

Posting Course Content and Materials

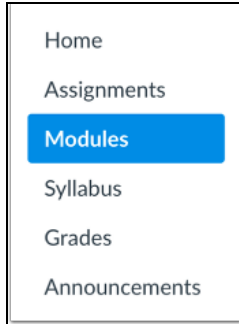
To post course content and materials you will use modules. Modules are used to organize course content by weeks, units, or whatever organizational structure works for your course. Once you create modules, you can add course content and materials.

[Modules Overview Video](#)

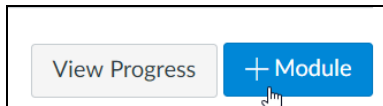
[Editing Modules and Items in Canvas Video](#)

Adding a Module

- 1) In Course Navigation, click the **Modules** link.



- 2) Click **+ Module**.



- 3) In the provided textbox, type a name for your Module.

A screenshot of the 'Add Module' dialog box. The dialog has a title bar 'Add Module' with a close button. Inside, there is a text input field containing 'Module 1: Introduction to Earth Science'. Below the input field is a checkbox labeled 'Lock until' which is checked. Underneath the checkbox is an 'Unlock At' field with a calendar icon. At the bottom of the dialog, there is a 'Prerequisites' section with a '+ Add prerequisite' button. At the very bottom are 'Cancel' and 'Add Module' buttons.

Note: From this screen, you can also establish a date in which the module will open (adaptive release) by checking the **Lock until** box. You can also add pre-requisites to the module by clicking **+ Add prerequisites**.

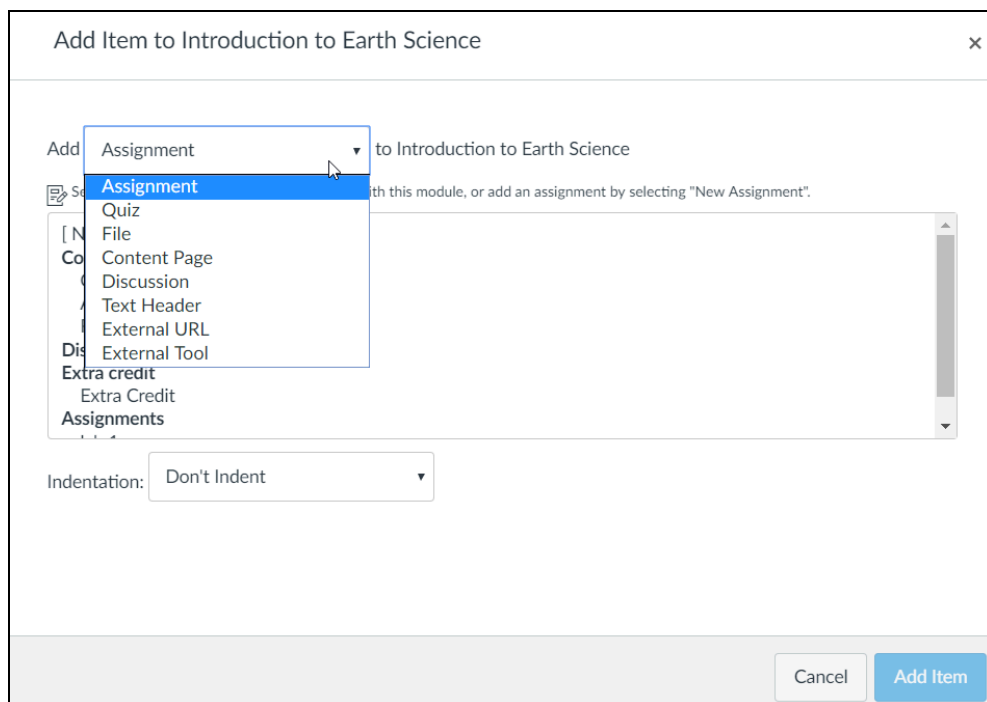
4) Click **Add Module**.



