CANVAS: How to build a Module

What is a Module?

A Module is a collection of internal links, external links, and text headers. An internal link goes to a pre-existing Page, File, Assignment, Quiz, or Discussion contained within the course. An external link goes to another website or approved Canvas App. Each type of link is represented by a different symbol. Both the module and the links within it must by published if students are to access them.
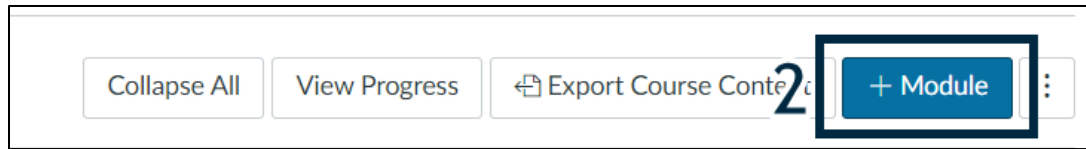

How to build a Module:

To build a link within a module to something else within the course, first create or store that thing in its appropriate container (Pages, Files, Assignments, Quizzes, etc.)

1. Click Modules on the Course Menu.

2. If necessary, create a new module by clicking the **"+ Module"** button in the upper right corner.
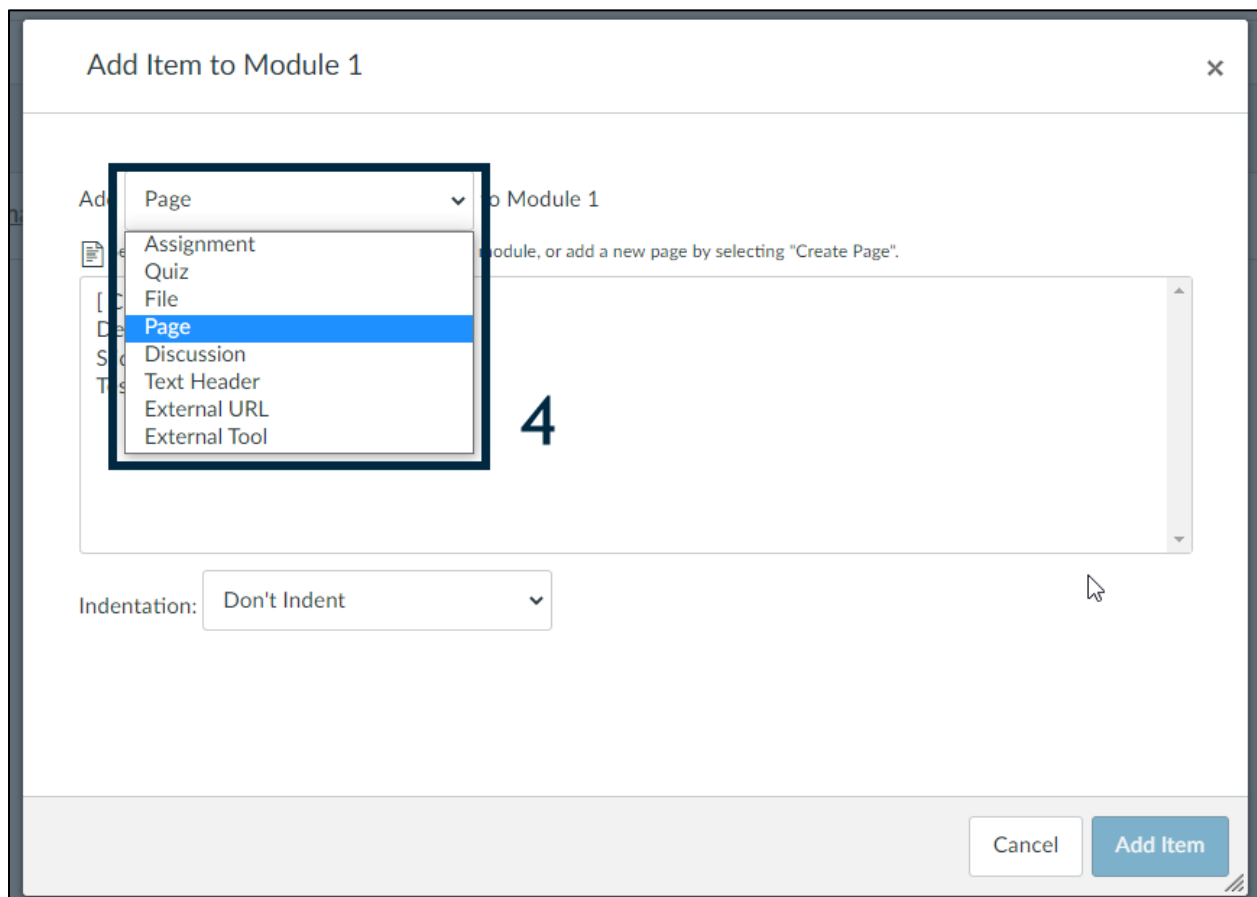

3. Click the **plus sign (+)** on the right edge of the Module you wish to edit.

4. Use the dropdown menu on the new popup window to **select the type of thing you wish to link to.** Select either:

    - A specific storage container in the course: Assignments, Quiz, File, Page, Discussion
    - Text header
    - External URL
    - External Tool (i.e. ISU approved app)

5. Finish by either choosing a specific item from the selected storage container, entering an external URL, or selecting one of the ISU approved external apps listed.
6. Click the **"Add Item"**

How to modify the Module:

- Use the grip strips on the left edge to drag an item up or down to the desired location in the current module, or even to a new module.
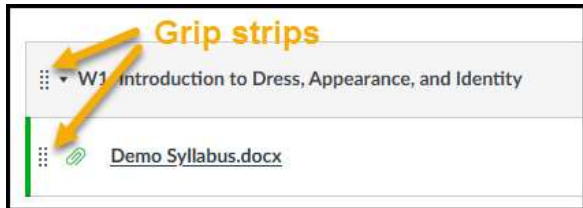
- To publish or unpublish a Module link, click the round ball icon on its right edge. A published link (1) has a green ball icon while an unpublished item has an uncolored no icon (2).

