

Canvas: How to use modules

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Canvas Modules control the entire flow of your course and its content. You can add modules, add items to a module, duplicate a module and reorder all modules and module items. **CREATING A MODULE** 1. In Course Navigation, click the **Modules** link. 2. Click the **+Module** button. 3. Enter a name for the module in the **Module Name** box. 4. Click the **Add Module** button.

ADDING ITEMS TO A MODULE 1. In Course Navigation, click the **Modules** link. 2. Click the plus sign button on the module where you wish to add content. 3. Click the dropdown on the **Add** box to select the type of content you want to add. 4. Select the item you want from the list that appears. You can select an existing assignment from the list, or create a new assignment by clicking on **New Assignment**. 5. Click the **Add Item** button.

DELETING A MODULE OR REMOVING MODULE ITEMS When you delete a module, all of the items in that module are removed, but they are not deleted from the course. When you remove a module item, it is also not deleted from the course only removed from modules. 1. In Course Navigation, click the **Modules** link. 2. Click the **Settings** button on the module or module item you want to delete. 3. Select **Delete**. 4. Click **OK** to confirm deletion. If you have more questions, email ITHELP@clmson.edu or call 864-656-3494.

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