Step 4: Create Modules and Structure

Handout Companion to the *How to Build a Canvas Course* Online Training Resource

Online Course Access

Give students a clear learning path through your course.

How do I change my course navigation? What is a Module and how does it impact the student course experience? How can I customize the options for Modules? How can I control the release of content based on my students' graded performance?

☐ **Customize your course navigation menu.**
- External tool options, such as Lockdown Browser and StudyMate, must be made available in the course menu for the tool to function in Canvas. Internal Canvas options, such as Files and Pages, will work for the Teacher while being hidden from students.

☐ **Modules create your course structure.** They allow Teachers to control the flow of the course, create next and previous button for students to move along efficiently, and minimize confusion. Without modules, students move around to all the various feature areas to consume your content and participate in your course, which wastes time and energy students are better off using to learn the material.

☐ **Manage Availability**: Canvas courses have multiple levels of publication for Teachers to control student access:
1. **Item Level Publication**: Each file or item built in Canvas such as an Assignment, Discussion, or Quiz must be published individually.
2. **Module Level Publication**: Each module must be published for the items inside to be available. Any item added to an unpublished Module will not be available for students until the Module is also published; the state of the module overrides the state of the items.
3. **Course Level Publish**: The entire course publish button on the home page must be activated for students to access the course.

☐ **Set Module Criteria**: Module can be locked until a certain date and time, have prerequisites students must accomplish before they can access, and/or requirements they must complete before moving on. Note: If you set module criteria you can check the progress of your students in Modules. Module progress is determined by the students completing required elements in the module. If you don't set up any requirements, you won't be able to track your students' progress within each module. Required elements may include requiring the students viewing a

page, submitting an assignment, or earning a minimum score on an assignment or quiz.

☐ **Organize your Modules and the items within them**.
- Edit a module in the module settings menu to rename the module, lock modules, add prerequisites, and add requirements.
- Delete a module. When you delete a module, Text Headers and External Links are deleted but Pages, Assignments, Quizzes, and Discussions are only removed and can still be found in the designated tool they were built with.
- Move or reorder modules by manually drag and drop or use the Move To option.
- Move or reorder module items after you add them to a module by manual drag and drop or use the Move To option.
- Add new or existing content items, add an existing quiz or a create a new quiz, and more. Find info on all options in the Module guides.
- Remove individual content items from your modules.

☐ **Consider Differentiated Instruction.** MasteryPaths release conditional content to students based on scoring-range rules. For instance, a student who scores above 90% on an assignment could be assigned more advanced work, while a student who scores below 60% could view assignments designed for content clarification and improvement.
- Once students complete a MasteryPaths source item, you can view the breakdown of the mastery path ranges in the item.
- To confirm that all conditional content items have been assigned to MasteryPaths correctly, you can use the Test Student to view the students' Modules page by enabling Student View. The only course items that should be visible to the Test Student are items assigned to Everyone. Therefore, if the Test Student can view a conditional item without having completed any coursework, the assignment may not have been edited and assigned to MasteryPaths.