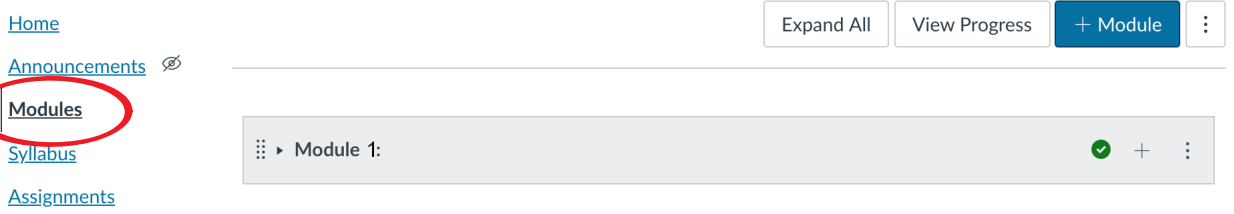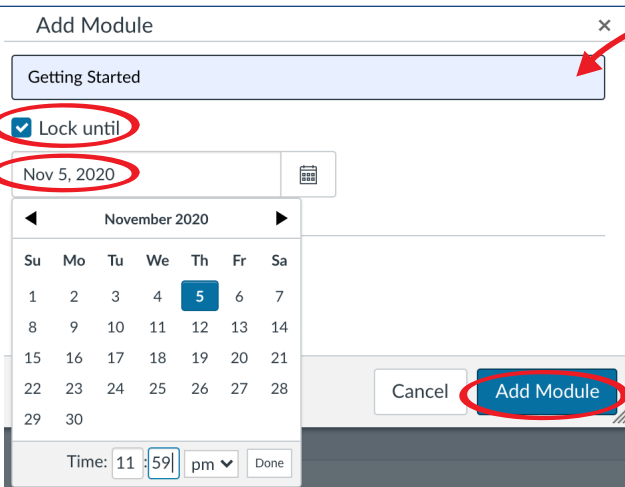## Adding a Module in Canvas
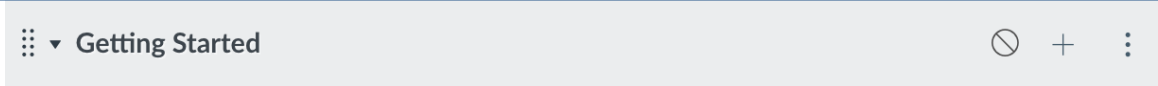
1 **Open** the course in which you want to add the Module

2 **Click** *Modules* on the course menu (if you course doesn't open in Modules)

