

Teaching and Learning Support Student Engagement, Student Success (405) 744-1000

## Adding Items to Modules in Canvas

Modules can contain a variety of different items. To add documents, files, assignments, etc. As you add content, use the Publish icon to change the status of individual items. This lets you show and hide items and release them to students individually as you see fit.



Use the three-dot "snowman" menu to perform various functions for the module.

	◎ + :
	N Edit
	الله Move Contents
	Move Module
	ញ៉ Delete
	Duplicate
	Share to Commons
Click the + button to add content to a	a Module





Note: The recommended practice is to first create the items you want to add to a module (i.e. Assignments, Quizzes, Discussions, etc.) and then add them to modules. While content can be created on-the-fly when items are added to modules, it's easier from a total workflow perspective to create content first and then add it.

The screenshot below shows one example of what several completed modules might look like.

ij ▼ Syllabus	⊗ + :
III I MSIS4033Syllabus2018Spring.docx	<b>O</b> :
III Ø Spring 2018 Syllabus Attachment.pdf	<b>e</b> :
ii ► Self-Introduction	♥ + :
ij ► OSU IT Project	❷ + :
	● + :
🗄 🖹 Case Study Analysis	<b>e</b> :
E Case Study Video Explanations	<b>e</b> :
III III Additional Videos	<b>e</b> :