July shown. To the right of the calendar is a "CALENDARS" section with a red border, listing the following calendars:

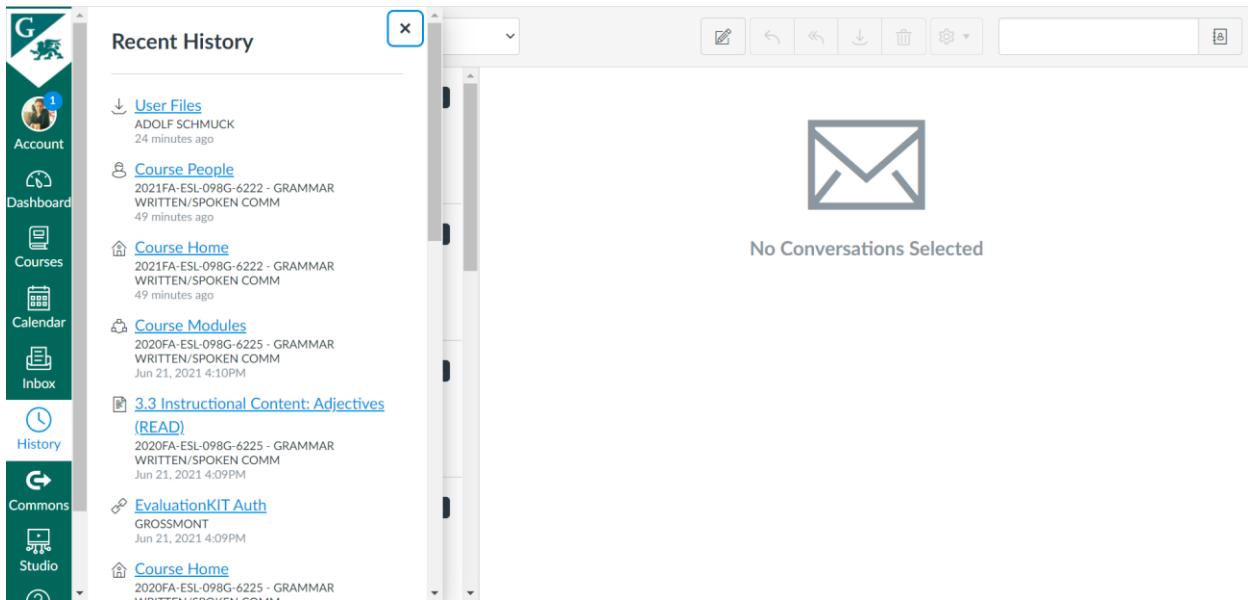
- Adolf Schmuck
- 2020FA-ESL-098G-6225 - Grammar Written/Spooken Comm
- 2021FA-ESL-098G-6222 - Grammar Written/Spooken Comm
- ESL DEPARTMENT-DEV
- GC Canvas Resources
- GC-2020SU2 & SU5-ITC
- GC-ACE FOR FACULTY
- GC-CANVAS TRAINING-

Below this is a "UNDATED" section.

**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.



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

The screenshot shows the Canvas Commons page. 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 has a header with tabs: Commons, Search, Shared, Imported, Updates (1), Favorites, and Guides. Below the header is a search bar with placeholder text "Search by title, name, institution or tag". To the right of the search bar are buttons for "Latest" and "Filter". The main content area displays search results for "Quiz", showing three items: "Quiz - Waiver for Cross-listed Courses" (Undergraduate, Rhonda Bauerlein, 1 download, 0 stars), "Cuyamaca Cares Resources" (Module, Sarah Rodriguez, 9 downloads, 1 star), and "Develop in Swift AP® CS Principles" (Course, Apple Education, 126 downloads, 14 stars). Each item has a "FEATURED" badge.

**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 icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. A central modal window titled "Add to My Library" is open. It features a "Drag & Drop or Upload Media" section with a "Browse Files" button and a "Paste YouTube Link" section with a text input containing the URL "https://www.youtube.com/watch?". The background shows a library view with video thumbnails and titles like "Lucky Student Demo" and "Gerunds and Infinitives (Ver...)".

