

# Moving, creating, and re-creating your course in Canvas: Pre-workshop Questions

Canvas is designed to help you manage your teaching, not just distribute materials and keep track of grades. Just like with your course content, planning and organizing how your course runs is a good investment of time.

To get the most out of the CTL workshop, “Moving, creating, and re-creating your course in Canvas” and to take advantage of Canvas’ course management features, we encourage you to plan a few elements of your course before you attend the workshop.

## Structure of your course

Canvas makes it easy to organize your classes, distribute materials and other resources, and assign tasks in blocks or chunks called “Modules.” You can think of modules as “containers” that hold other items you create to support your course. For example, modules can be extremely useful if you “flip” your course and students complete tasks like reading, watching videos, and doing a pre-class reading quiz.

In the workshop, you’ll create a module and add some items to the module. It will help if you take a moment now to think about how you plan to organize your course. Some possibilities are

- chronological (Week 1, Week 2,...)
- by topic (Mammals, Birds, Insects,...)
- following the textbook (Chapter 1, Chapter 2,...)

We recommend you create a description for each module that tells the students what the module is about. These descriptions let students how they’re supposed to use the materials for learning and are very useful when they’re reviewing for exams.

In Canvas, this is a “Page” you create and add to the module. This Page could include

- a brief description or outline of the material/topic/week
- learning outcomes for the module
- links additional resources or background materials

If you draft some of this Page for a module you create, you’ll be able to copy-and-paste it into the Canvas text editor (a standard, rich text editor with the ability to switch to HTML and to add math, through menus and with LaTeX commands.)

## Components of your course in Canvas

Your course is built from various Canvas components like the syllabus, modules, grades, files, etc. You can customize which components are enabled (you want students to see it, like grades) and disabled (you don't want your students to see, like your list of Pages or Assignments – you'll share pages and assignments with students by adding them to the appropriate Modules when the time comes.) You can also set the order in which the enabled components appear in the students view of your course. (All of these settings can be changed later in Course > Settings > Navigation).

What components do you want them to appear in the students' view of your course (and in what order)?

Component	Description	Visible to Students?	Order in Menu
Home	This is your course landing page. When people visit your course, this is the first page they'll see. You can set your homepage to any other component, like the Syllabus.		
Announcements	Share important information with all users in your course.		
Assignments	Create assignments and other graded tasks, like term papers and exams. Adding an Assignment adds a column to the gradebook. After you create an assignment, you can add it to the relevant module.		
Discussions	Create discussion topics as assignments for grading or as forums for shared ideas and information.		
Grades	Input and display grades for students.		
People	View course roster, profiles, roles, activity of instructor(s), TAs, students. Students can view profiles of instructors, TAs, other students.		
Pages	Create a content page containing content and resources that help students learn but aren't assignments. Include text, multimedia, and links to files and external resources. After you create a page, you can add it to the relevant module.		
Files	Upload, organize, and hide/reveal course documents, images, and other files. Helpful when organizing your course but probably not visible to your students.		
Syllabus	Course information and description plus auto-generated, chronological summary of assignments and events.		
Outcomes	Create outcomes, track mastery, and use in rubrics for grading.		
Quizzes	Create and administer online quizzes and surveys, graded and ungraded. After you create a quiz, you can add it to the relevant module.		
Modules	Organize your course by topic, unit, chapter, week, etc. A module is a "container" for all the items you create to support that segment of the course. If you use modules, you should make them visible to students.		
Conferences	Conduct virtual lectures and office hours. Broadcast real-time audio and video, share presentation slides, give demonstrations of applications and online resources.		
Collaborations	Provide a space for users to work on a single Google Doc simultaneously, from within your Canvas course.		
Settings	Access and edit course settings, switch to student view, and more. The Settings component is always the last item of the Course Navigation Menu and cannot be disabled. It is not visible to students.		

