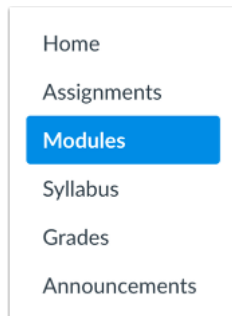


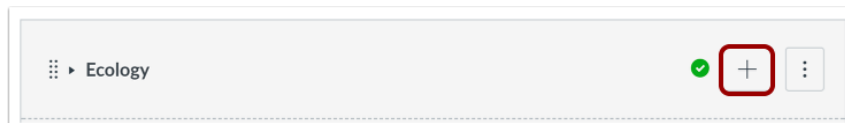
How to Add Assignments, Pages and Files to Modules

You can add a new or existing content item to any module including multiple modules or multiple iterations of an item to any module. Canvas will accept most media files as uploads, however not all media files can be viewed or played within Canvas.

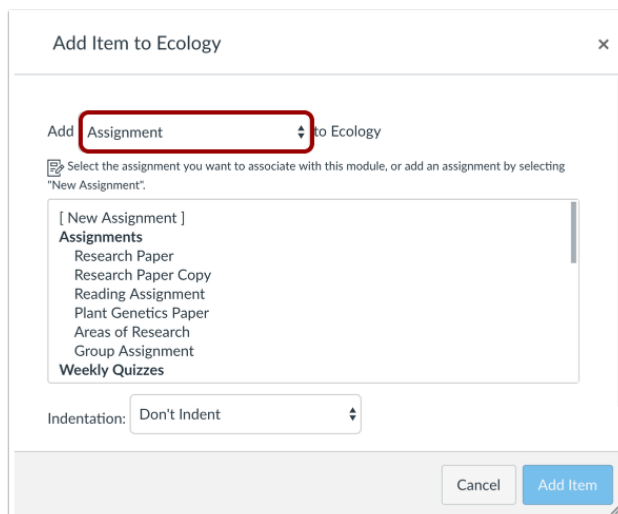
Note that when you add items to a Module, the status of the Module (unpublished/published) overrides the state of the individual module items.



1. From the course Navigation, click the Modules link.



2. Click the Add Item button.



3. Click the Add drop-down menu and select from one of the following item types:

- Assignment
- Quiz

- File
- Content Page
- Discussion

Add Item to Ecology

Add Assignment to Ecology

Select the assignment you want to associate with this module, or add an assignment by selecting "New Assignment".

[New Assignment] 1

Assignments

- Research Paper
- Research Paper Copy
- Reading Assignment
- Plant Genetics Paper
- Areas of Research
- Group Assignment
- Weekly Quizzes

Assignment Name: 2

Cancel Add Item

4a. If you want to add a new item, click the [New Assignment] link and type a name in the corresponding field.

Add Item to Ecology

Add Assignment to Ecology

Select the assignment you want to associate with this module, or add an assignment by selecting "New Assignment".

[New Assignment]

Assignments

- Research Paper
- Research Paper Copy
- Reading Assignment
- Plant Genetics Paper
- Areas of Research
- Group Assignment
- Weekly Quizzes

Indentation: Don't Indent

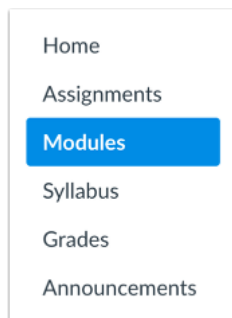
Cancel Add Item

4b. If you already have the item located in the Canvas course, click the name of the item you wish to add.

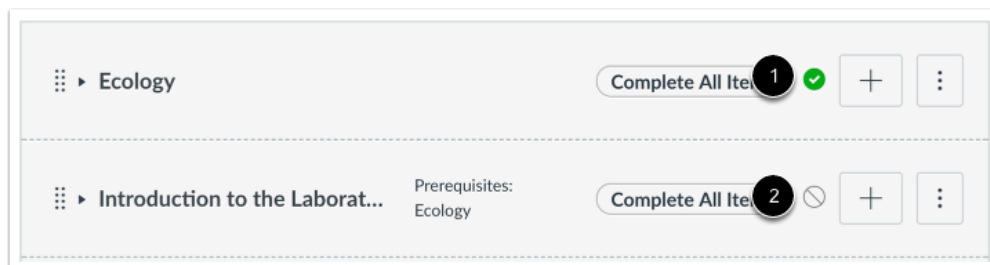
Cancel Add Item

5. Click the Add Item button to finalize your request.

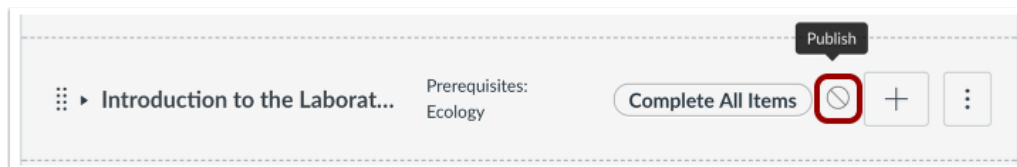
How To Publish a Module



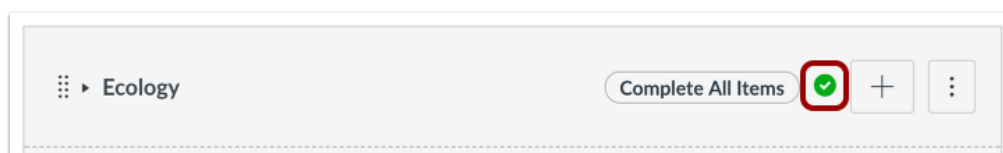
1. From the course Navigation, click the Modules link.



2. Here you can see the status of each module. Green icons indicate the module is published [1]. Gray icons indicate unpublished modules [2].



3a. To publish a module, click the module's unpublished icon. Hovering over the icon will confirm that you want to publish the module. Note, publishing a module will automatically publish any unpublished content items within the module.



3b. To unpublish a module, hover over the published icon. You will notice the hover over text which will confirm that you want to unpublish the module. Click the icon to confirm this change.