**Help** gives you access to the Canvas guides in order to find answers to common questions. You can also contact Canvas support, as your 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 the following navigation links:

- Account
- Dashboard
- Courses
- Calendar
- Inbox
- History
- Commons
- Studio
- Help

The main content area has a title "Help" and a sub-section "Little lost? Try here first!" featuring a cartoon panda holding a map. Below this is a section titled "Search the Canvas Guides" with the sub-instruction "Find answers to common questions".

Under "OTHER RESOURCES", there are three links: "Contact Canvas Support", "Ask Your Instructor a Question", and "Call for Help".

The central part of the screen displays a guide titled "GC CANVAS TRAINING SUMMER 2020" by Grossmont Manual. This guide is represented by a thumbnail image of a book cover and a brief description.

To 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

## Creating a Module

In this section, you will learn how to create a module for your course. The creation and organization of modules is up to the course and instructor. In this example, we have a module containing eight pages (0.1, 0.2, 0.3, etc.).

The screenshot shows the Canvas LMS interface. On the left is a vertical sidebar with various navigation links: Syllabus, Modules, Grades, People, Files, Assignments, Discussions, Pages, Collaborations, Outcomes, Rubrics, Quizzes, Conferences, Studio, Tutoring, and Student Support Hub. The 'Modules' link is currently selected. To its right is a main content area titled 'Module 0: Orientation and Introduction'. This module contains eight items, each with a title, description, and status indicators (checkmarks). The items are:

- 0.1 Welcome to ESL 098G (READ) - Mark done
- 0.2 Meet Your Instructor: Adolf Schmuck (READ)
- 0.3 A Note on Notifications and Contacting Your Instructor (READ) - Mark done
- 0.4 Canvas Face to Face (READ)
- 0.5 Study Habits (READ) - Mark done
- 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)  
Sep 7, 2020 | 6 pts | Contribute
- 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)  
Multiple Due Dates | 6 pts | Submit
- 0.8 Wrap-up and What's Next (READ)

1. To begin, 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. On the left is a vertical sidebar with links: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The 'Courses' link is selected. The main area displays a section titled 'Unpublished Courses (1)'. A single course card is shown, which is highlighted with a red box and has a large red arrow pointing to it. The course card information includes:  
- Title: 2021FA-ESL-098G-6222 - Gramm...  
- ID: 2021FA-ESL-098G-6222  
- Term: Fall 2021  
- A 'Publish' button at the top left and a speaker icon at the bottom right.

1. 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, there are buttons for "View Progress", "+ Module" (which is highlighted with a red box), and three dots.

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

This screenshot is similar to the previous one, showing the Canvas LMS interface. The "Courses" link in the sidebar is now highlighted. The main content area shows the same navigation bar and list of links as before. The "Create a new Module" button is present, but the "+ Module" button at the top right is now highlighted with a red box and has a large red arrow pointing directly at it.

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 a user interface for a learning management system. On the left is a vertical sidebar with various icons and links: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The 'Courses' link is currently selected. The main content area shows a navigation bar with 'Fall 2021', 'Home', 'Announcements', 'Syllabus', and a 'Modules' section which is expanded to show 'Grades', 'Discussions', 'Assignments', 'Collaborations', 'Conferences', 'People', 'Pages', 'Outcomes', and 'Quizzes'. To the right of this is a large central area containing a blue icon of three interconnected squares forming a hexagon-like shape, with the text 'Create a new Module' below it. A dashed blue rectangular box highlights this central area. At the top right of the main content area are buttons for 'View Progress', '+ Module', and a more options menu. In the top right corner of the entire screen is a 'Student View' button.

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 previous 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 and time picker. The calendar shows 'Sep 6, 2021' with the date '6' highlighted. The time picker shows 'Time: 08 :00 am'. At the bottom of the dialog are 'Cancel' and 'Add Module' buttons, with the 'Add Module' button being highlighted in blue. The background of the page is dimmed to indicate the dialog is active.

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 options: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Quizzes. The 'Modules' option is 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).

