

Activity 1: Add a Module

1. On the Global Navigation, click **Dashboard**.
2. Access your **Canvas Sandbox**, under Unpublished courses.
3. Expand the course menu (three horizontal lines) and click **Modules**.
4. Click **+ Module**.
5. Enter a Module name (e.g., Week 1).
6. Scroll down and click **Add Module**.

Pause the activities and wait for further instructions.

Activity 2: Adding a File to a Module

1. Locate the Module you have created.
2. Select the **+** symbol to add an item.
3. In the **Add** drop down menu choose **File**.
4. Click **[Create File(s)]**.
5. Next click **Choose Files** (to open Files on your computer).
6. Select the file(s) you want to add and click **Open**.
7. Folder: Leave as course files.
8. Indentation: Leave as Don't indent.
9. Click **Add Item** to add the file(s) to your module.

You can also add a file to your module by Drag and Drop.

Activity 3: Adding an external link to a module

1. Click the **+ button**.
2. In the **Add** drop down menu choose **External URL**.
3. URL field: Enter a website address; e.g., <https://www.manchester.ac.uk>.
4. Page name: Enter 'University of Manchester website'.

5. Load in a new tab: Click the checkbox. **NB:** The page will not display correctly if you do not tick this box.
6. Indentation: Leave as Don't indent.
7. Click **Add Item** to add the External URL to your module.

Pause the activities and wait for further instructions.

Activity 4: Set up an Individual Assignment

1. In your Sandbox, expand the course menu.
2. Click **Assignments** in the course menu.
3. Click **+ Assignment**.
4. Enter an Assignment name.
5. Configure the Assignment settings as follows:
 - a. Points: Enter 100.
 - b. Assignment group: Assignments (leave as default).
 - c. Display grade as: Points (leave as default).
 - d. Submission type: Online > File uploads.
 - e. Submission Attempts: Unlimited (leave as default).
 - f. Plagiarism Review: Turnitin-Plagiarism-Framework-Prod
 - g. Assign Access to: Everyone (leave as default).
 - h. Enter a Due date and dates to restrict access.
6. Click Save (**NOT Save & publish!**).

Pause the activities and wait for further instructions.

Activity 5: Publish an assignment

1. Go to the **Assignments** page in your Sandbox.
2. Locate the assignment you created and **click the assignment name**.
3. On the assignment settings page, click the **Publish** button.
4. Click the **View as Student** button to preview assignment as a student.

5. Leave student view and try **unpublishing** the assignment.
6. Enter student view again – a message will say the item is not available.

Pause the activities and wait for further instructions.

Activity 6: Creating Manual Groups

1. From the course navigation menu, click **People**.
2. Click the **+Group Set** button to create your group set.
3. Give your group set a meaningful name.
4. For manual groups, self sign-up isn't required.
5. Choose to **create groups later** (i.e. manually) and **save**.
6. To create your individual groups within the group set, click the **+Group** button.
7. In the dialog box, specify your group name – this will be visible to the students/group members and so naming should be relevant!
8. Set your group membership limit (or leave blank for no limit).

Pause the activities and wait for further instructions.

Activity 7: Creating Sections and Adding Users

1. From the course navigation menu, click **Settings**.
2. Choose **Sections** from the menu bar at the top of the page.
3. To create a section, type its name in the text field and click **+Section**.
4. To add a user to your section, navigate to the **People** page in your course.
5. For your chosen user, open the options menu (found at the far right of their record).
6. From the options menu, choose **Edit Sections** and allocate the section you just created.

Follow steps 4-6 again to remove a person from a section.