

- Instructor Training - Modules - Creation and Management

Step	Action	Script - Narration
1	Show Course Home Page	In this video you will learn how to create and manage Modules in your course. Modules are used to organize your course content by weeks, units, topics, or any organizational structure that makes sense for your course.
2		You can also use Modules to: <ul style="list-style-type: none"> • Create a learning path for students by utilizing requirements and prerequisite activities that must be completed before a student can move forward.
3	Click Modules	To access Modules, click the “Modules” link in your Course Navigation on the left.
4		Here you see a few published modules organized and filled with content.
5		There are two ways you can add and organize content in your Modules. One option is to create or add all of your course content and then come into Modules to organize everything. The other option is to map out your course and create an outline of what each module should cover, and then create all of your content within each respective module. Feel free to use whichever option works best for you.
6	Click Create a Module button	To create a new module, click the “Create a Module” button.
7	Type Name Type Module 4 in name field	Now type a name for your Module in the name field.
8	Click “lock module until a given date” checkbox	Select “lock module until a given date” if you would like to prevent students from accessing this content until a specific date and time.
9	Set date and time Set the date as May 2, 2014 at 11:59pm	You can either use the Calendar icon or type in a date and time to lock the module.
10	Click Add prerequisite link	Click the “Add prerequisite” link to indicate another module that must be completed before a student can access this module. Note that you will only see the ”Add Prerequisite” link if you have created at least two modules.
11	Click dropdown, Select Module 3	Repeat this step as necessary.
12	Click “students must move through requirements in this module in sequential order” checkbox	Now select this last checkbox if you’d like to ensure that students move through the requirements of this module in sequential order.
13	Click Add Module button	And finally, click the “Add Module” button to create this module.
14	Click Add (+) button	After a module is created, you can add a variety of content to it by clicking the Add button.
15	Click dropdown to show content items	Now click the drop-down menu to select some content. You can add an assignment, quiz, file, page, discussion, text header, external URL, and you can even integrate an external tool or LTI application.
16	Click Pages Click Cell Anatomy	Next, click the title of the item you wish to add to the module..
17	Scroll down to list bottom Click [New Item]	... or, you will see the option to add a [New] item.

18	Type name: "Module 5 Intro"	If you choose the [New] item, be sure to complete the empty fields that appear.
19	Click Indent dropdown	Click the indentation drop-down if you want to indent this item title in your module.
20	Click Add Item	And last of all, click the "Add Item" button and this content will be added to your module.
21		Once you have added module items, you can add requirements to a module.
22		Please note this example: If you add Module 2 as a prerequisite to Module 3, you must also add requirements for Module 2 which define what students must do in order to fulfill the prerequisite. Stated simply, without assigning requirements to a module, prerequisites will provide no restraints for student access.
23	Click Settings icon for Module 3	To add requirements, click the Settings icon for a module, and then click "Edit". Here you can add the requirements that must be completed before a student can progress in the module.
24	Click Add Requirement link. For [Photosynthesis] users [must contribute] For [Cell Anatomy] users [must view]. For [Research Assignmnt] users [must submit]. For [Genetics Quiz] users [must score at least 15].	Click the "Add Requirements" link. Please note that Content must already be added to a module before you will be able to add an associated requirement. Use the first drop-down menu to select an item, or you can set a requirement for the item that is already selected. Then, click the next drop-down menu to select the action that is required for this item. Repeat these steps until all requirements are defined. And click the Update Module button when you're finished.
25	Click the drag handle Drag to position 1 in module	To rearrange items, just click the drag handle, and while holding down your mouse, drag your content to the appropriate location.
26		Once your content has been added and finalized, you can publish the module. When you publish a module, it will automatically publish each of the individual content items within the module.
27	Mouse over pub icon - "Module 3" Click unpublished icon	To publish a module, click this unpublished icon. The hover text will confirm you want to publish the module. As a result, students will now be able to view this module.
28	Mouse Over pub icon - "Module 3" Click published icon	To unpublish a module, hover over the published icon. The hover text will confirm that you want to unpublish the module. Click the icon to unpublish and confirm the change.
29		You can also publish or unpublish individual content items within each module by following these same steps.
30	PAUSE - open student view Show Student View of Published Modules with Content Added	And finally, here is what students will see when they access modules. Students cannot see any of the Draft State indicators that we have just reviewed, such as the published and unpublished icons, setting icons, and green or gray text. Students will only see modules and content items that have been published. If you have set any prerequisites or added requirements, this will be indicated and the students will need to complete those tasks before moving on.
		You've now completed this tutorial video on Modules .
		For additional information on this or any other topic about Canvas, just visit guides.canvaslms.com . You can also ask questions and engage with other Canvas users by visiting community.canvaslms.com .