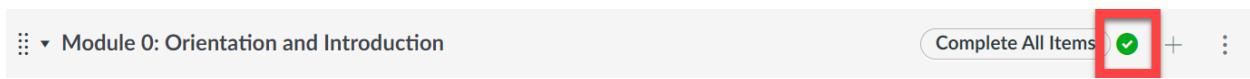
Our module has now been created and added. You can see that this module will unlock on September 6, at 8 am. Notice too the circular icon on the right. This means that the module is unpublished. Keep in mind that if something is unpublished, students will not be able to see it. In order for your content 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 a course navigation bar for '2021FA-ESL-098G-6222' with 'Modules' selected. A sub-module titled 'Module 0: Orientation and Introduction' is displayed. To the right of the module title is a circular icon with a red border and a white circle inside, indicating it is unpublished. Below the title is a dashed box containing an upward arrow icon and the text 'Drop files here to add to module or choose files'. At the bottom right of this box is a red rectangular callout containing the text 'Will unlock Sep 6 at 8am'. A large red arrow points from the bottom right towards this callout.

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

A screenshot of the same Canvas interface, but the module is now published. The circular icon on the right now has a black border and a white checkmark inside, indicating it is published. The red callout at the bottom right is no longer present. The rest of the interface remains the same, showing the course navigation bar, sidebar, and the unpublished module box.

The checkmark icon means it is published.



# Creating Pages

## Creating a Page

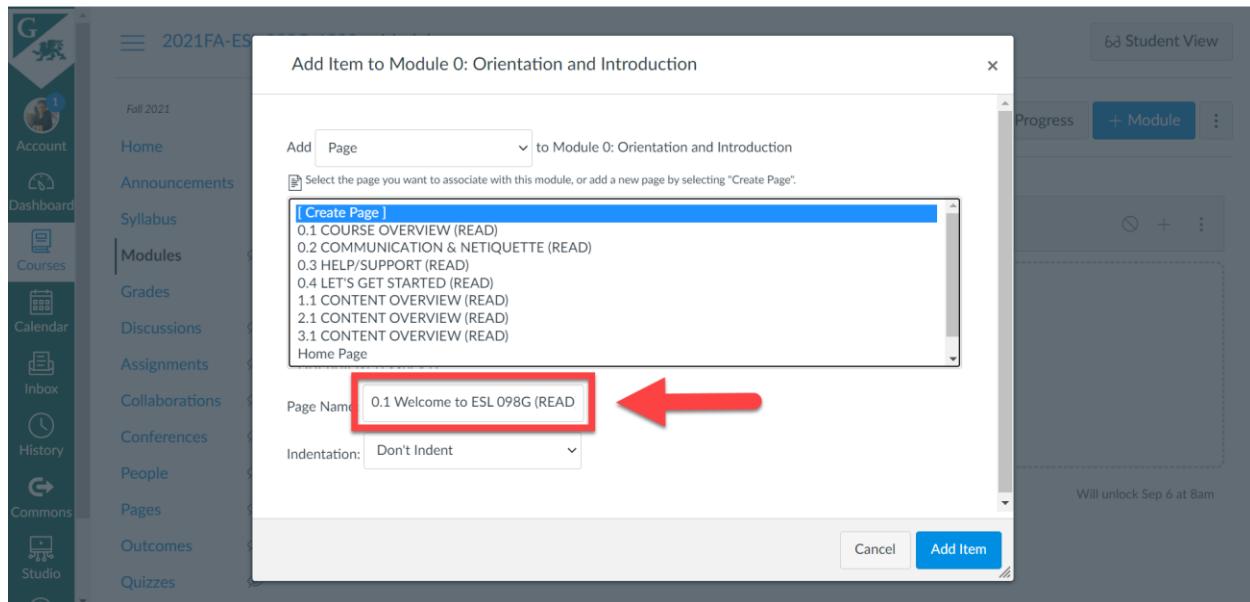
1. Now that we have created a module, let's create pages for our module. To create a page inside your module, click on the plus sign for the module that you want to create the page for.