3 **Click** *the* **+** *Module* button on the top right

Home
Announcements
Modules
Syllabus
Assignments

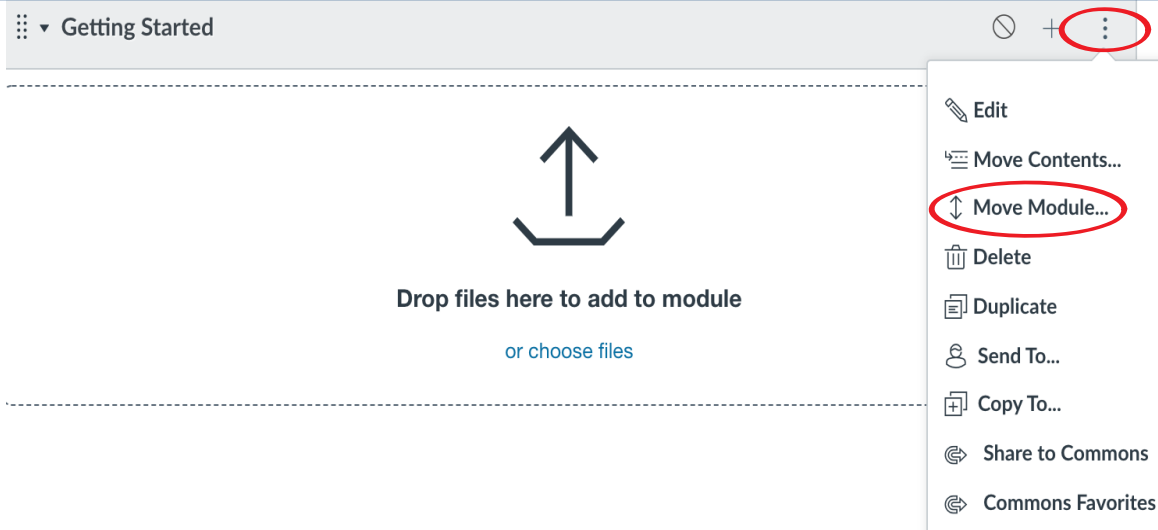Expand All | View Progress | + Module

⠿ ▸ Module 1:

4 In the box that appears, **Type** a name for the Module

5 **Check** *Lock Until*

6 **Set** the date when the Module will become available
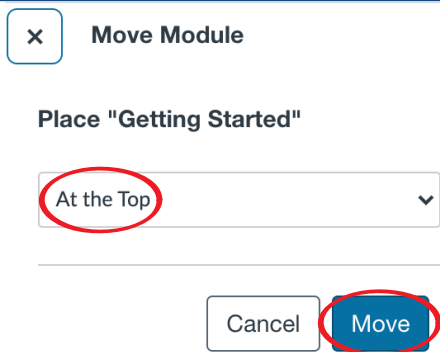
7 **Click** the *Add Module* button

Add Module ✕

Getting Started

☑ Lock until

Nov 5, 2020 📅

◀ November 2020 ▶

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Cancel | Add Module

Time: 11 : 59 pm ▾ Done

8 The new module is added at the bottom of the page

⠿ ▾ Getting Started ⊘ + ⋮

9 To move it, **Click** the three vertical dots on the right of the Module bar

10 In the drop down menu, select the *Move Module* option

⠿ ▾ Getting Started ⊘ + ⋮

⬆

Drop files here to add to module
or choose files

✎ Edit
📃 Move Contents...
↕ Move Module...
🗑 Delete
🗐 Duplicate
👤 Send To...
🗐 Copy To...
⊕ Share to Commons
⊕ Commons Favorites

11 In the window that pops up, **decide** where to move the Module

12 **Select** an option from the dropdown menu

13 **Click** the *Move* button

✕ **Move Module**

Place "Getting Started"

At the Top ▾

Cancel | Move

14 **Review** the resources on Canvas in Faculty Support

Canvas

Canvas is a virtual learning environment and online course management tool. Incorporating Canvas into the course provides students with multiple avenues of knowledge which further enrich their education and learning.

Colleges and Instructional Designer to Contact

College of Arts & Sciences – Kevin Gardner, kgardner@newhaven.edu

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Henry C. Lee College of Criminal Justice and Forensic Sciences – Amanda Buckley, abuckley@newhaven.edu

Fall Training and Canvas Updates

— Fall 2020 Training

Digital Learning Fall 2020 Training

+ Canvas Updates and Modified Features

Faculty Canvas Training Opportunities

1. Canvas Instructor Guides –step-by-step instructions for everything in Canvas.
2. Canvas Instructor Video Guides – watch brief overview videos
3. Canvas Training Services Portal – log into Canvas and click on the Help icon "?"on the Canvas Global Navigation Menu. Click on the Training Services Portal Access the Learning Library, which contains on-demand videos, and the Training Calendar, which offers live sessions. There are over 70 different opportunities for live training each month. Register for any live session that meets your interest and schedule.

Job Aids and Video Tutorials

✔ | 🎧 | 🗒
Assignments | **Discussions** | **Equation Editor**

- Creating an Assignment
- Assigning Weights to Assessments
- Creating a Quiz in Canvas

Creating a Discussion in Canvas

Inserting Wiris Editor Questions in Canvas