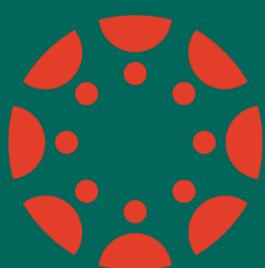


Canvas Basics

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 The dashboard contains a list of your published courses, as well as a list of your unpublished courses, if you have any.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

Task	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		

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

The screenshot shows the same Canvas dashboard as above, but with a red arrow pointing to the 'Courses' link in the sidebar. This highlights the 'Courses' option as the active navigation point.

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 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. 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. From left to right, the courses are:

- 2020FA-ESL-098G-6225 - Grammars & Writing 2020FA-ESL-098G-6225 Fall 2020
- GC-CANVAS TRAINING-SCHMUCK 20SUS-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... GCESL98G

On the right, there is a "To Do" list with five 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)

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 and highlighted in blue), Calendar, Inbox, History, Commons, and Studio. The main content area lists several 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. To the right, a "To Do" sidebar displays four graded assignments:

- 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

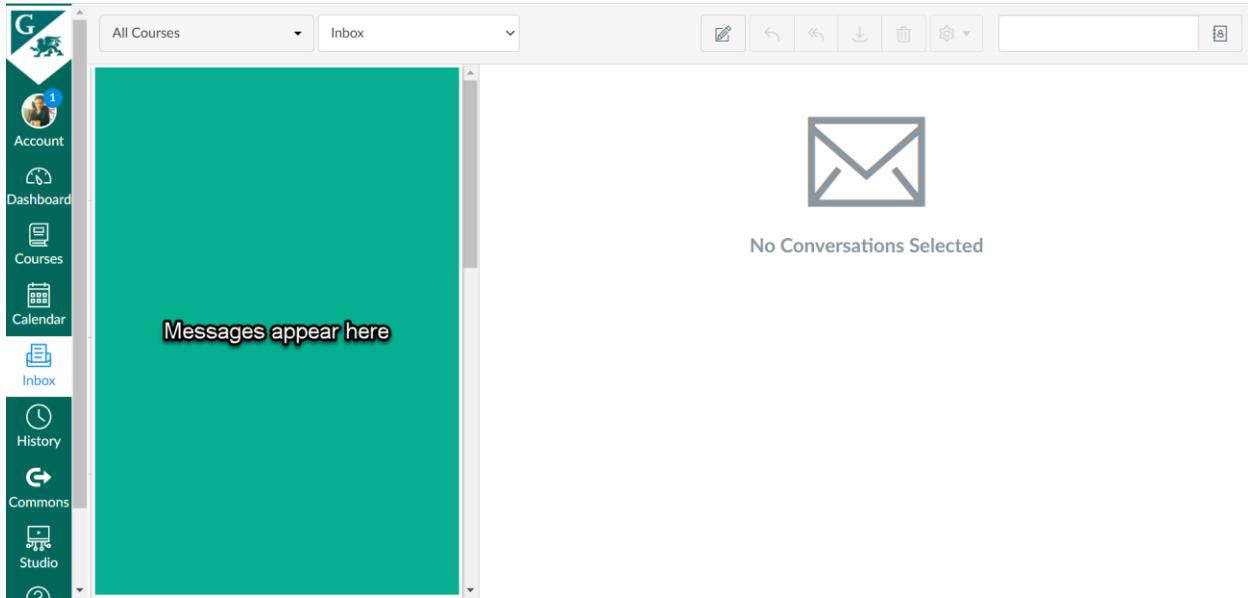
Calendar allows you to use the Calendar to keep track of important events and assignments. The Canvas Calendar collects information from all of your Canvas courses in one place. Here, you will be able to see any events for your courses that you have added to the calendar. On the right side, you can choose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

The screenshot shows the Canvas Calendar page. On the left, there's a sidebar with icons for Account, Dashboard, Courses (selected), Calendar (highlighted in blue), Inbox, History, Commons, and Studio. The main content area shows 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 the first week starting on Sunday, July 27. A red box highlights the "CALENDARS" section on the right sidebar. This section lists several courses with checkboxes next to them, indicating they are selected:

- 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, there's a section for "UNDATED".