The screenshot shows the Canvas LMS interface. At the top, there are buttons for 'Collapse All', 'View Progress', '+ Module' (which is highlighted in blue), and a three-dot menu. Below this, a module titled 'Module 0: Orientation and Introduction' is shown. A red box highlights the '+' icon in the top right corner of the module header. A large dashed box covers the main content area. Inside this box, there is a central upward-pointing arrow icon with the text 'Drop files here to add to module' below it, and 'or choose files' below that. In the bottom right corner of the dashed box, the text 'Will unlock Sep 6 at 8am' is visible. A red arrow points upwards from the bottom of the dashed box towards the '+' icon.

A window will open. We have different choices as to what we can add to our Module (e.g., Assignment, Quiz, File, Page, etc.). In this case, since we're going to create a welcome page, select **Page**.

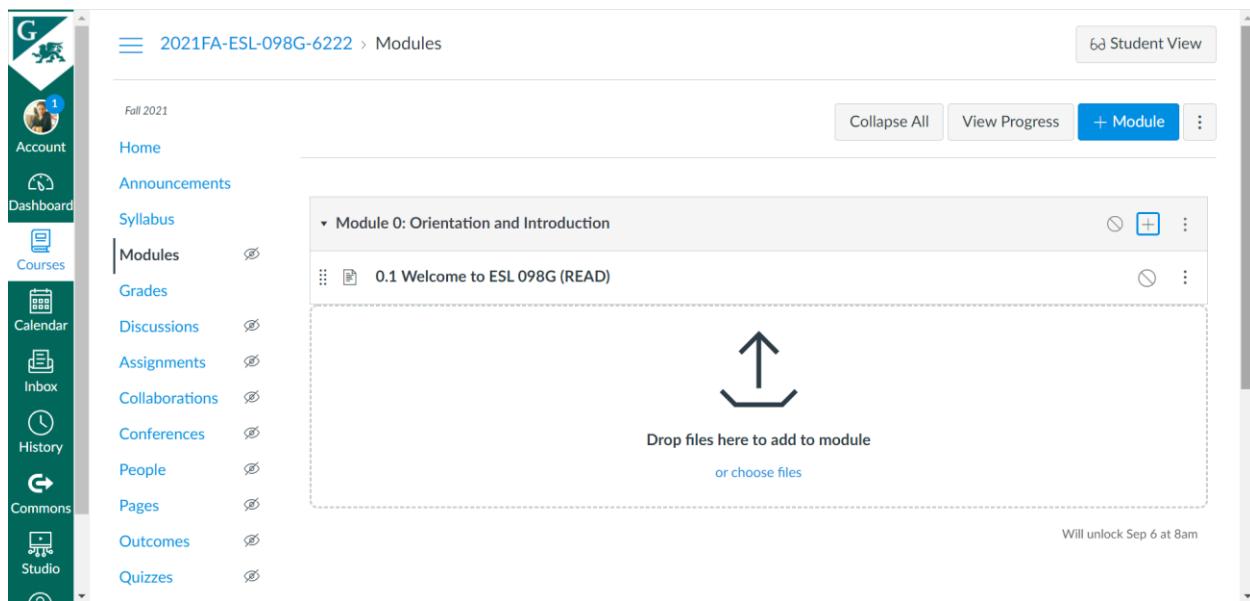
The screenshot shows the 'Add Item to Module 0: Orientation and Introduction' dialog box. On the left, a sidebar lists various course sections like Fall 2021, Home, Announcements, Syllabus, Modules (which is selected), Grades, Discussions, Assignments, Collaborations, Conferences, People, Pages, Outcomes, and Quizzes. The main area of the dialog has a title 'Add Item to Module 0: Orientation and Introduction'. A dropdown menu under 'Add' is set to 'Page', with other options like Assignment, Quiz, File, and Discussion listed. A sub-menu for 'Page' is open, showing 'Page' (which is selected and highlighted in blue), '1.1', '2.1', '3.1', 'Ho...', 'Page', 'Discussion', 'Text Header', 'External URL', and 'External Tool'. Below this, an 'Indentation' dropdown is set to 'Don't Indent'. At the bottom right of the dialog are 'Cancel' and 'Add Item' buttons. The background of the dialog shows the same Canvas interface as the previous screenshot, with the 'Modules' section selected in the sidebar and the 'Will unlock Sep 6 at 8am' message visible.

