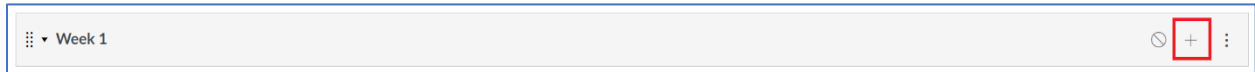
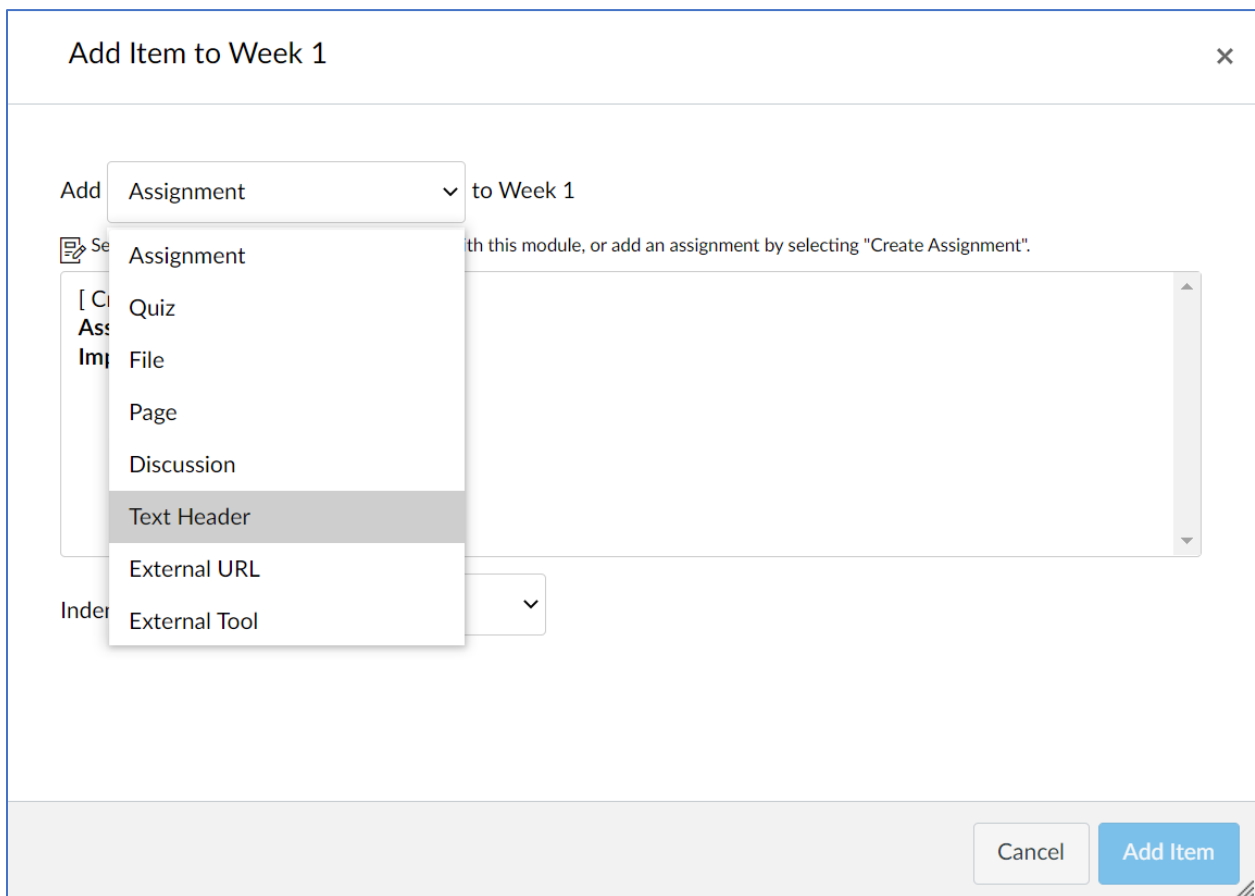


## How do I add items to a module in Canvas?

1. Once the module has been added, items can be added by clicking the “+” button in the header of the module.



2. In the “Add Module” dialog, select the type of item you would like to add to the module. If you have an existing item to add such as an assignment, quiz, or file, it can be selected from this dialog. Otherwise, a new item can be created, or a text header could be added to better organize the module.



In the example below, headers have been created under which items will be added later. The items will be categorized as objectives, readings, slides, in-class assignments, homework, and quizzes.

|                      |  |  |
|----------------------|--|--|
| Week 1               |  |  |
| Objectives           |  |  |
| Readings             |  |  |
| Slides               |  |  |
| In-class Assignments |  |  |
| Homework             |  |  |
| Quiz                 |  |  |

- If all modules in your course contain the same headers, select the “Duplicate” option from the module menu button (3 dots) on the module header.

|                      |  |  |
|----------------------|--|--|
| Week 1               |  |  |
| Objectives           |  |  |
| Readings             |  |  |
| Slides               |  |  |
| In-class Assignments |  |  |
| Homework             |  |  |
| Quiz                 |  |  |

Edit  
Move Contents...  
Move Module...  
Delete  
Duplicate  
Send To...  
Copy To...  
Share to Commons  
Commons Favorites

- This will create a copy of the module which can be renamed as a new module (e.g., “Week 2”) by selecting “Edit” from the module menu.
- To add the new assignment and quiz to your course module, click the “Modules” link on the navigation menu then click the “+” icon on the appropriate module header.

|                     |                                     |
|---------------------|-------------------------------------|
| BSAN 300 > Modules  | 63 Student View                     |
| Spring 2022-DelLand | Collapse All View Progress + Module |
| Home                |                                     |
| Grades              |                                     |
| Modules             |                                     |
| Zoom Meeting        |                                     |
| Announcements       |                                     |
| Discussions         |                                     |
| Syllabus            |                                     |
| LockDown Browser    |                                     |
| Item Banks          |                                     |
| Assignments         |                                     |
| People              |                                     |
| Pages               |                                     |
| Files               |                                     |

|                      |  |  |
|----------------------|--|--|
| Week 1               |  |  |
| Objectives           |  |  |
| Readings             |  |  |
| Slides               |  |  |
| In-class Assignments |  |  |
| Homework             |  |  |
| Quiz                 |  |  |

6. In the “Add Item” dialog, select the assignment you wish to add to your module. If you are using text headers as in the example above, select a level to indent, then click the “Add Item” button.


Add Item to Week 1

Add

Assignment

▼

to Week 1

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

[ Create Assignment ]

Exams

Homework

In-class Assignments

Assignment 1

Quizzes

Indentation

Indent 1 Level

▼

Cancel

Add Item

7. By default, the assignment will appear at the bottom of the module. To reposition the assignment, drag and drop the assignment under the appropriate text header.

▼ Week 1

Objectives

Readings

Slides

In-class Assignments

Homework

Quiz

Assignment 1  
100 pts

8. The assignments can now be accessed by the students from the course module.

|                                |   |   |   |
|--------------------------------|---|---|---|
| Week 1                         | ✓ | + | ⋮ |
| Objectives                     | ✓ |   | ⋮ |
| Readings                       | ✓ |   | ⋮ |
| Slides                         | ✓ |   | ⋮ |
| In-class Assignments           | ✓ |   | ⋮ |
| Assignment 1<br>100 pts        | ✓ |   | ⋮ |
| Homework                       | ✓ |   | ⋮ |
| Quiz                           | ✓ |   | ⋮ |
| Quiz 1<br>Jan 24, 2022   0 pts | ✓ |   | ⋮ |