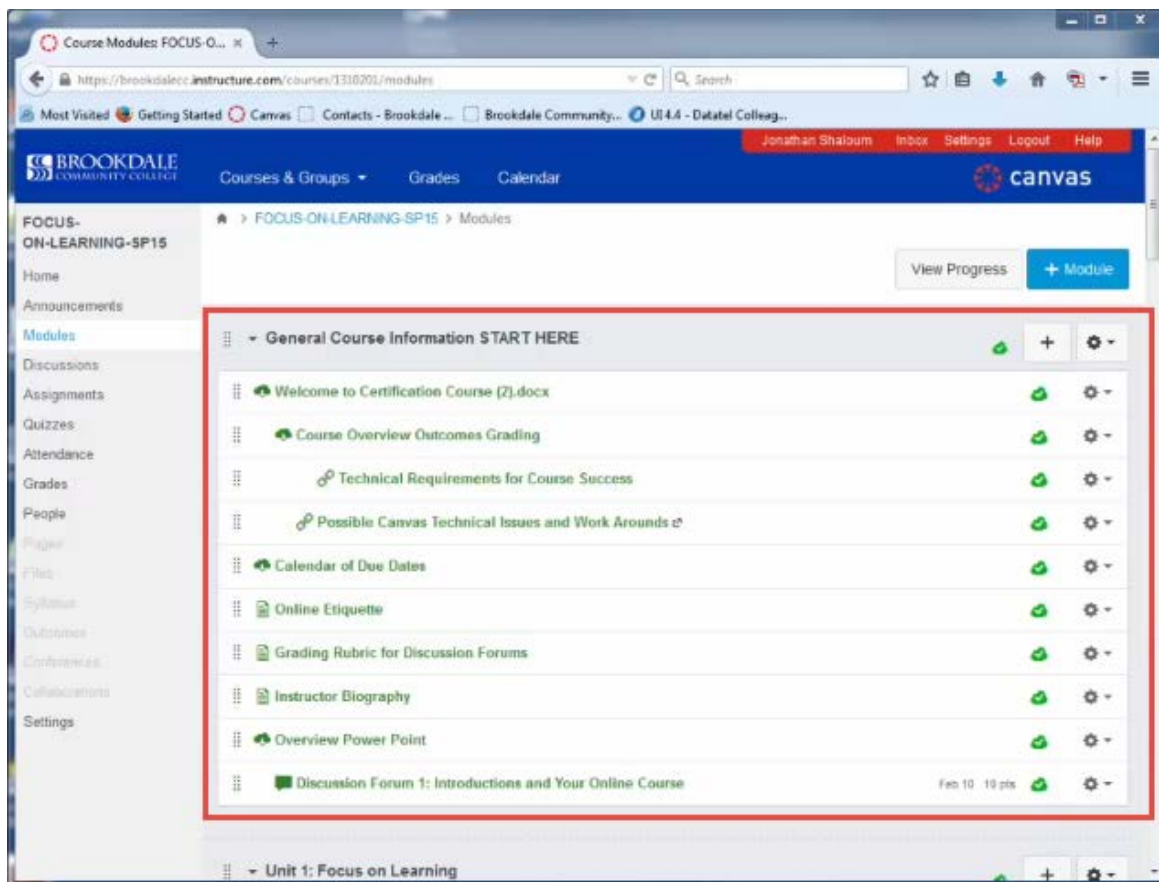




# Canvas Tips for Faculty

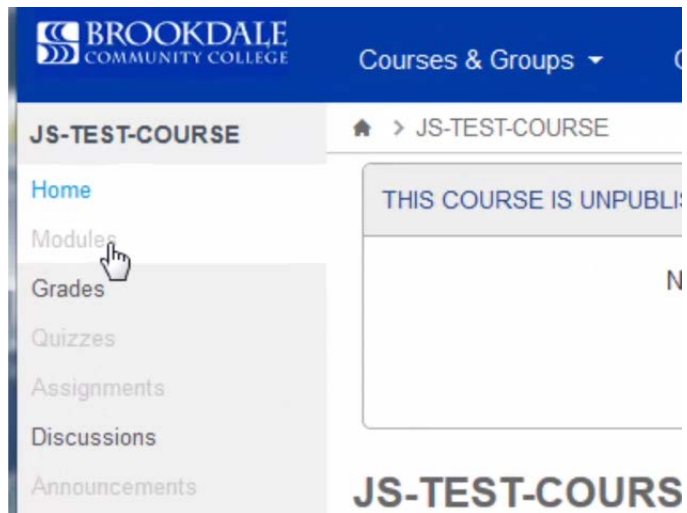
## Creating a Module

Course modules allow you to organize your content and to help control the flow of the course. Modules can be organized by *weeks*, *units*, or by whatever organizational criteria that best works for your course.