Select **Create Page**, then type in your page's name down below. It's 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.). It may also be a good idea to indicate the type of page this is so that your students know (e.g., READ, GRADED DISCUSSION, GRADED ASSIGNMENT, GRADED QUIZ, etc.). When you are finished, click **Add Item**.



The screenshot shows the 'Add Item to Module 0: Orientation and Introduction' dialog box. In the 'Page Name' field, the text '0.1 Welcome to ESL 098G (READ)' is entered and highlighted with a red box and an arrow pointing to it. The 'Create Page' dropdown menu is open, listing various page types such as '0.1 COURSE OVERVIEW (READ)', '0.2 COMMUNICATION & NETIQUETTE (READ)', and '0.3 HELP/SUPPORT (READ)'. The 'Indentation' dropdown is set to 'Don't Indent'. At the bottom right of the dialog box are 'Cancel' and 'Add Item' buttons.

And there's our page. We are now ready to add content to this page.



The screenshot shows the course navigation bar with the title '2021FA-ESL-098G-6222 > Modules'. Under 'Module 0: Orientation and Introduction', the page '0.1 Welcome to ESL 098G (READ)' is listed. Below the module content, there is a dashed box with an upward arrow icon and the text 'Drop files here to add to module or choose files'. The status 'Will unlock Sep 6 at 8am' is visible at the bottom right.

2. To do this, click on the page's title: **0.1 Welcome to ESL 098G (READ)**. This takes us to our empty page, where we are ready to add our content. Click the **Edit** button.

The screenshot shows the left sidebar of a Canvas course. The 'Pages' section is selected. At the top right, there are buttons for 'Publish', 'Edit' (which is highlighted with a red box and has a red arrow pointing to it), 'Immersive Reader', and more. The main content area displays the title '0.1 Welcome to ESL 098G (READ)'.

3. When the editor opens, we can now add our 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 this page, click on **Save & Publish**.

The screenshot shows the rich text editor in Canvas. The title '0.1 Welcome to ESL 098G (READ)' is in the header. The main content area contains the text 'Orientation' and 'Overview'. A note at the bottom says: 'Please note: The best web browsers for working in Canvas are Chrome and Firefox.' Below the text is a 'Users allowed to edit this page' dropdown set to 'Only teachers'. At the bottom right, there are buttons for 'Cancel', 'Save & Publish' (which is highlighted with a red box and has a red arrow pointing to it), and 'Save'.

Our page now has our content and is no longer empty.

The screenshot shows a Canvas course interface. On the left is a vertical sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The main content area shows the course navigation path: Fall 2021 > Pages > 0.1 Welcome to ESL 098G (READ). The title '0.1 Welcome to ESL 098G (READ)' is displayed. Below it are sections for Orientation and Overview. A note about web browsers is present, followed by a detailed description of the course structure and modules. At the bottom right of the main content area, there are buttons for Publish, Edit, Immersive Reader, and more.

0.1 Welcome to ESL 098G (READ)

## Orientation

### Overview

Please note: The best web browsers for working in Canvas are Chrome and Firefox.

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.

This module will serve as an orientation and introduction to the course. You will see two modules in the Modules section of the Course Navigation. Module 0 is called "Orientation and Introduction", and Module 1 is called "People and Places". These first two modules will be for Week 1 of the semester. Please go through each of the modules in order, beginning with this "Orientation and Introduction" module (Module 0). Starting Week 2, there will be only one module per week. The modules can be easily accessed in the Course Navigation to the left, as well as on the Home Page. For more information about modules, scroll down to towards the end of this page. There is also a video introducing modules down below.

Now, when we click on the page in our Module, we should see our 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, Assignment, or Quiz. The icon here indicates that 0.1 is a Page.

The screenshot shows the 'Pages' section of the course navigation. It lists 'Module 0: Orientation and Introduction' and '0.1 Welcome to ESL 098G (READ)'. The icon for '0.1 Welcome to ESL 098G (READ)' is highlighted with a red box. At the bottom right, it says 'Will unlock Sep 6 at 8am'.

