**Digital Learning Day Module Directions**
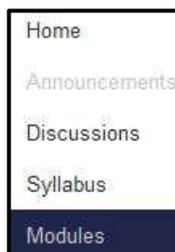
Teachers will utilize a module in Canvas to present course content.  The module can contain files, discussions, assignments, quizzes, and other learning materials.

**Create a Module**

- On the dashboard, click the course you want to add a module to (or click **Course** in the Global Navigation pane and select the course).

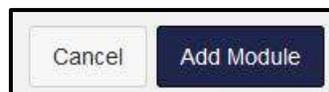- In the Course Navigation pane, click **Modules**.

- Click the **+ Module** button and give the module a name.

- Lock the module so it's not available until the desired date:
  - Check the **Lock until** box.

  - Click the calendar icon and select the date and time.

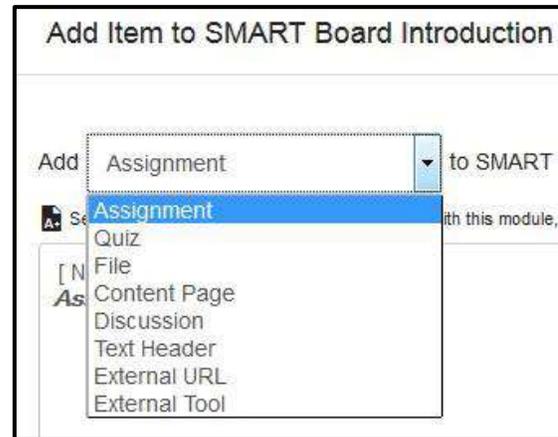- Click **Add Module** to add the module to the course.

## Adding Items to a Module

- Click the **+** sign to the right of the module name.

- Click the drop-down menu and choose an item type:

  - o  Assignment o Quiz
  - o  File (documents and media files)
  - o  Content Page o Discussion o Text
       Header o External URL
  - o  External Tool

- If you've already created the item you want to add, click its name.

- To add a new item, click **[New . . .]** then type a
  name for the item.

- Choose an option from the Indentation dropdown
  to indent the item inside the module.
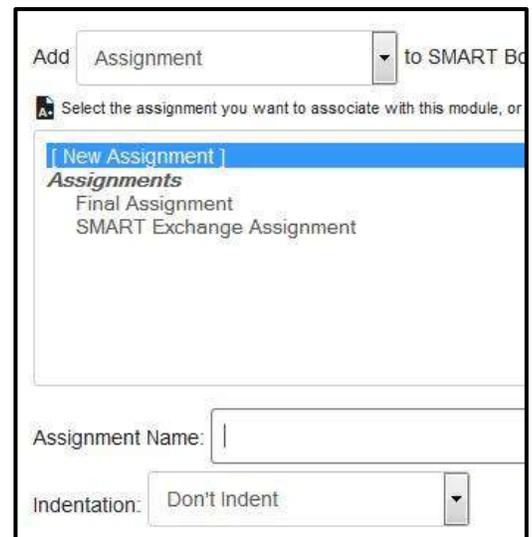
- Click **Add Item**.

**Publishing**

- Individual module items, the module itself, and the course must **all** be published in order for students to access the content.

- To publish the content within the module, click the publish icon next to the name of the assignment, quiz, discussion, etc.

- To publish the module, click the publish icon to the right of the module name.

- To publish the course, click **Home** on the course navigation pane on the left.

- In the Course Status section on the right, click **Publish**.

- **NOTE:** Even though everything is published, students will not be able to view the module until it is unlocked on the selected date.

- **Remember:** You can add support personnel (EIP, Title 1, Co-teachers, etc) to your course by going to the People link in your course and clicking add people. Type their full e-mail address in the box and choose "Teacher" as their role. This will allow them to edit your course, grade submissions and provide feedback, and hold virtual office hours with students and parents in your classes.