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 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 201,715 results. Three items are shown in a grid:

- Quiz - Waiver for Cross-listed Courses**: Undergraduate, Rhonda Bauerlein. Status: FEATURED. Description: "Quiz - Waiver for Cross-listed Courses".
- Cuyamaca Cares Resources**: Undergraduate, Sarah Rodriguez. Status: FEATURED. Description: "Cuyamaca Cares Resources".
- Develop in Swift AP® CS Principles**: Graduate, Apple Education. Status: FEATURED. Description: "Develop in Swift AP® CS Principles, Xcode 12".

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. On the left is a vertical sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The main area has a header with tabs: My Library, RECORD, ADD, and SEARCH. A "Collection" button is also present. In the center, a modal window titled "Add to My Library" is open. It contains a "Drag & Drop or Upload Media" section with a "Browse Files" button and a "Paste YouTube Link" section with a text input field containing the URL "https://www.youtube.com/watch?". To the right of the modal, there's a preview of a YouTube video thumbnail for "Lucky Student Demo" by Adolf Schmuck.

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 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, "Ask Your Instructor a Question" link, 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)
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 for 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 navigation options: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The 'Courses' option is currently selected and highlighted with a red box. In the center, the main content area displays the 'Modules' page for the course '2021FA-ESL-098G-6222'. The page title is '2021FA-ESL-098G-6222 > Modules'. At the top right, there are buttons for 'View Progress', '+ Module', and more options. Below the title, there is a section for 'Fall 2021' with links to Home, Announcements, Syllabus, and Modules. A large red arrow points to the 'Modules' link. To the right of the sidebar, there is a central area with a diagram of four interconnected squares and a button labeled 'Create a new Module'.

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

This screenshot is similar to the previous one, showing the 'Modules' page for the course '2021FA-ESL-098G-6222'. The 'Courses' option in the sidebar is still selected. The main content area shows the 'Fall 2021' section with the same links. A large red arrow points to the blue '+ Module' button located at the top right of the central area, just below the 'View Progress' 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 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 rectangle 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 Canvas LMS Modules page. 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 the month of September 2021, with the date 'Sep 6, 2021' selected. The time picker shows 'Time: 08:00 am'. At the bottom right of the dialog are 'Cancel' and 'Add Module' buttons, with the 'Add Module' button being highlighted in blue. The background of the main LMS page is dimmed to indicate it is not active while the dialog is open.

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 input fields are 'Cancel' and 'Add Module' buttons. The 'Add Module' button is highlighted with a blue background.

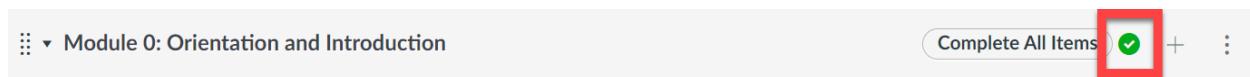
Our module has now been created and added. You can see that this module will unlock on September 6, at 8 am. Notice too the circular icon on the right. This means that the module is unpublished. Keep in mind that if something is unpublished, students will not be able to see it. In order for your content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

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

Creating a Page

1. Now that we have created a module, let's create some Pages for our module. A Page is for any content that you want your students to view or read, such as instructional content, an overview of the module to come, information on the week's Zoom meetings, etc., and which 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.