- Most link types only have two status options: published or unpublished. However links to files have 4 publish status options (Publish, Unpublish, Only available to students with link, Schedule student availability). Once any student has submitted an assignment or quiz, the link to it cannot be unpublished.
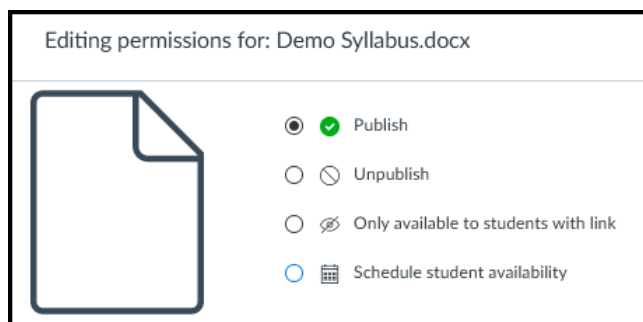

- To edit the name of a link, remove it, or change the indentation of a link within a module, click the 3 dots on its far right edge, then select the appropriate options from the dropdown menu.

How to control Module release to students:

Instructors can build and publish a Modules in advance, then edit its settings and add restrictions that affect when students can access it. The restrictions can be based on date, the completion of a prerequisite Module, and/or can be requirements that must be met before the current module is considered complete. To begin editing the module setting, click the 3 dots on the Module frame and select Edit.

- Restrict access by date:
  - Checkmark the (1) "lock until" box then use the (2) calendar tool to select a date and time at which the module will be unlocked. Save the settings using the (3) "Update Module" button.
  - This is useful for traditional courses where all students are following the same schedule.
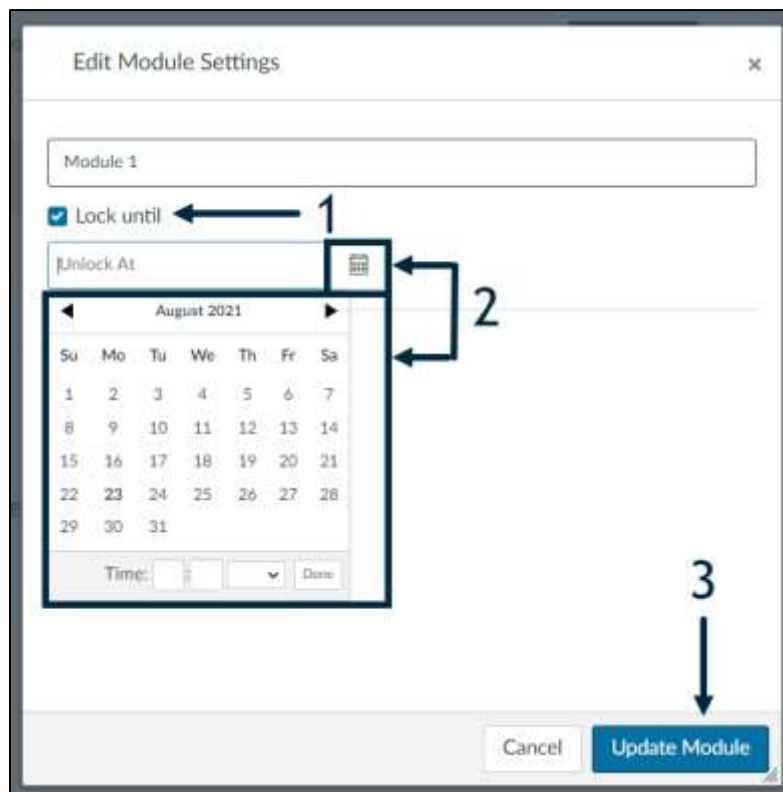
- Requirements:
  - Define the completion requirement(s) for the current module based on specific module contents the student must work though, or the minimum score they must achieve on one or more graded activities within the module.

Edit Module Settings   ✕

Module 1

☐ Lock until

Requirements

⬚ + Add requirement

Module 1

☐ Lock until

Requirements

Full ⦿ Students must complete all of these requirements

☐ Students must move through requirements in sequential order

○ Student must complete one of these requirements

Decorative Image   ⌄   view the item   ⌄

view the item
mark as done
contribute to the page

↑ Add requirement   **Completion requirement**

Partial Item

- Prerequisite:
  - Indicates a specific Module that must be "complete" in order to unlock the current one.

Module 2

☐ Lock until

Prerequisites

+ Add prerequisite   ⟵

Prerequisites

[Select Module]   ⌄   ⟵

+ Add prerequisite

Requirements are typically used in conjunction with Prerequisites in self-paced courses to ensure students reach a certain level of mastery before moving on.

A common use of module restrictions is to require students to achieve a score of 80-100% in a syllabus quiz within the Course Overview (start here) Module, in order to unlock the Week 1 content module. In this situation, the Overview module has a Requirement rule based on the syllabus quiz score. The Week 1 module has the Prerequisite defined as the Overview Module.