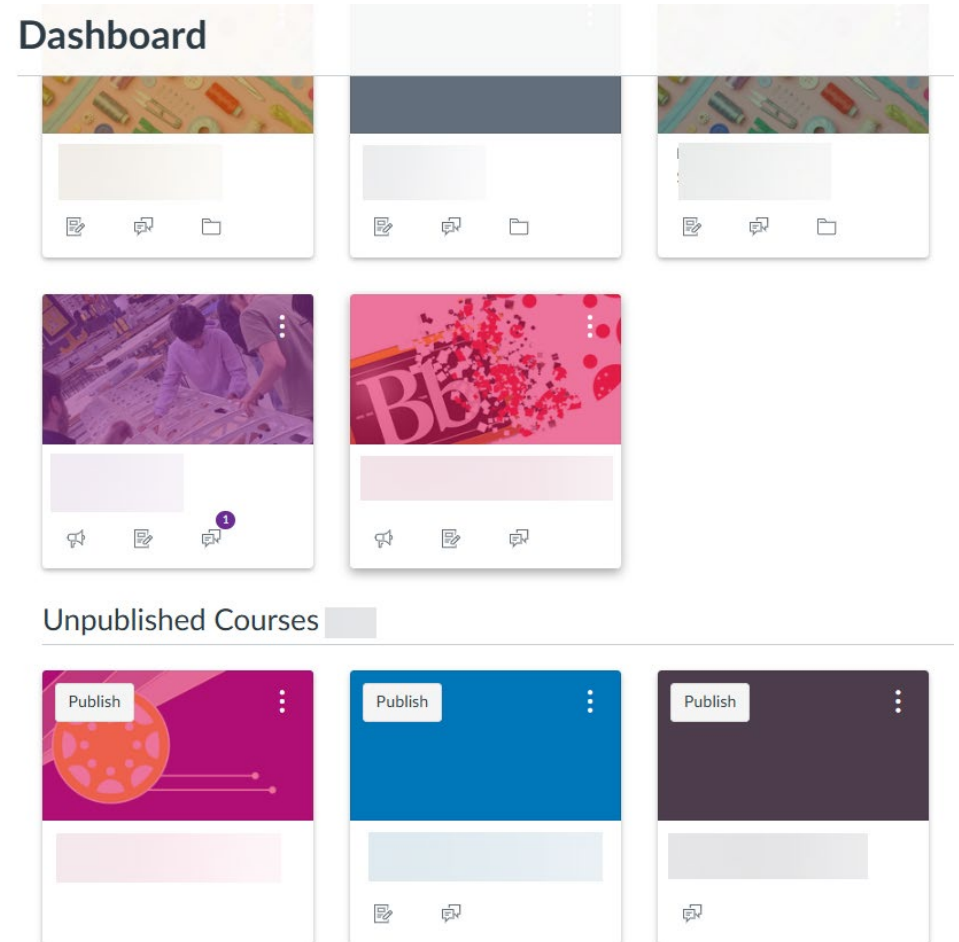
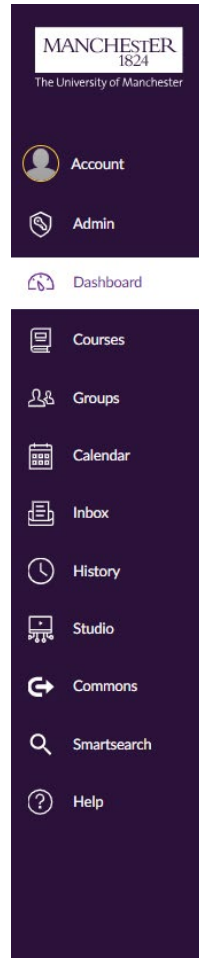


Activity 1: Create (Add) a Module

1. Go to canvas.manchester.ac.uk.
2. Click either **Dashboard** or **Courses**.
3. Locate your **Sandbox**, under Unpublished Courses.
4. Access your **Sandbox**.



