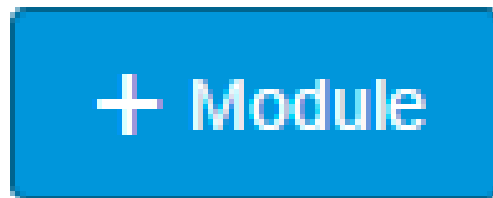


# Canvas Tips for Faculty

## Add Files to Modules

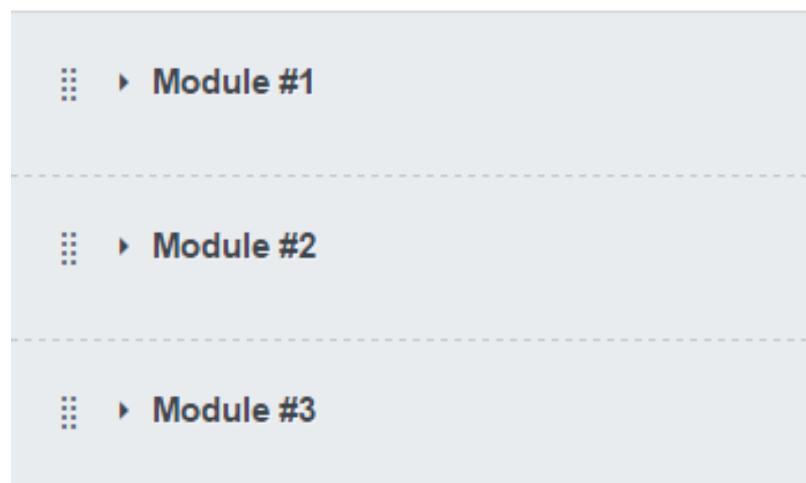
Canvas allows you to add media rich files to existing Modules very easily. This example will show you how to work with Modules, select files, import and add media, publish, and test your content.

1.) Click on the **+ Module** button in the upper right corner to create a new module.



This will become the container for the media associated with your lesson, chapter, or unit.

2.) Locate the module that you want to work with.



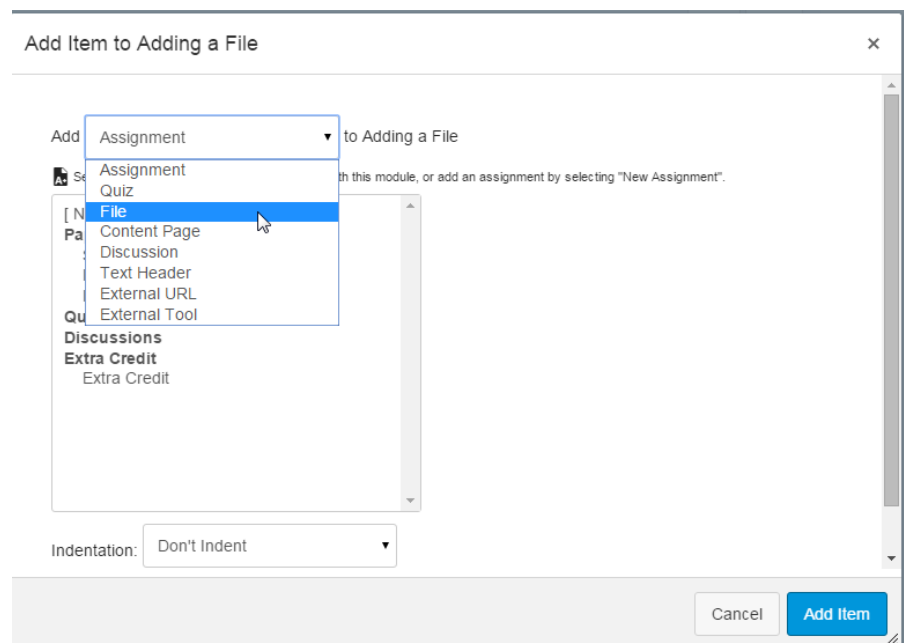
The Modules are the containers for course specific content.

Modules are located on the left hand side of the screen.

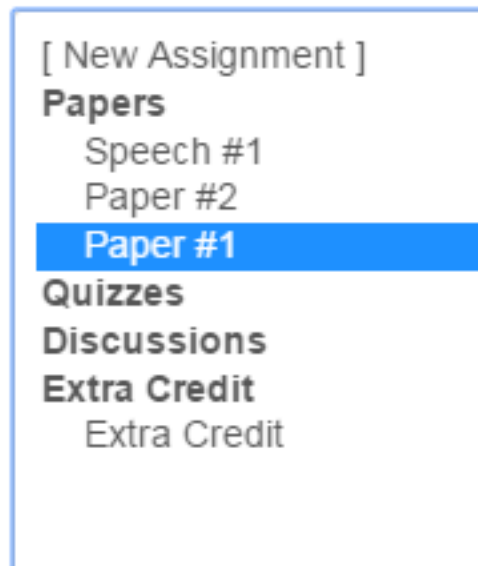
3.) To import content that you have already uploaded to Canvas, select **File** from the drop down menu.

This will allow you to see all of the files that are already uploaded to Canvas.