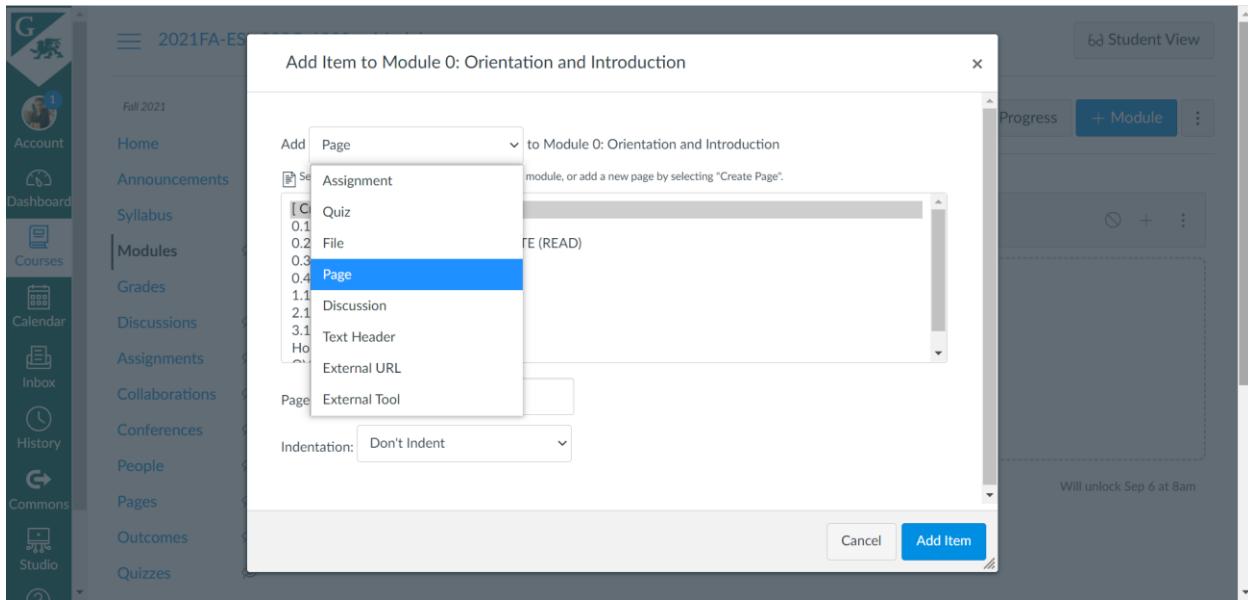
[Collapse All](#) [View Progress](#) [+ Module](#) [...](#)

▼ Module 0: Orientation and Introduction

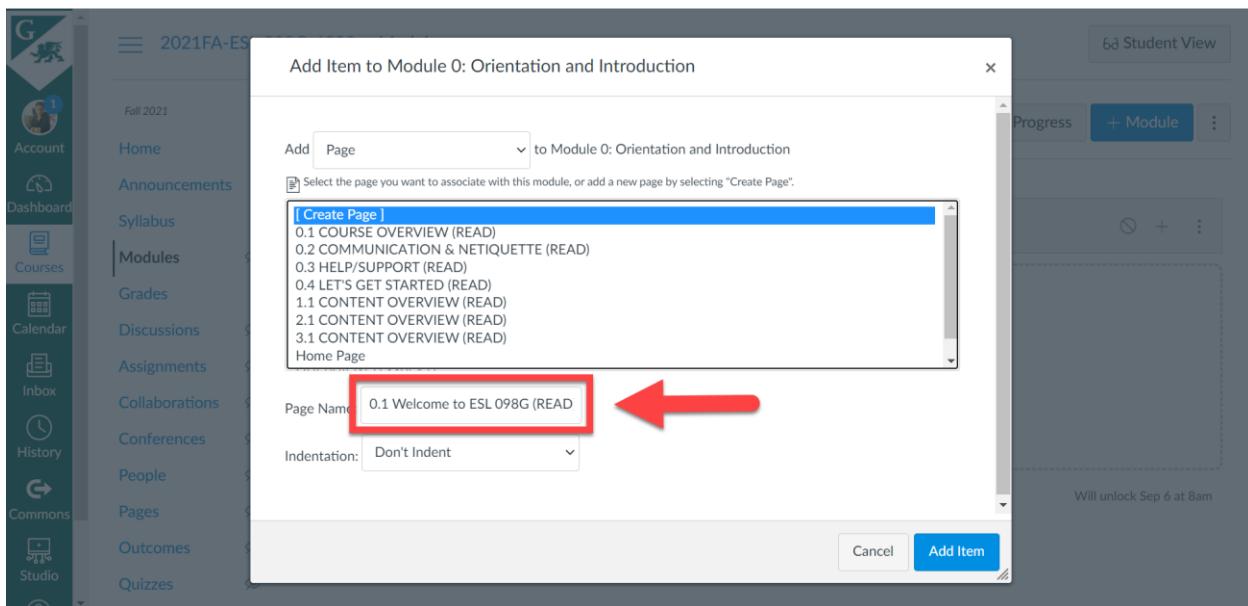
Drop files here to add to module
or choose files

Will unlock Sep 6 at 8am

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**.



