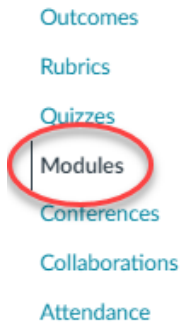


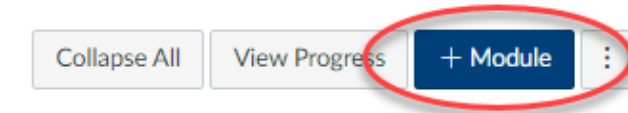
Faculty Guide: Creating Modules and Adding Content to Modules

Creating a new Module in a Course:

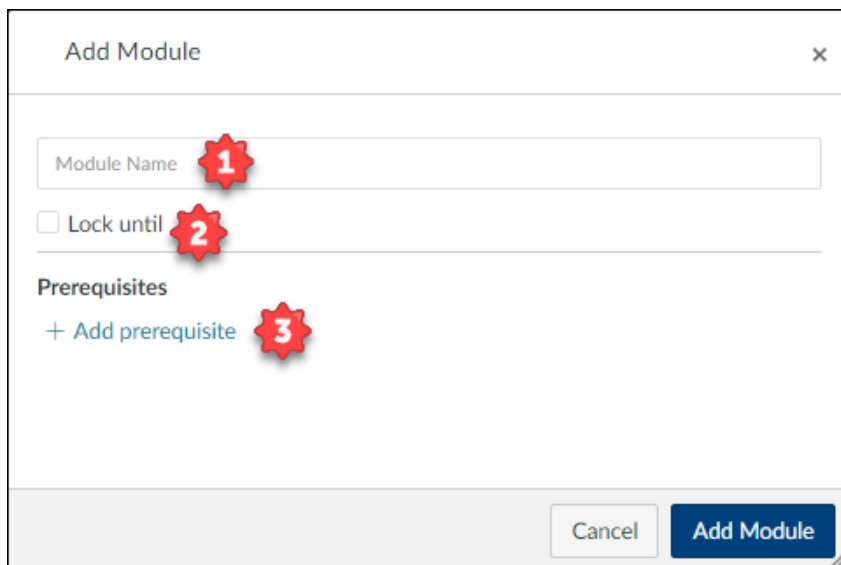
1. Open the “Modules” tab on the left-hand side of the screen.



2. Select the “+ Module” button in the top right corner.

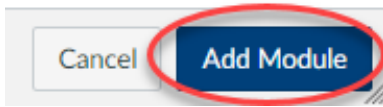


3. Set up Module options.
 1. Enter the module name.
 2. Optional - Enable the “Lock Until” setting. This allows you to restrict the module until a specific date.
 3. Optional – Enable the “+ Prerequisite” option. This option means students must complete the prerequisite modules before the current module.

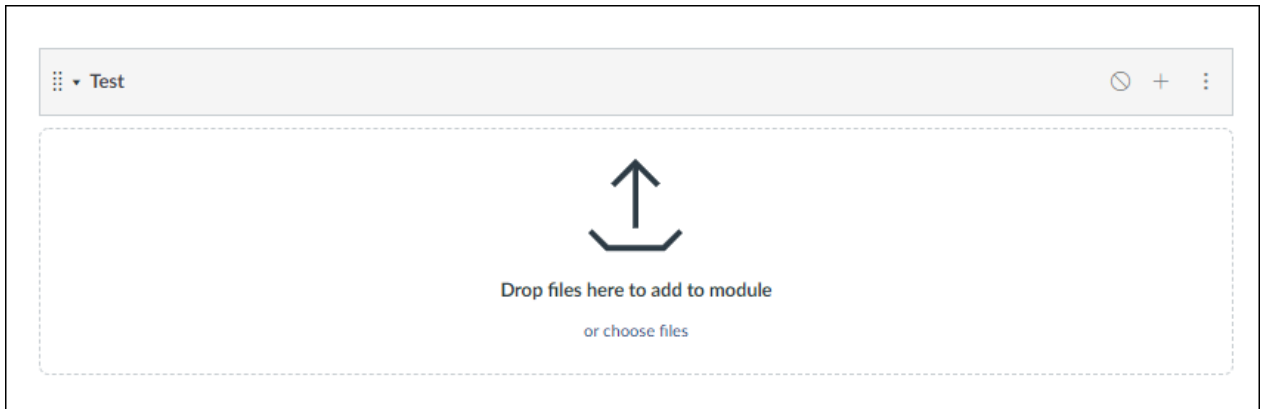
A dialog box titled 'Add Module' with a close button (x) in the top right. It contains a text input field for 'Module Name' with a red gear icon and the number '1' next to it. Below that is a checkbox for 'Lock until' with a red gear icon and the number '2' next to it. Under the heading 'Prerequisites', there is a blue link '+ Add prerequisite' with a red gear icon and the number '3' next to it. At the bottom right, there are two buttons: 'Cancel' and 'Add Module'.