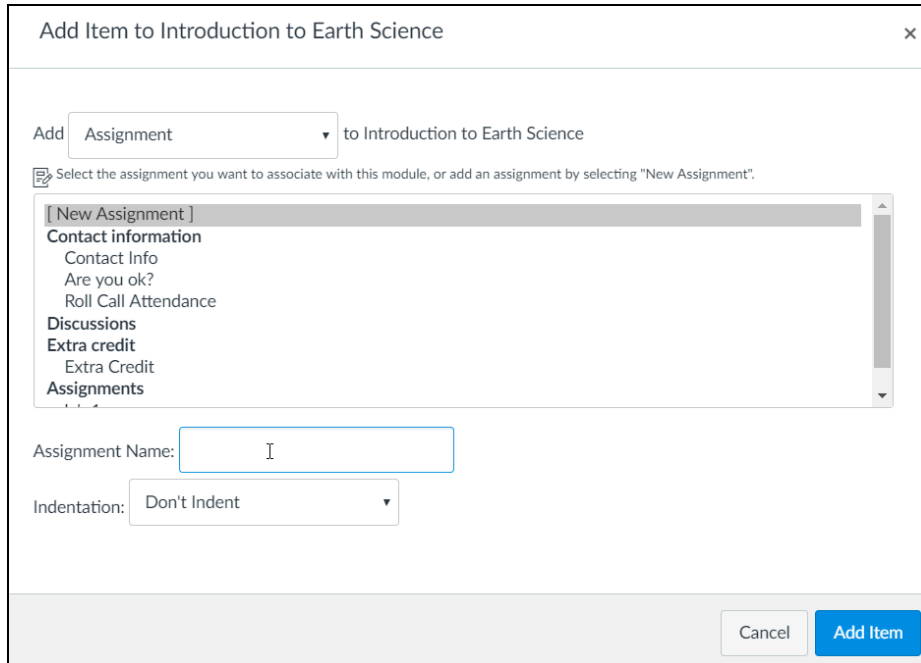
5) To add content to any module, click the **+** symbol

6) Click the Add drop-down menu and select one of the following item Content options:

- Assignment
- Quiz
- File (document and media file types)
- Content Page
- Discussion
- Text header
- External URL
- External Tool (Integrated tools such as publisher resources)



- 7) If you want to add a new item, click the **[New]** link and type a name in the name field. Depending on the item type, when adding new content you may be asked to complete additional fields.

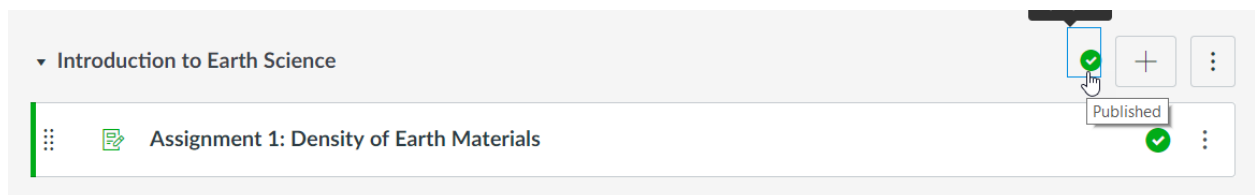


The screenshot shows a dialog box titled "Add Item to Introduction to Earth Science". At the top, it says "Add Assignment to Introduction to Earth Science". Below this, there is a prompt: "Select the assignment you want to associate with this module, or add an assignment by selecting 'New Assignment'". A list of assignments is displayed, with "New Assignment" at the top. Other items in the list include "Contact information", "Contact Info", "Are you ok?", "Roll Call Attendance", "Discussions", "Extra credit", "Extra Credit", and "Assignments". Below the list, there is a text field for "Assignment Name:" and a dropdown menu for "Indentation:" set to "Don't Indent". At the bottom right, there are "Cancel" and "Add Item" buttons.

- 8) Click **Add Item** in the lower right corner.

How to Publish a Module and Module Content

When new modules are created they will be in unpublished state. When modules or content is unpublished, there will be a grey circle with a slash through it. If a module is unpublished, the module and its contents will not be visible to students. Published content in an unpublished module will not be available for students until the unpublished module is published. Published modules and course content will show a green circle with a white checkmark.



Centers for Teaching/Learning Innovation

Need help? Visit your campus CTLI for assistance.

East Campus

Building 4, Room 133

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