Select **Create Page**, then type in your page's name down below. It's a good idea 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**.



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

The screenshot shows the Canvas LMS 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 breadcrumb path: 2021FA-ESL-098G-6222 > Modules. A sub-path Fall 2021 > Home is also visible. At the top right are buttons for 'Collapse All', 'View Progress', '+ Module' (which is highlighted in blue), and a three-dot menu. Below these are buttons for 'Module 0: Orientation and Introduction' and '0.1 Welcome to ESL 098G (READ)'. A large dashed box contains a central area with a double-headed arrow icon and the text 'Drop files here to add to module or choose files'. A note at the bottom right says 'Will unlock Sep 6 at 8am'.

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 Canvas LMS interface on a page titled '0.1 Welcome to ESL 098G (READ)'. The left sidebar is identical to the previous screenshot. The top navigation bar includes 'View All Pages', 'Publish' (with a checkmark icon), 'Edit' (which is highlighted with a red box and has a large red arrow pointing to it), 'Immersive Reader', and a three-dot menu. The main content area displays the page 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 Canvas course navigation bar on the left with various links like Home, Announcements, Syllabus, etc. The main area displays the 'Orientation' page with its content. At the bottom right of the editor, there are three buttons: 'Cancel', 'Save & Publish', and a blue 'Save' button. A large red arrow points from the 'Save' button towards the 'Save & Publish' button.

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

The screenshot shows the published version of the 'Orientation' page. The content is identical to what was entered in the editor. At the top right, there are buttons for 'Student View', 'Publish', 'Edit', and 'Immersive Reader'. The 'Publish' button is highlighted with a red box.

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.

A screenshot of a learning management system interface showing a single module. The module title is "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 to the left of the page title. In the top right corner of the page card, there are three dots, a minus sign, and a plus sign. Below the page card, a note says "Will unlock Sep 6 at 8am".

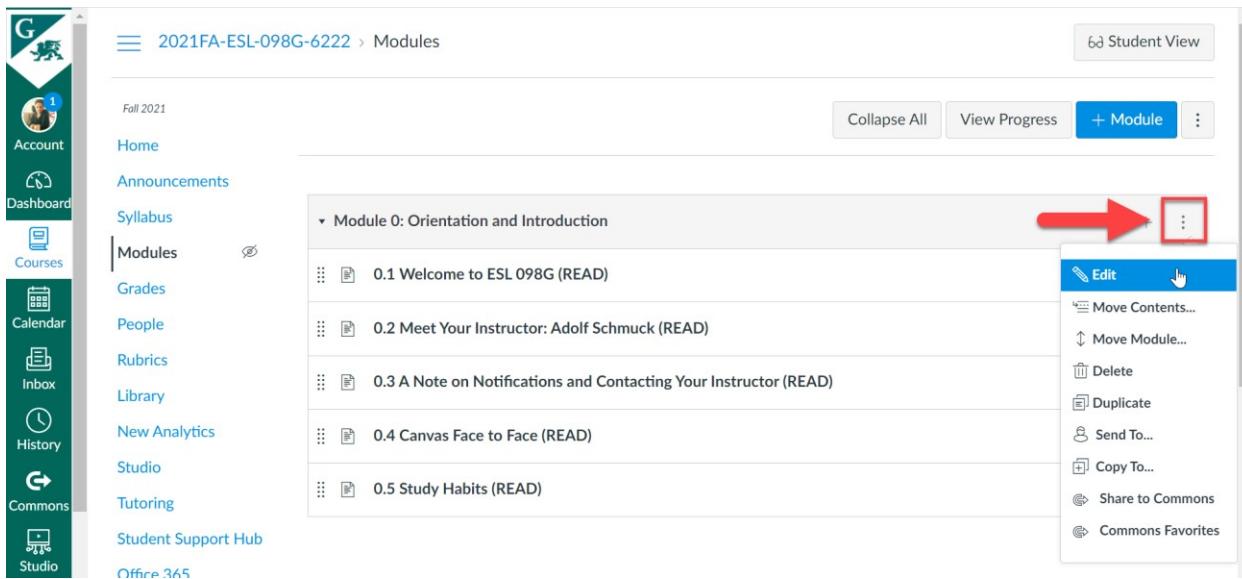
To create more pages with similar content (i.e., READ page), repeat the steps above.