Module 0: Orientation and Introduction

0.1 Welcome to ESL 098G (READ)

Will unlock Sep 6 at 8am

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

Fall 2021

2021FA-ESL-098G-6222 > Modules

Account

Dashboard

Courses

Calendar

Inbox

History

Commons

Studio

Home

Announcements

Syllabus

Modules

Grades

Discussions

Assignments

Collaborations

Conferences

People

Pages

Outcomes

Quizzes

Module 0: Orientation and Introduction

- 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)

Will unlock Sep 6 at 8am

## Adding Page Requirements

At this point, we now have some pages with content for our students to read. We have the pages 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 them “View” it without any requirements.

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

Fall 2021

2021FA-ESL-098G-6222 > Modules

Account

Dashboard

Courses

Calendar

Inbox

History

Commons

Studio

Home

Announcements

Syllabus

Modules

Grades

People

Rubrics

Library

New Analytics

Studio

Tutoring

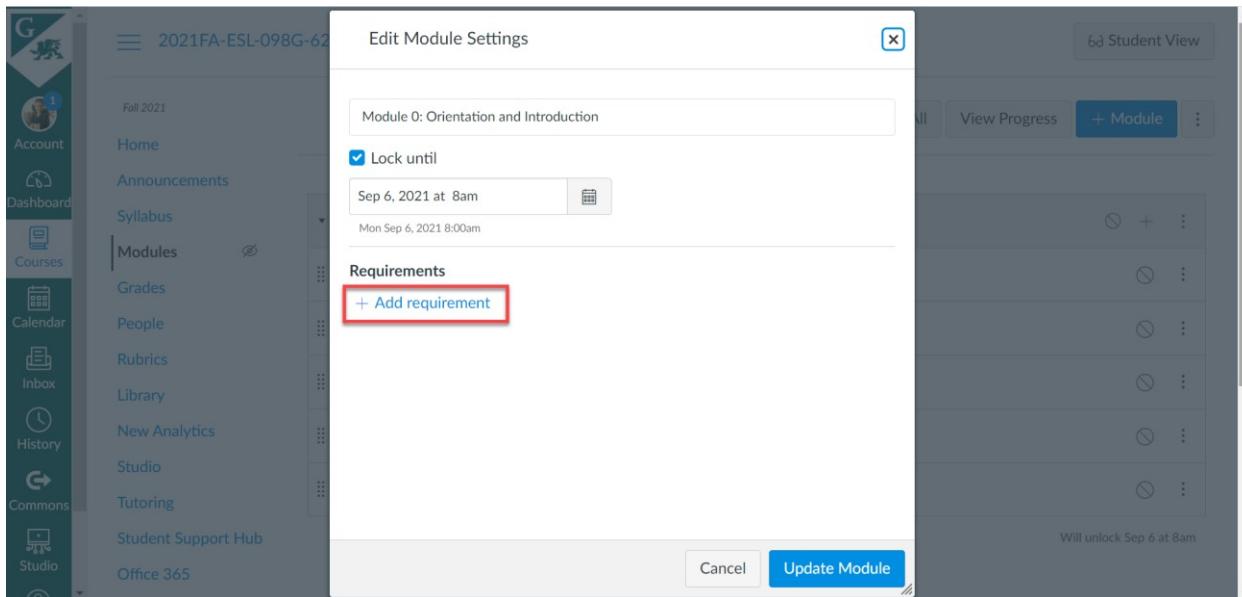
Student Support Hub

Office 365

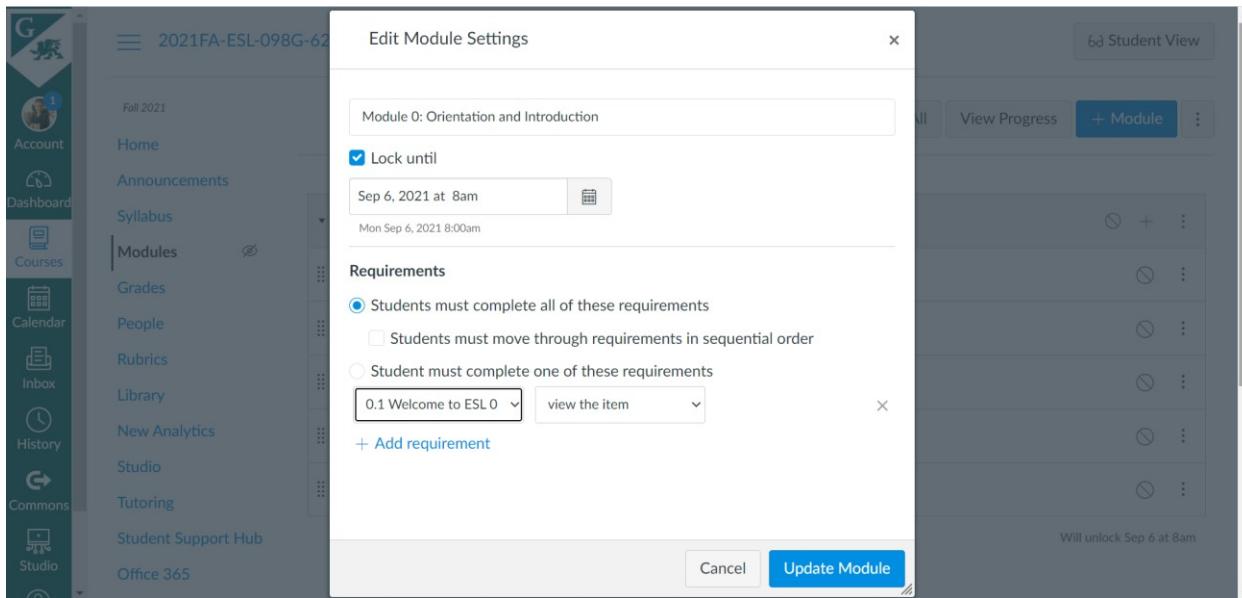
Module 0: Orientation and Introduction

- 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)

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



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



Select the page you want to add a requirement to from the dropdown menu on the left. For this example, we will choose page 0.1. Then select the requirement from the dropdown on the right. We want **mark as done**. So, select that, then click **Update Module**.

The screenshot shows the 'Edit Module Settings' dialog box. In the 'Requirements' section, the 'Students must complete all of these requirements' option is selected. Below it, there is another requirement: '0.1 Welcome to ESL 0'. A dropdown menu is open for this requirement, listing three options: 'view the item', 'mark as done' (which is highlighted with a red box and has a cursor over it), and 'contribute to the page'.

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.

The screenshot shows the 'Module 0: Orientation and Introduction' page. It lists 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)'. The '0.1 Welcome to ESL 098G (READ)' item has a red arrow pointing to the 'Mark done' button next to it.