5. In your Sandbox expand the course menu icon by clicking on the 3 line icon:  Rebecca's Sandbox

6. Click Modules in left hand menu.

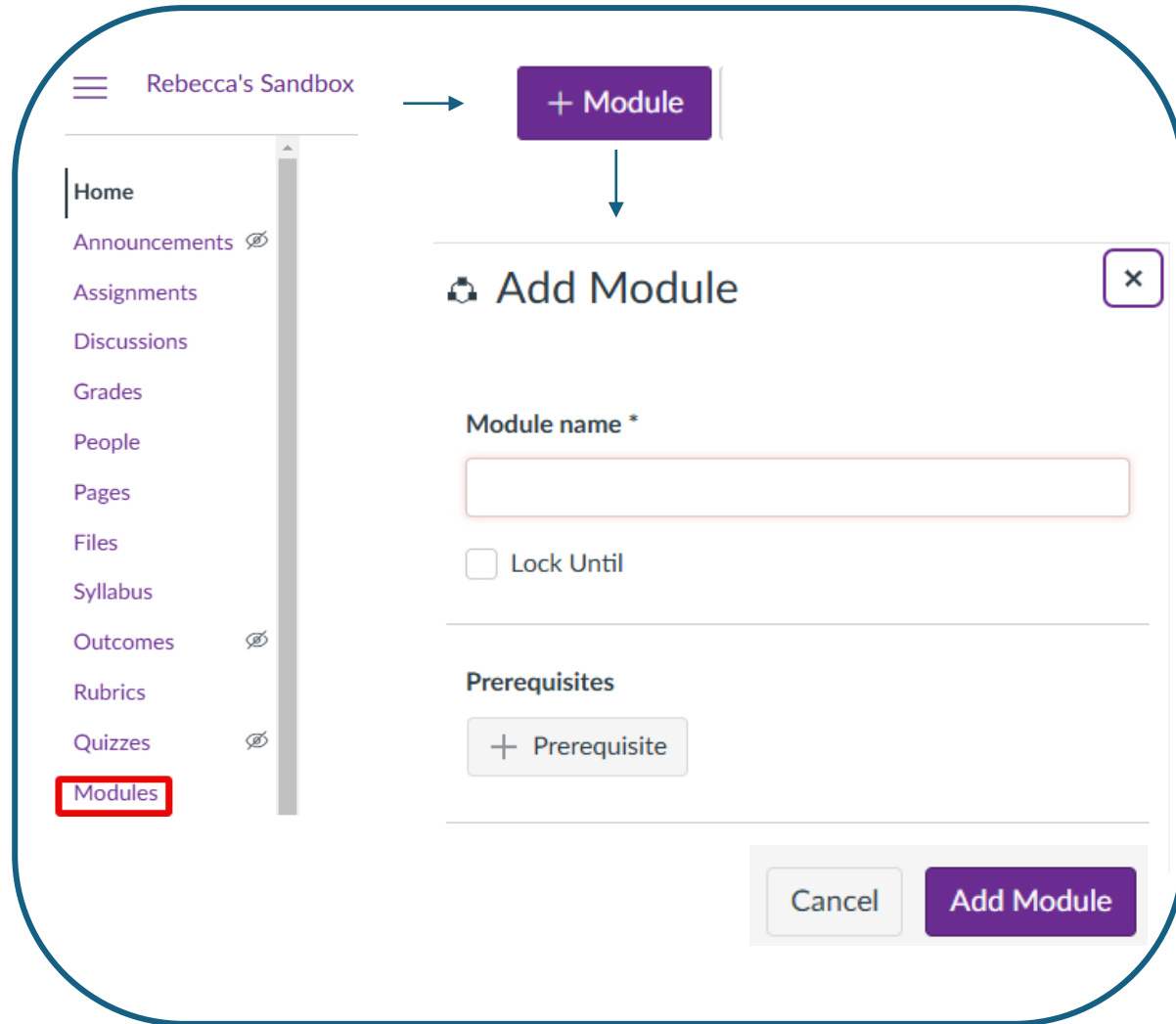
7. Click + Module .