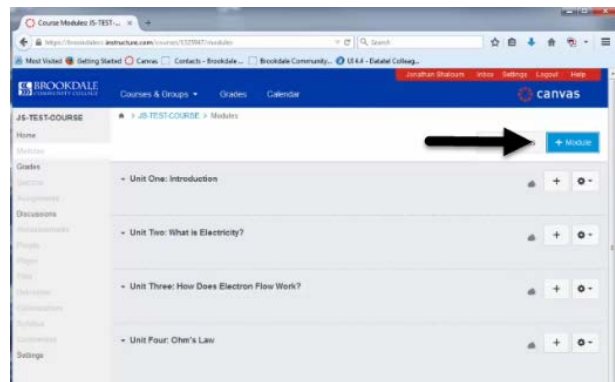


Modules function similar to file folders. Once they are created, items such as *files*, *discussions*, quizzes and other course content can be added as required. The idea is to create a linear flow of course content in the order you would like your students to accomplish.

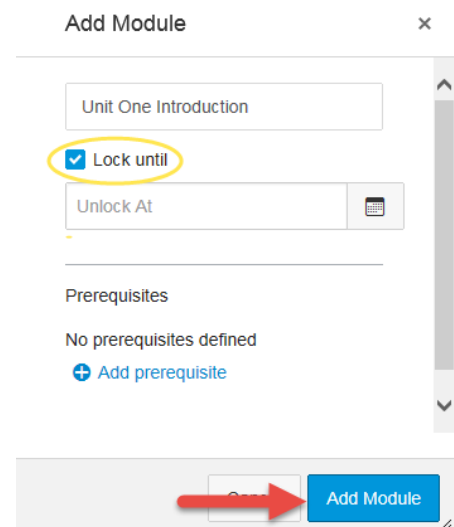
1. To get started creating a module, click **Modules** in the left hand navigation bar. This link will appear **gray** if you haven't created any modules yet.



2. Next, click on the blue **+ Module** button on the right side of the page.



3. Enter a name such as *Unit 1* or *Week 2* in the top field of the **Add Module** dialog box. Click **Lock Until** if you wish to lock the module until a specific date.



1. Click the small calendar icon and enter a date and time in which the module will be unlocked. Then click **Done**.
2. Click the blue **Add Module** button on the right bottom of the box and the module will be listed.

The screenshot shows the 'Add Module' dialog box. At the top right is a close button (X). Below is a text input field for 'Module Name'. A checkbox labeled 'Lock until' is checked. Below that is an 'Unlock At' field with a calendar icon. A calendar for September 2015 is displayed, with the 2nd selected. At the bottom of the calendar is a 'Time' field with three input boxes for hours, minutes, and a dropdown for AM/PM, followed by a 'Done' button.

3. In order for a module to be available to students, it must be **Published**. On the right side of the module name is a small *cloud* icon. A *gray* cloud indicates the module is **not published** and will not be available to students.

The screenshot shows a course page titled 'JS-TEST-COURSE > Modules'. At the top right are 'View Progress' and '+ Module' buttons. Below is a list of units:
 

- Unit One: Introduction (cloud icon)
- Unit Two: What is Electricity? (cloud icon)
- Unit Three: How Does Electron Flow Work? (cloud icon)
- Unit Four: Ohm's Law (cloud icon)

 A black arrow points to the cloud icon for 'Unit One: Introduction'.

7. To **publish** a module, click on the gray cloud. It will then turn **green**, indicating that that particular module has been published and will be available to students.



8. You can always use this **publish** function to **enable** or **disable** specific content.