

Adding Content to Canvas Course

Importing the University Template

1. Log in to Canvas.
2. Click on Commons in the left green menu.
3. Enter DSU in the search field.
4. Click on the Delta State University 2019 Canvas Course Template item.
5. Click on the blue Import/Download button located to the right.
6. Select the course(s) that you would like to import the template into.
7. Click the blue Import into Course button.
8. You will receive a message the template is being imported. Click on the Dashboard button and return to your course.
9. The template should now be visible within the course.

Posting your Syllabus

1. Click on the Syllabus tool located in the Course Menu.
2. Click the Edit button at the top.

Here you have a couple of options – copy/paste your syllabus content or upload a PDF or Word file. Below are the steps for both options.

Copy/paste method –

1. Open your syllabus in Word and select all (either highlight it or CTRL A) and copy (right click and copy or CTRL C).
2. Go back to your canvas course and be sure you are on the syllabus tool and have clicked Edit.
3. Right click and paste or CTRL V to paste the content of your syllabus into the syllabus tool.
4. Click the blue Update Syllabus button.

Upload Syllabus file

1. Be sure you have clicked the Edit button at the top on the Syllabus page in your Canvas course.
2. Click on the Files tab in the upper right sidebar.
3. Click on the +Upload a new file link located at the bottom of the file list.
4. Click the Browse button.
5. Locate your syllabus file and select it and click the Open button.
6. You'll notice the filename now appears beside the Browse button.
7. Click the Upload button.
8. A link to the file will appear in the syllabus window.
9. Click the blue Update Syllabus button.

Modules

Modules allow instructors to organize content to help control the flow of the course.

Modules are used to organize course content by weeks, units, or a different organizational structure. Modules essentially create a one-directional linear flow of what students should do in a course.

Each module can contain files, discussions, assignments, quizzes, and other learning materials. Module items can be added to the course from existing content or new content shells within the modules. Course content can be added to multiple modules or iterated several times throughout an individual module. Modules can be easily organized using the drag and drop feature. Elements within the modules can also be reorganized by dragging and dropping.

1. Adding a Module.
2. Click on Modules in the course menu.
3. Click on the blue +Module button.
4. Add Module name (can be by unit or week).
5. Click the blue Add Module button.