8. Enter a Module name e.g. Week 1.

9. Lock until (leave unticked).

10. Pre-requisite (ignore).

11. Scroll down and click Add Module.



Rebecca's Sandbox

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Rubrics

Quizzes

Modules

+ Module

Add Module

Module name *

☐ Lock Until

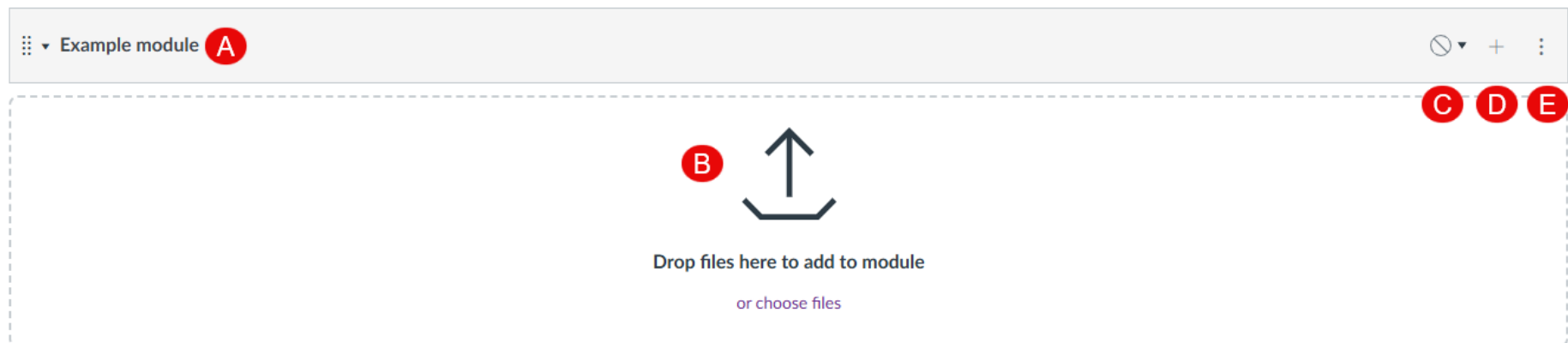
Prerequisites

+ Prerequisite

Cancel **Add Module**

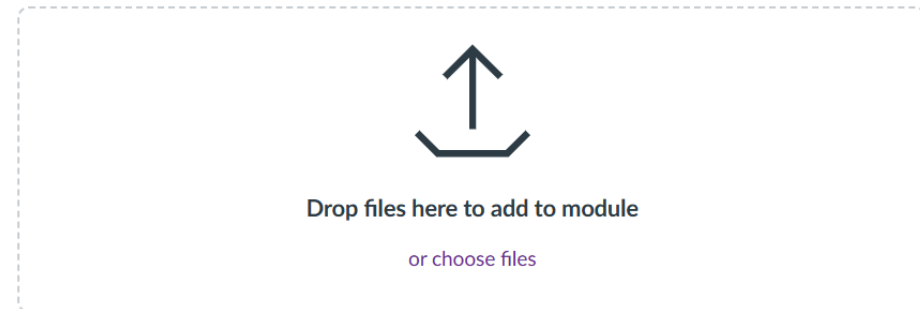
12. Once you have created your module you should see....

- a) Module title.
- b) Option to drag / drop or choose files from your computer.
- c) Publish / Unpublish options (**don't publish just yet!**)
- d) A plus button to add module items (e.g. files, hyperlinks etc) to your module.
- e) ... to access more settings (e.g. edit, move, duplicate, delete).

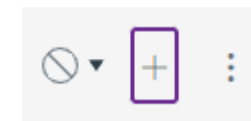


Activity 2: Adding module items

1. Add a file to your module by using Drag and Drop:

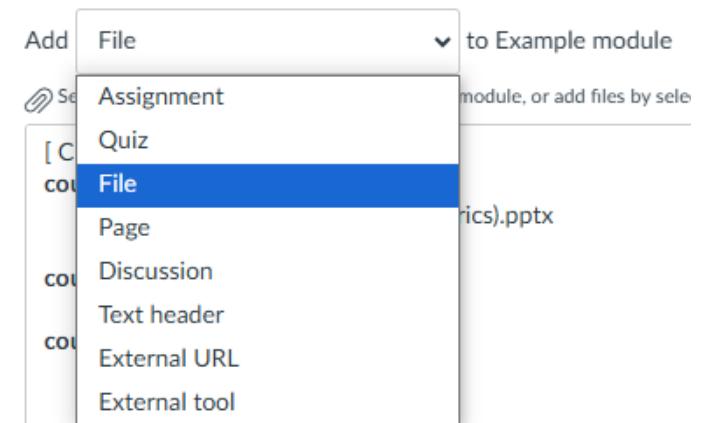


2. Use the + button on the module bar to add a **File**:



- Click the + button
- In the Add drop down menu choose **File**.
- Click [**Create File(s)**]
- Next click **Choose Files** (to open Files on your computer)
- Select the file(s) you want to add and click **Open**
- Folder (Leave as course files)
- Indentation: Leave as Don't indent
- Click **Add Item** to add the file(s) to your module.

Add Item to Example module



3. Use the + button on the module bar to add an External URL

- Click the + button
- In the Add drop down menu choose **External URL**
- **URL field:** Enter a website address
eg. www.manchester.ac.uk
- **Page name:** Enter University of Manchester website
- **Load in a new tab:** Click the checkbox
- **Indentation:** (Leave as Don't indent)
- Click **Add Item** to add the External URL to your module.

Add External URL to Example module

Enter a URL and page name to add a link to any website URL to this module.

URL:

Page name:

☐ Load in a new tab

Indentation: Don't Indent

4. Use the + button on the module bar to add a Text Header

- Click the + button
- In the Add drop down menu choose **Text header**
- **Header:** Enter the name of your Text Header
- **Indentation:** (Leave as Don't indent)

Add to Example module

Type the text you'd like to add as a module subheader

Header:

Indentation: