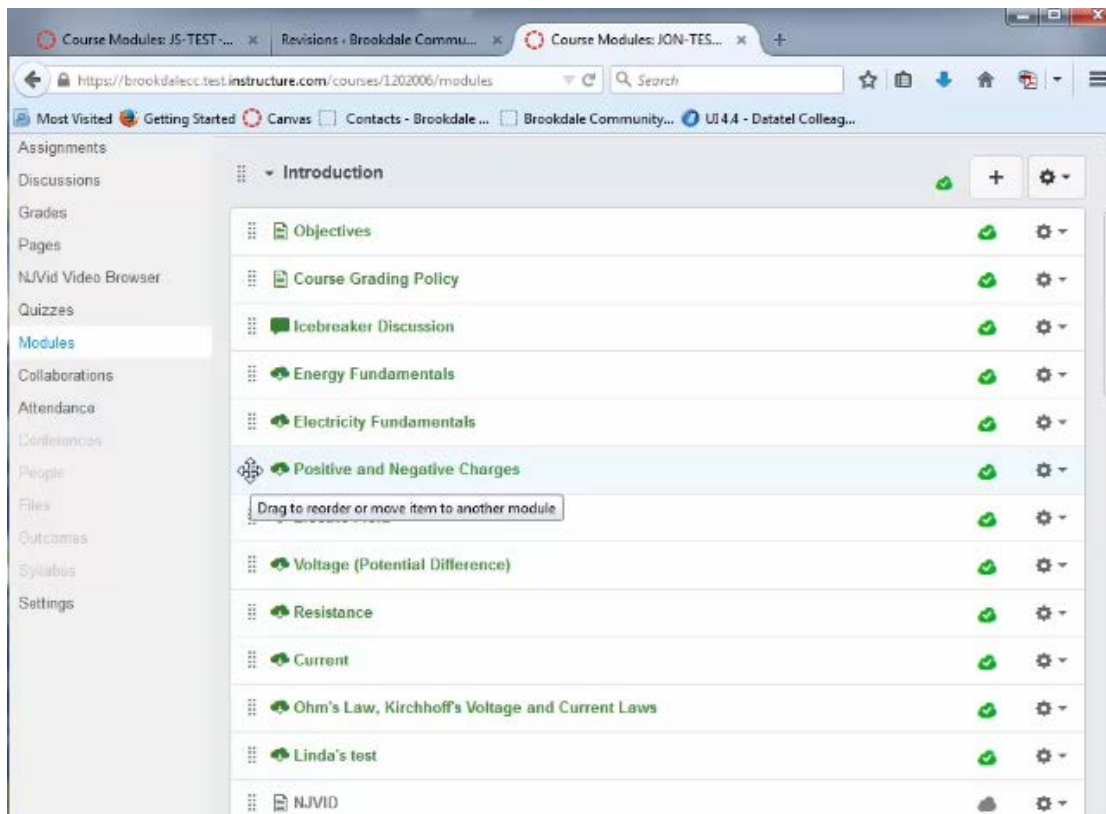




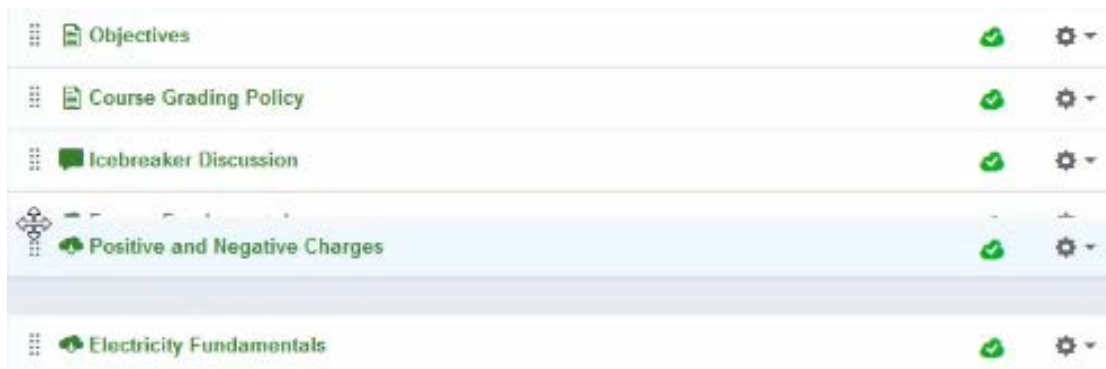
Canvas Tips for Faculty

Module Layout

Reorganizing your Module Layout and the content within your modules is easy.



1. Move your cursor to the left of the content titles and drag and drop them to any desired location in the list. This can be done within modules or to other modules.



2. You can change the order of module listings by dragging and dropping to best suit your needs.



TEXT HEADERS

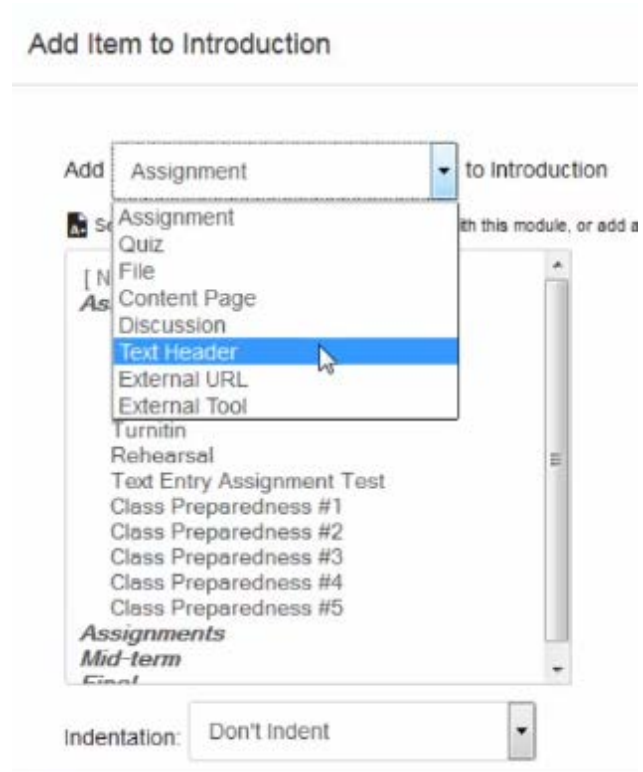


3. You can also add **Text Headers** to modules. Text headers do not actually link to content, but help to organize your content within a module. In this example, the **Labs Unit 4** text header helps to organize all the content subsequent to that unit.

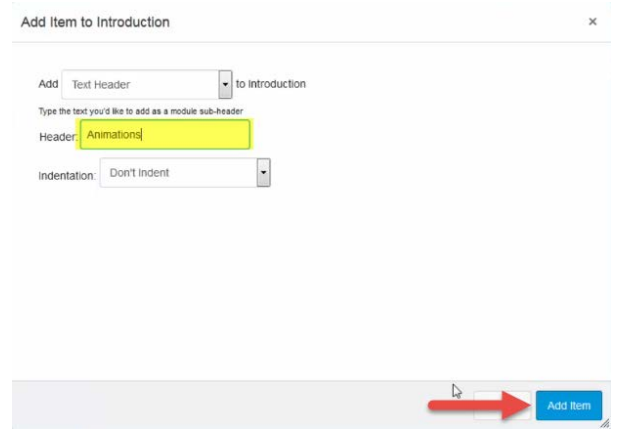
4. To create a *Text Header*, click the + button for that module to *Add an Item*.



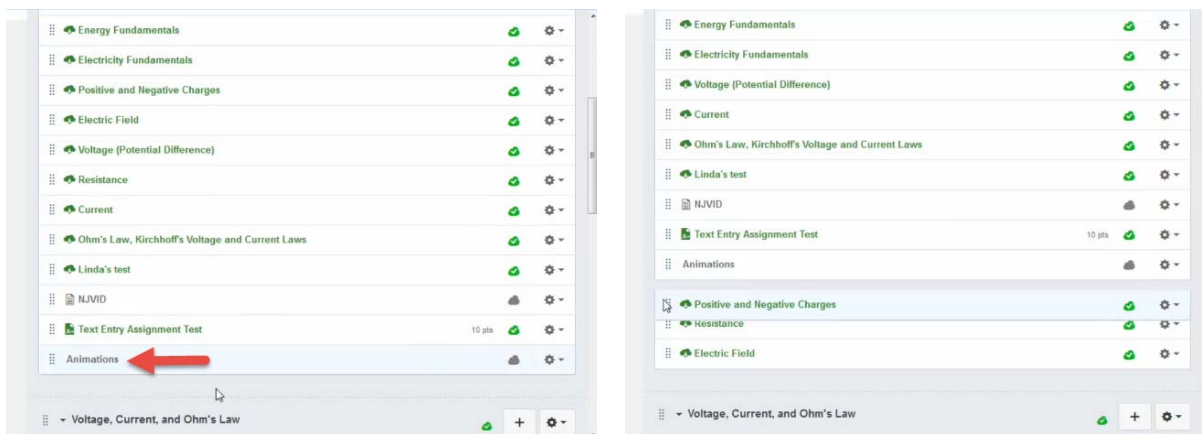
5. In the *Add Item* box, click **Text Header** in the drop down list.



6. Then enter a name for that **Text Header** in the **Header** field



7. Then click the **Add Item** button below.



8. The **Text Header** will be added to the bottom of the module content listing. You can reorganize any list items by dragging and dropping them under the *text header*.

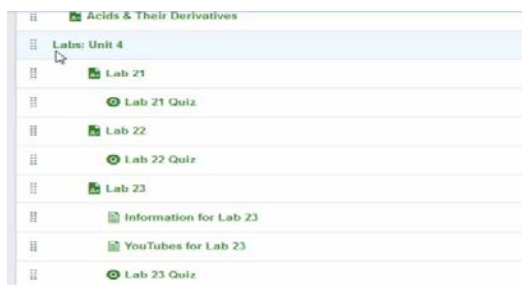
Publishing

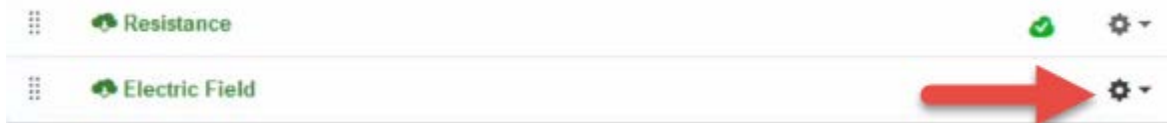
9. Text Headers must be *Published* to become visible to students. To publish your text header, click on the gray *cloud* icon to the right of the header title.



- The gray cloud will turn *green* to indicate publication.

- You can further organize your module content by **Indenting** and **Outdenting** items.





10. To **Increase Indent**, click on the gear icon at the far *Right* of the item listing.



11. Next click **Increase Indent** in the drop down box to move the item .



12. Clicking **Decrease Indent** will consequently move items back to the **Left**.