A screenshot of the course navigation bar. On the left is a vertical sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The "Courses" icon is highlighted. The main area shows the course title "2021FA-ESL-098G-6222" and the "Modules" section. Under "Modules", there is a list of five modules: "Module 0: Orientation and Introduction", "Module 1: Welcome to ESL 098G (READ)", "Module 2: Meet Your Instructor: Adolf Schmuck (READ)", "Module 3: A Note on Notifications and Contacting Your Instructor (READ)", and "Module 4: Canvas Face to Face (READ)". Each module has a document icon to its left and three dots, a minus sign, and a plus sign in the top right corner. A note at the bottom right says "Will unlock Sep 6 at 8am".

Adding Page Requirements

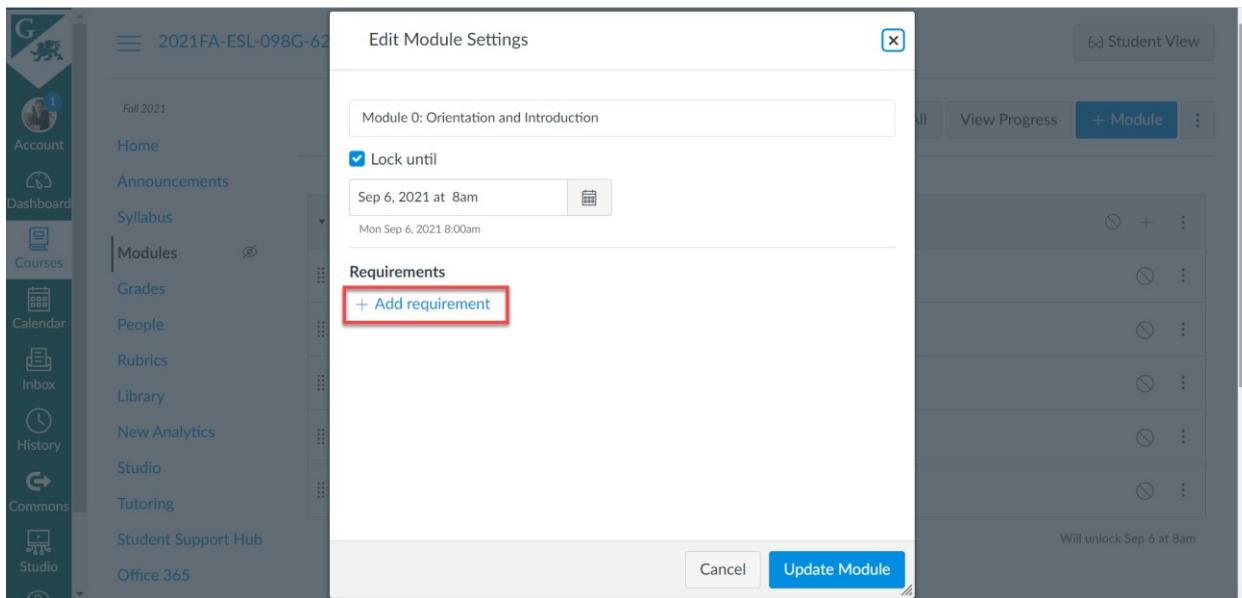
At this point, we now have some pages with content for our students to read. We have the pages of adding requirements for each page. For example, you may want to require a page to be marked as “Done” after completion, or simply have them “View” it without any requirements.

