CANVAS: How to set up the Course Menu

The **Course Menu** consists of a series of links along the left edge of your class. The order and visibility of these links to students varies by course. The instructor should adjust the Course Menu to reflect which tools students are expected to use during the course and how the course will be structured.

New accounts contain several links that won't be used and which should therefore be disabled as part of the course set up process.

- At this time, the default course template is not consistent across programs names. For example, the default AMD course shell has different course links than the default HDFS course shell.

You cannot change the name of the Course Menu links: they are the same in all courses.

A **visibility icon,** ⌀ **,** indicates that at this time, students cannot see this link. There are two different reasons why that might be: 1) the link may contain no content and once it does, it will become visible, or 2) the link is disabled from the student's view of the Course Menu and thus remains hidden.

- It is important to carefully review the Settings > Navigation screen to see what is actually included on the student's Course Menu.

Caveats:
- The visibility icon is not consistently used at this time. For example: the **ISU AdminTools** link does not show the visibility icon but it is never visible to students
- When ISU makes apps (LTIs) available in Canvas, some will appear as visible, active links while others are disabled by default and not listed in the course menu. New LTI's may appear at any time during the semester – if one appears that you don't want, you should disable it.

Go to Course Menu > Settings > Navigation tab (top).

Sort the Course Menu links by dragging them between the two tables such that "available to student" links are in the top table and "unavailable to students" links are in the bottom table.

- Exception 1: Ensure that the "ISU AdminTools"in in top table.
- Exception 2: Ensure that the "My Surveys" is in top table – students need this for end-of-course evaluation form access.
- Option: If storing video in 'Studio', include it in the top table.

Scroll to the bottom of the screen and click the red "Save" button,

Notes:
- Teachers, Co-teachers, and TA can use all the items in the Course Menu, regardless of whether they are visible to students or not.
- If ISU approves a new add-on tools during the semester, it may suddenly appear in your Course Menu. This occurs without notice. Remove it from student view if you don't plan to use it.

Decide what to include on the Course Menu:
A **Module** is a series of links to content stored in your course (Pages, Files), to content stored outside your course (External URL or External Tool), and to individual activities in your course (specific discussion, assignment, or quiz).

- Most courses group everything a student needs to access into a weekly Module, i.e. Week 1, Week 2, etc.
- A Module can also be used to group links to a specific type of content, ie. Case Studies, Lab Guides

- Students can only access a module if it is published.
- Access to each published module can be restricted by date, prerequisites (=rule that states an earlier module must be completed first)
- Each module can have a requirement rule that details what must be done by student in order for the module to be considered "complete". This rule can be based on achieving a specific test score in the module or simply viewing all the contents.

As a rule the storage areas called **Pages** and **Files** should <u>never be visible</u> to students! Instructors normally restrict access to their content storage areas and provide access in a controlled, timed manner using Modules or a Home Page designed to control navigation to other contents and activities.

Check what the course looks like in student view:

Click the Home (or Settings) link then select "Student View" from the right hand column. If your screen is too narrow, the right hand menu relocates to the bottom of the page

Examples of Student View of Course Menu:

Home	Home	Home
Announcements	Syllabus	Modules
Modules	Announcements	Discussions
Assignments	Modules	Grades
Quizzes	Discussions	My Surveys
Discussions	Grades	
Grades	My Surveys	
People		
My Surveys		