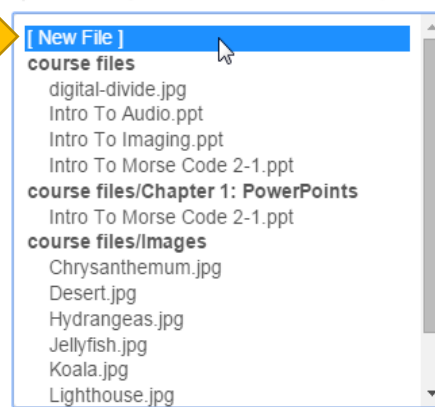
You can link uploaded files into any Modules.



4.) Select the local file that you wish to work with and then add the item to your Module.



5.) You can add a file from an external location by selecting **New File** from the drop down menu.



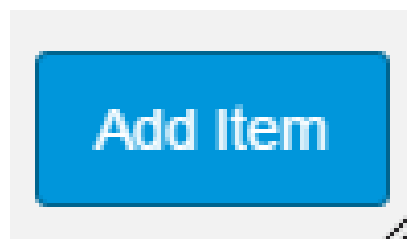
6.) Choose File to select a file from an external location.



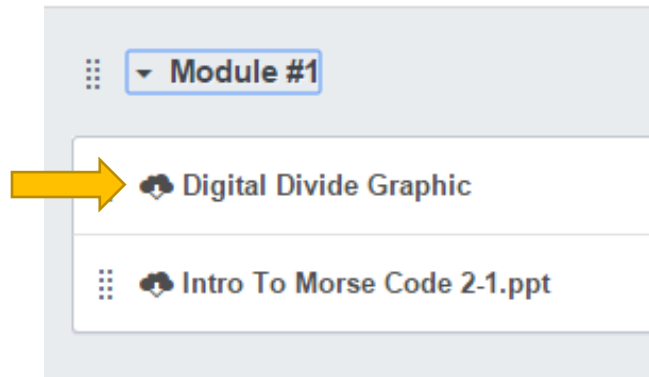
7.) Choose the **New File** that you want to import from your computer, flash drive, or external media device.

Name	Date modified	Type	Size
after_effects_reference (1)	7/13/2015 11:41 AM	Adobe Acrobat D...	8,026 KB
Animation	7/13/2015 12:17 PM	Microsoft PowerP...	6,163 KB
Binary 2-1	7/20/2015 1:50 PM	Microsoft PowerP...	7,134 KB
Camera Workflow	7/13/2015 12:20 PM	Microsoft PowerP...	6,969 KB
DGMD 101 PREZI PROJECT #2	7/13/2015 11:33 AM	Microsoft Word 9...	33 KB
DGMD 101 WEBSITE PROJECT (1)	7/13/2015 11:33 AM	Microsoft Word D...	24 KB
digital-divide	7/23/2015 1:48 PM	JPEG image	32 KB
digital-divide-word-cloud2	7/23/2015 1:48 PM	PNG File	74 KB
flash_reference (1)	7/13/2015 11:43 AM	Adobe Acrobat D...	7,034 KB
indesign_reference (1)	7/13/2015 11:44 AM	Adobe Acrobat D...	11,207 KB
indesign_reference	7/13/2015 11:43 AM	Adobe Acrobat D...	11,207 KB
Internet Technologies	7/13/2015 12:22 PM	Microsoft PowerP...	596 KB
Intro To Audio	7/13/2015 11:52 AM	Microsoft PowerP...	2,550 KB
Intro To Imaging	7/13/2015 11:56 AM	Microsoft PowerP...	2,708 KB
Intro To Morse Code 2-1	7/20/2015 1:31 PM	Microsoft PowerP...	1,067 KB

8.) Click the **Add Item** button in the bottom right corner to add the selected file to your Module.



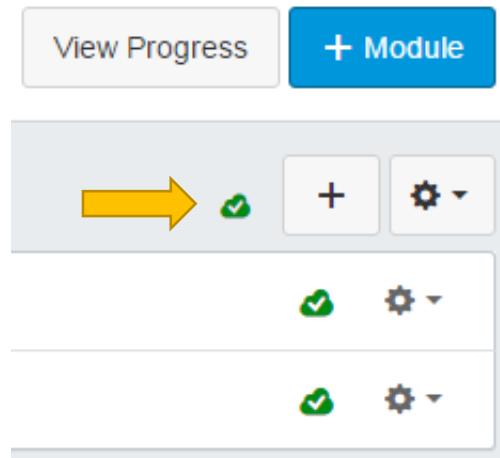
9.) Once selected, and added, your file will appear in the Module that you are working in.



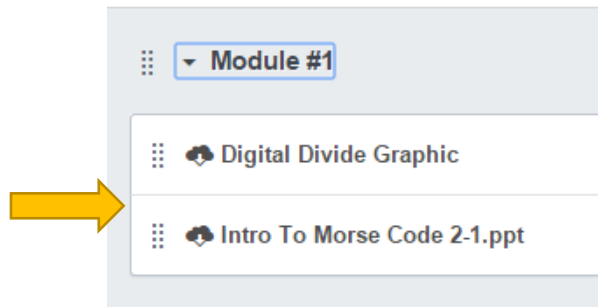
10.) After your content is added to your Module the next step is to publish both the Module and the file.

To publish your content, click on the cloud icon to the right of the Module.

The cloud will become green when the content is published.



11.) To test your content, double click on the file you uploaded into your Module.



12.) Once selected, your file will launch in a preview window.

Canvas will convert most file so they are viewable as a web elements.

Working files generate a preview of what your file will look like in Canvas.