2. To mark a page as “View”, start by clicking on the three dots as before. You’ll notice that we have our **mark as done** requirement for the first page. Now, since we want to add another requirement for our next page, click in **+ Add requirement**.

The screenshot shows the 'Edit Module Settings' dialog box. In the 'Requirements' section, there is a requirement for '0.1 Welcome to ESL 0' set to 'mark as done'. Below this, a red box highlights the '+ Add requirement' button.

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. In the 'Requirements' section, there is a requirement for '0.2 Meet Your Instructor' set to 'view the item'. A red box highlights the dropdown menu for 'view the item', which shows options: 'view the item', 'mark as done', and 'contribute to the page'.

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

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)
- 0.4 Canvas Face to Face (READ)
- 0.5 Study Habits (READ)

Will unlock Sep 6 at 8am

And we can go ahead and add requirements to the rest of our 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, we can go into **Student View**. As noted above, if set a future date and time for our Module to unlock, we will not be able to view our Module in **Student View**. Because we want to see what it looks like in **Student View**, let's go ahead and review our “Lock until” date. So, 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**.

Now, we no longer have a date and time. This means that this Module will be available to students at any time.

4. There's one more thing that we need to do before we can view our pages in the **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 we try to enter **Student View** now, we will not be able to see our Modules, because it is not visible.

5. So, what we need to do is to publish our 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 we look in the Dashboard, our class will still be unpublished. You will still need to publish the entire course in order for the students to see the course, with the contents.

Note too that the icon that was there before is now gone, which is what we want. This means that the content will now be visible to students. We are now ready to check in the **Student View**.