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Adding Modules and Content in Canvas

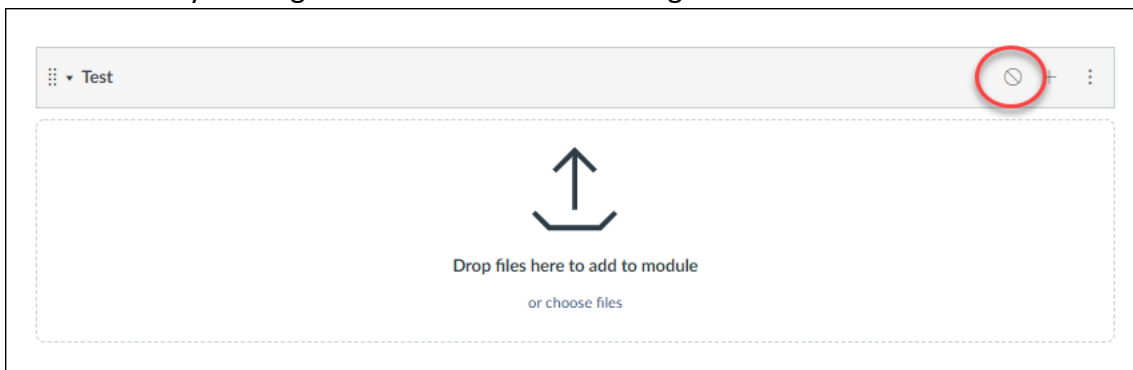
4. Add Module.



5. View your Module and add Course Materials.

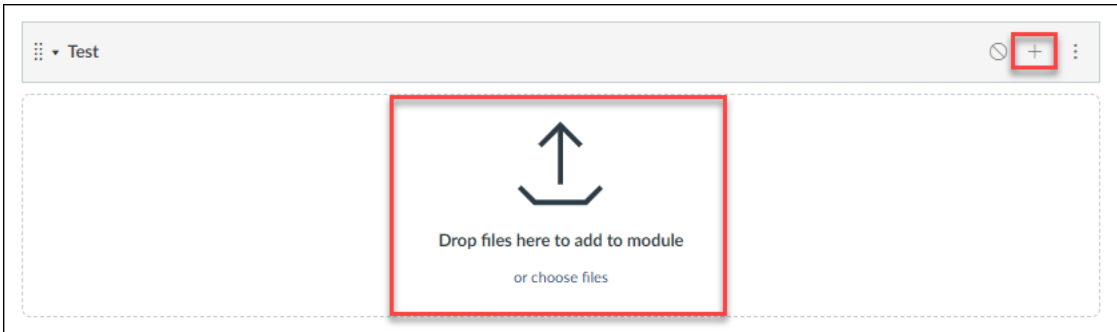


6. You must publish the Module to make the content visible to your students. Publishing can be done by clicking the small circle on the far right of the Module name.