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



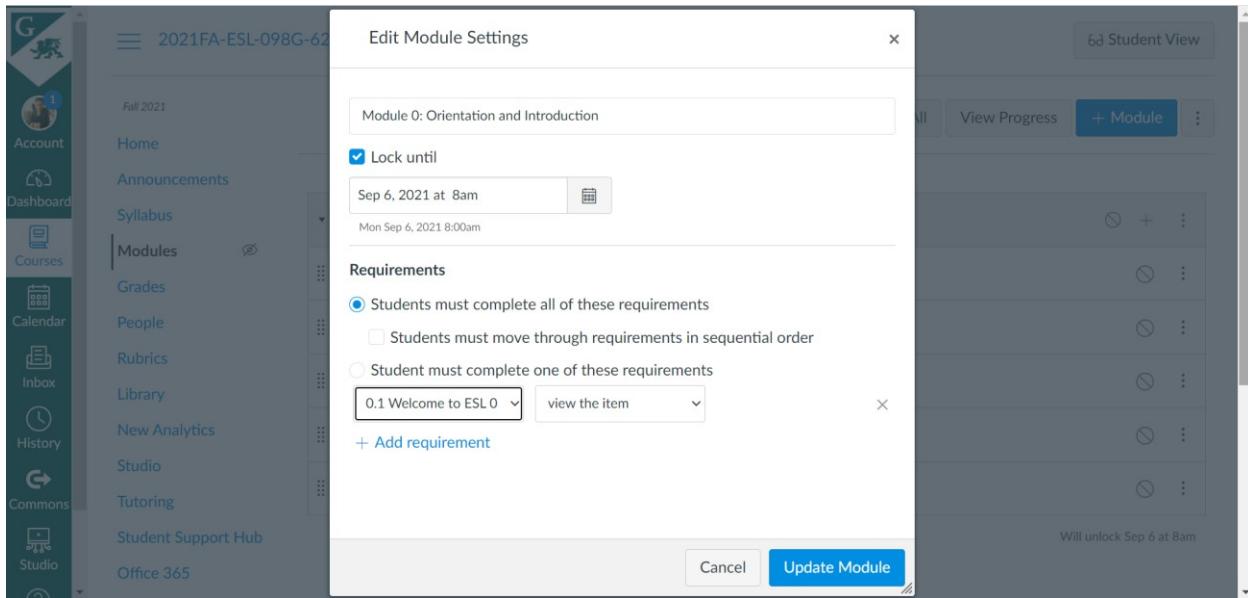
The screenshot shows the Canvas LMS interface. On the left is a sidebar with various icons and links: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The main area shows a course navigation bar with 'Fall 2021', 'Home', 'Announcements', 'Syllabus', 'Modules' (which is selected), 'Grades', 'People', 'Rubrics', 'Library', 'New Analytics', 'Studio', 'Tutoring', 'Student Support Hub', and 'Office 365'. Below this is a list of modules: 'Module 0: Orientation and Introduction' containing sections 0.1 through 0.5. To the right of the module list is a context menu with options like 'Edit', 'Move Contents...', 'Move Module...', 'Delete', 'Duplicate', 'Send To...', 'Copy To...', 'Share to Commons', and 'Commons Favorites'. A red arrow points to the 'Edit' button in this menu, and a red box highlights the three-dot menu icon above it.

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



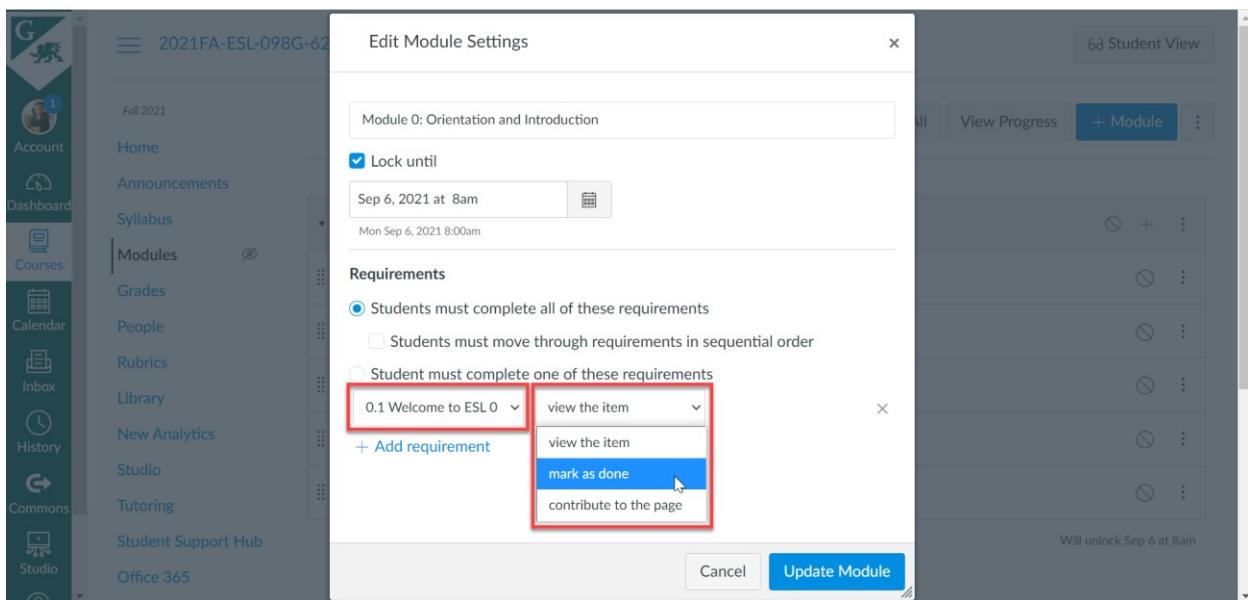
The screenshot shows the 'Edit Module Settings' dialog box. It includes fields for 'Module 0: Orientation and Introduction', 'Lock until' (set to Sep 6, 2021 at 8am), and a 'Requirements' section with a red box highlighting the '+ Add requirement' button. At the bottom are 'Cancel' and 'Update Module' buttons. A note at the bottom right says 'Will unlock Sep 6 at 8am'.