The screenshot shows the left sidebar of a Canvas course page for '2021FA-ESL-098G-6222'. The sidebar includes links for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Office 365. The 'Modules' link is highlighted with a red box and a red arrow pointing to it from the left. The main content 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 'View' or 'Mark done' button.

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

The screenshot shows the course home page for '2021FA-ESL-098G-6222'. The sidebar on the left has 'Home' highlighted with a red box and a red arrow pointing to it from the left. On the right side, there is a 'Student View' button highlighted with a red box and a red arrow pointing to it from the top right. The main content area shows 'Recent Announcements' with one entry: 'ABC1234 - Welcome Announcement' posted by 'U' on 'Welcome to ABC1234 - Course Template...'. Below this is the course title '2021FA-ESL-098G-6222 - Grammar Written/Spoken Comm' and course status buttons for 'Unpublished' and 'Publish'.

We can see that we are now in **Student View**. And if we click on **Modules**, we can now see our Module.

A screenshot of the Canvas Student View interface. On the left, there is a vertical sidebar with various navigation links: Account, Dashboard, Courses, Calendar, Inbox, History, and Studio. The 'Modules' link is highlighted with a red box and a large red arrow pointing down to it. The main content area shows '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 'Mark done' button to its right. At the bottom of the screen, there is a 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.' There are also 'Reset Student' and 'Leave Student View' buttons.

Let's go into the first page of our Module, which we 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.

A screenshot of the '0.1 Welcome to ESL 098G (READ)' module page. The left sidebar shows the same navigation links as the previous screenshot. The main content area displays the title '0.1 Welcome to ESL 098G (READ)' and the sub-sections 'Orientation' and 'Overview'. Below these, there is a note about web browsers and a welcome message for Module 0. A large red arrow points upwards from the 'Mark as done' button at the top right of the page. The bottom of the screen shows the same status message and buttons as the previous screenshot.

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

2021FA-ESL-098G-6222 > Pages > 0.1 Welcome to ESL 098G (READ)

Fall 2021

Home Announcements Syllabus Modules Grades People Library Tutoring Student Support Hub Office 365

Account Dashboard Courses Calendar Inbox History Studio

0.1 Welcome to ESL 098G (READ)

Orientation

Overview

Please note: The best web browsers for working in Canvas are Chrome and Firefox.

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.

This module will serve as an orientation and introduction to the course. You will see two modules in the Modules section of the Course Navigation. Module 0 is called "Orientation and Introduction", and Module 1 is called "People and Places". These first two modules will be for Week 1 of the semester. Please go through each of the modules in order, beginning with this "Orientation and Introduction" module (Module 0). Starting Week 2, there will be only one module per week. The modules can be easily accessed in the Course Navigation to the left, as well as on the Home Page. For more information about modules, scroll down to

You are currently logged into Student View

Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.

Reset Student Leave Student View

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

Module 0: Orientation and Introduction

Complete All 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

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 students to mark it 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.

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

7. So, we now know what this will look like to the students. To exit **Student View**, simple click on the **Leave Student View** button on the bottom.

Fall 2021
[Collapse All](#)

- [Home](#)
- [Announcements](#)
- [Syllabus](#)
- [Modules](#)
- [Grades](#)
- [People](#)
- [Library](#)
- [Tutoring](#)
- [Student Support Hub](#)
- [Office 365](#)

- [Module 0: Orientation and Introduction](#)

<a href="#">Complete All Items</a>	<a href="#">-</a>
0.1 Welcome to ESL 098G (READ) Marked done	<input checked="" type="checkbox"/>
0.2 Meet Your Instructor: Adolf Schmuck (READ) Viewed	<input checked="" type="checkbox"/>
0.3 A Note on Notifications and Contacting Your Instructor (READ) Mark done	<input type="checkbox"/>
0.4 Canvas Face to Face (READ) View	<input type="checkbox"/>
0.5 Study Habits (READ) Mark done	<input type="checkbox"/>

6d You are currently logged into Student View
Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.

[Reset Student](#)
[Leave Student View](#)

## **Creating a Discussion Topic**