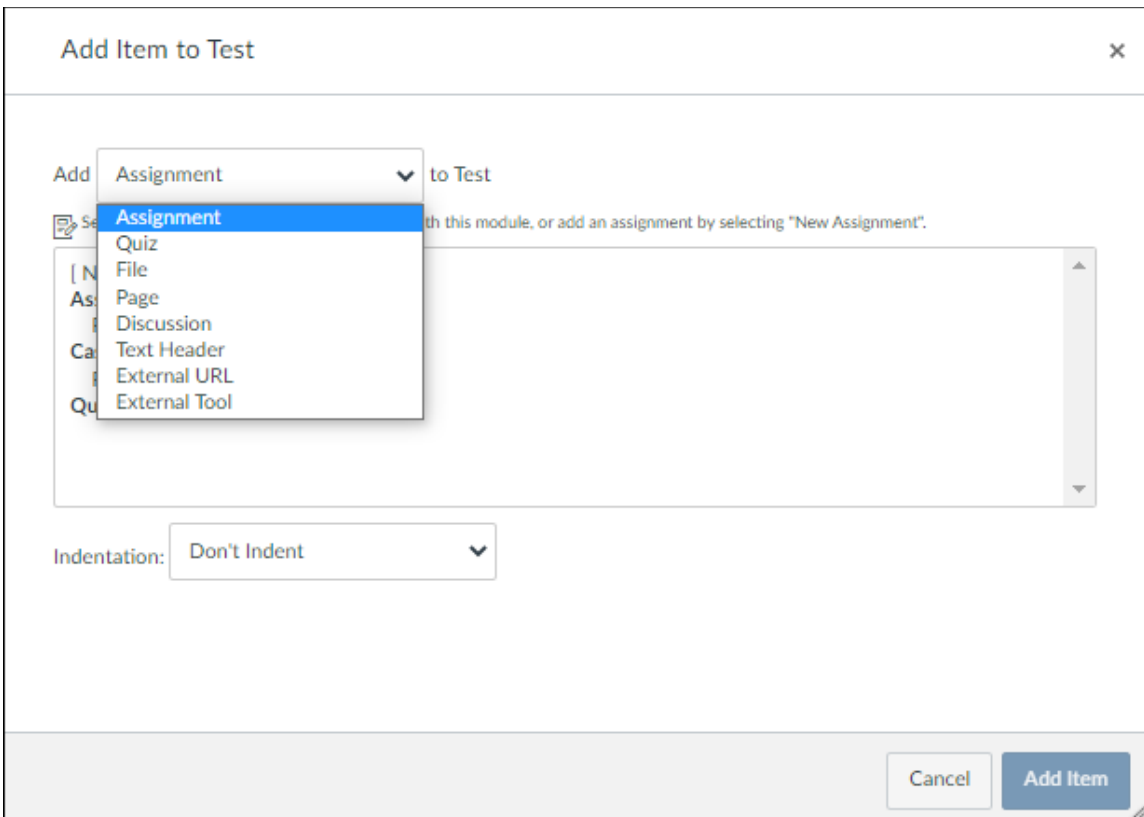


Adding Content to Modules

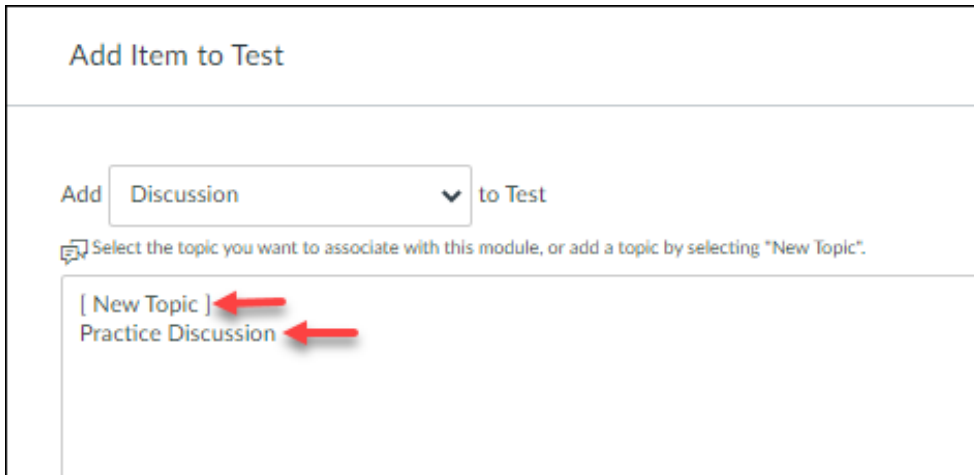
1. You can add new or existing content to your module. You can do this by dragging/dropping items into your module or using the Add Item (+) icon.



2. When using the Add Item icon (+) you will be presented with a box of options to choose from. Use the dropdown menu to select the type of content you would like to add such as Assignments, Discussions, Pages, Files, Quizzes, etc.