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.



The screenshot shows the 'Edit Module Settings' dialog box. Under the 'Requirements' section, the 'Students must complete all of these requirements' radio button is selected. A dropdown menu is open next to the requirement '0.1 Welcome to ESL 0', showing three options: 'view the item', 'mark as done', and 'contribute to the page'. The 'mark as done' option is highlighted with a red box.

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. Under the 'Requirements' section, the 'Students must complete all of these requirements' radio button is selected. A dropdown menu is open next to the requirement '0.1 Welcome to ESL 0', showing three options: 'view the item', 'mark as done', and 'contribute to the page'. The 'mark as done' option is highlighted with a red box.

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.

A screenshot of a module list titled "Module 0: Orientation and Introduction". The list contains 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 first item has a red box around its "Mark done" button, which is highlighted with a red arrow. The status for all items is "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 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**.

A screenshot of the "Edit Module Settings" dialog. It shows a "Module 0: Orientation and Introduction" section with a "Lock until" date set to "Sep 6 at 8am". Under the "Requirements" section, there are two options: "Students must complete all of these requirements" (selected) and "Student must complete one of these requirements". Below these options is a list of requirements: "0.1 Welcome to ESL 0" with a dropdown menu showing "mark as done" and a red box around the "+ Add requirement" button. The "+ Add requirement" button is also highlighted with a red arrow. At the bottom of the dialog are "Cancel" and "Update Module" buttons.

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 over a course navigation sidebar. The sidebar includes links for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The main area shows 'Module 0: Orientation and Introduction' with a lock until date of Sep 6 at 8am. The 'Requirements' section has 'Students must complete all of these requirements' selected. Item 0.1 is marked as done. Item 0.2 has a dropdown menu open with 'view the item' selected.

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

The screenshot shows the 'Module 0: Orientation and Introduction' page. It lists five items: 0.1 Welcome to ESL 098G (Mark done), 0.2 Meet Your Instructor: Adolf Schmuck (View highlighted with a red box and arrow), 0.3 A Note on Notifications and Contacting Your Instructor (Mark done), 0.4 Canvas Face to Face (Mark done), and 0.5 Study Habits (Mark done). A message at the bottom right indicates the module will unlock on 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**.

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 098G (READ)	mark as done	X
0.2 Meet Your Instructor: Adolf Schmuck (READ)	view the item	X
0.3 A Note on Notifications and Contacting Your Instructor (READ)	mark as done	X
0.4 Canvas Face to Face (READ)	view the item	X
0.5 Study Habits (READ)	mark as done	X

Will unlock Sep 6 at 8am

Cancel Update Module

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

A screenshot of the Canvas student view. On the left is a vertical sidebar with various navigation links: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The 'Modules' link is highlighted with a blue border. The main content area shows a list of modules under 'Fall 2021'. One module 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 'View' button and a 'Mark done' button. At the top right of the content area are buttons for 'Collapse All', 'View Progress', '+ Module', and three dots. A red arrow points from the text above to the 'Modules' link in the sidebar.

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.

A screenshot of the Canvas student view, similar to the previous one but with a tooltip. The 'Modules' link in the sidebar has a black box with a white arrow pointing to it, containing the text 'No content. Not visible to students'. The main content area shows the same module list as the first screenshot. A red arrow points from the text above to the 'Modules' link in the sidebar.

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.

The screenshot shows the Canvas LMS interface. On the left is a sidebar with various navigation links: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Office 365. The main area displays the 'Modules' section for the course '2021FA-ESL-098G-6222'. The 'Fall 2021' term 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 'Mark done' button and a three-dot menu icon. In the top right corner of the Module 0 title bar, there is a green square containing a white checkmark. A large red arrow points to this icon.

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**.

This screenshot shows the same Canvas LMS interface as the previous one, but from the perspective of the Student View. The 'Student View' button is visible in the top right corner. The 'Modules' section for '2021FA-ESL-098G-6222' is displayed. The 'Module 0: Orientation and Introduction' is expanded, showing the same five items as before. The 'Mark done' button and three-dot menu icon are present for each item. In the top right corner of the Module 0 title bar, there is a button labeled 'Complete All Items' with a green checkmark icon. A red box highlights this button. A red arrow points to the 'Modules' link in the sidebar, indicating the current view.

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'. On the left sidebar, 'Home' is highlighted with a red box and arrow. In the top right corner, there is a '6d Student View' button with a red box and arrow pointing to it. The main content area displays recent announcements and course details.

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

The screenshot shows the course home page in Student View mode. The left sidebar has 'Modules' highlighted with a red box and arrow. The main content area displays the 'Modules' section, which lists 'Module 0: Orientation and Introduction' with several sub-items. At the bottom, a message states 'You are currently logged into Student View' and provides options to 'Reset Student' or 'Leave Student View'.

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.

The screenshot shows the Canvas LMS interface in Student View. 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 current page is displayed: 0.1 Welcome to ESL 098G (READ). The page content includes sections for Orientation and Overview, a note about web browsers, and a detailed description of the module. At the top right of the page area, there are two buttons: 'Immersive Reader' and 'Mark as done'. A red box highlights the 'Mark as done' button, and a red arrow points to it from above. At the bottom of the page, there is a message about resetting student history and buttons for 'Reset Student' and 'Leave Student View'.

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

This screenshot shows the same Canvas LMS interface as the previous one, but after the 'Mark as done' button has been clicked. The 'Mark as done' button is now a green box with a checkmark icon and the word 'Done'. A red box highlights this 'Done' button, and a red arrow points to it from above. The rest of the interface remains the same, including the sidebar, course navigation, and page content.

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”.

A screenshot of the LMS Modules page for 'Module 0: Orientation and Introduction'. The page lists 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

A red arrow points from the 'Marked done' status of item 0.1 to the green checkmark in the 'Mark done' column of item 0.2, indicating that marking one item as done also marks others as viewed.

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.

A screenshot of the LMS Modules page for 'Module 0: Orientation and Introduction'. The page lists 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

A red arrow points from the 'Viewed' status of item 0.2 to the green checkmark in the 'Mark done' column of item 0.3, indicating that marking one item as viewed also marks others as completed.

7. So, we now know what this will look like to the students. 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, there is a message: 'Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.' Below this message are two buttons: 'Reset Student' and 'Leave Student View', with 'Leave Student View' being highlighted by a red arrow pointing to it.

And since by the time we complete our module, we want to have everything published, we'll go ahead and leave our pages published.

This screenshot shows the same Canvas Student View interface after the student has completed all items in the 'Module 0: Orientation and Introduction' list. The items are now marked as 'done' (indicated by green checkmarks) and have 'Mark done' links replaced by 'View' links. The 'Complete All Items' button at the top right is also marked as done (green checkmark). The rest of the interface is identical to the previous screenshot, including the sidebar and the message at the bottom.

Creating a Discussion Topic

The next type of page that can be create in a module is a Discussion.