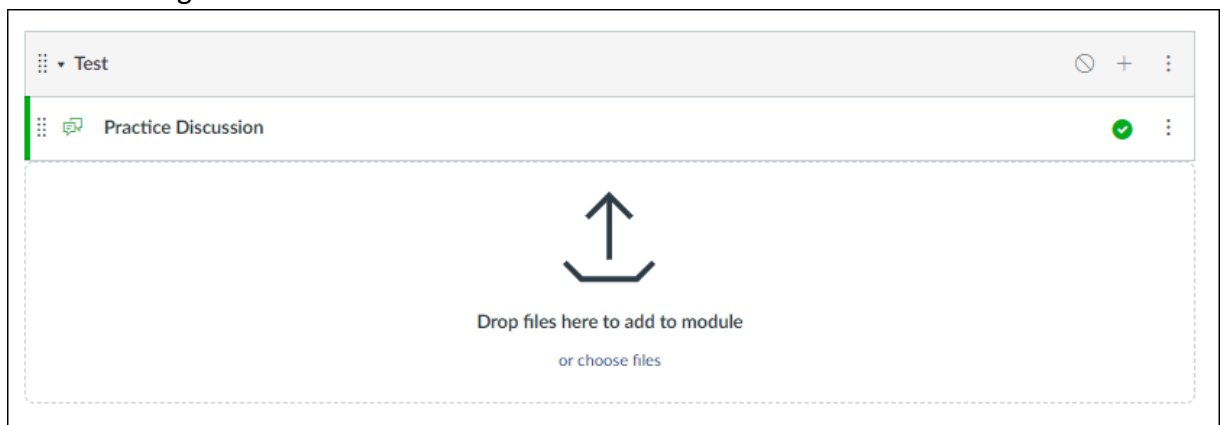
3. Once the category is chosen, you can select an item that already exists in the course, or you can create a new item. Choose to add a new item will prompt you to enter a name for the content.



4. Once you have made your selection, choose the “Add Item” button at the bottom of the box.



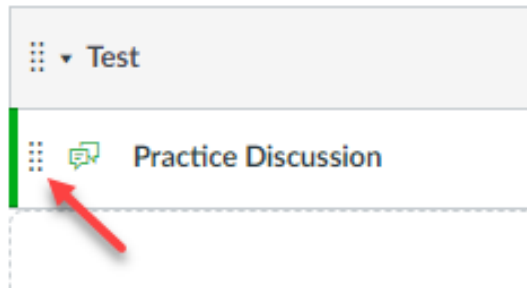
5. The content will now appear under your module header. You can select the item to edit its settings.



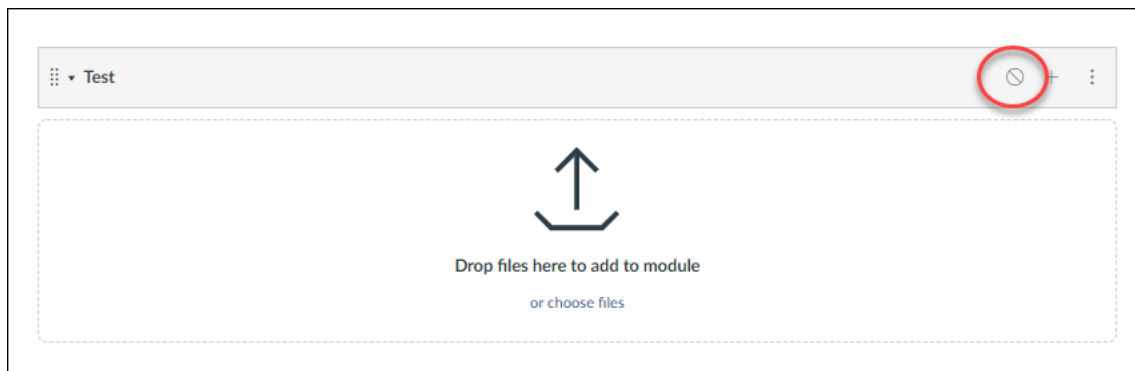
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Adding Modules and Content in Canvas

6. You can also drag and drop item from exiting modules into your new module by using the vertical dots to the immediate left of the content's name.



7. Once you have finished setting up your module, you must publish it, so students have visibility to the content. Publishing can be done by clicking the small circle on the far right of the Module name.



Below are links to the CETL Resource Center where you can find this guide along with other helpful resources as well as a link to Canvas articles you can also use as a guide.

[CETL Resource Center](#)

[How do I Add a Module?](#)

[How do I Add Course Content as Module Items?](#)

Please email faculty.support@point.edu for assistance setting up modules or adding content.