

Managing Content in Canvas

Creating, editing and publishing content

Please sign in to Canvas while we wait to get started!

canvas.manchester.ac.uk | Use your UoM username and password

Background

Informed by
Engagement and
Consultation

Not about
changing your
role or giving you
extra work

Targeted support
to help you
understand
Canvas

All FSE staff can access
ongoing support from eLearning

Students will also be able to
access guidance and support

Agenda

1. Blackboard vs Canvas Structure.
2. Organising content in Canvas: Modules.
3. Creating, editing and publishing content.
4. Managing release of content to students.

Activities: Practice in your Sandbox! canvas.manchester.ac.uk

Intended Learning Outcomes

1. Locate and access Canvas spaces.
2. Understand the purpose of Canvas Modules.
3. Create a Canvas module, add a file, external URL and text header to the module.
4. Identify which menu options to use to create, edit and publish modules and module items.
5. Understand what settings can be used to manage release of module and module items to students.
6. Preview modules and module items as a student.

Blackboard vs Canvas Structure

Courses and VCRs, Global Navigation, Content Organisation, FSE
template

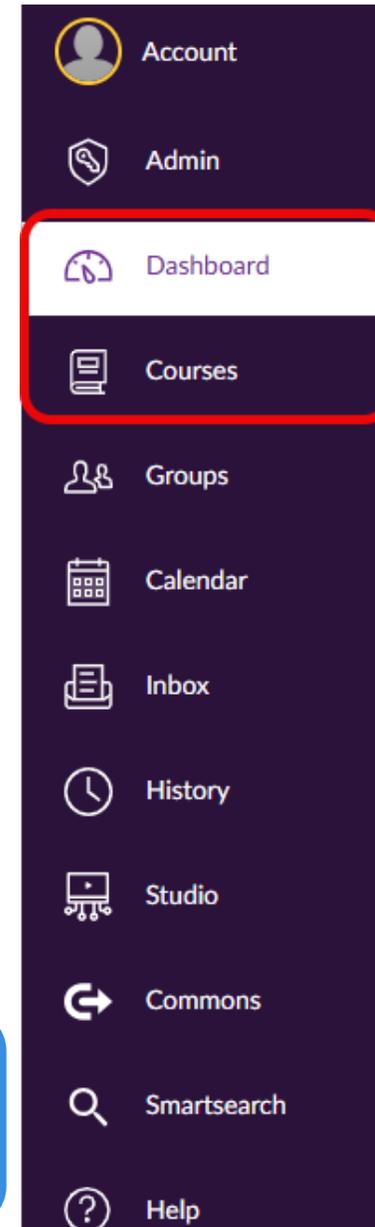
Canvas Spaces

- **Teaching spaces** (credit-bearing)
 - All course units in Campus Solutions will have a course unit space in Canvas.
- **Non-teaching spaces** (non credit-bearing)
Community spaces and Virtual Common Rooms (VCRs)
 - Graduate intern support for building non-teaching spaces
 - Reduced content compared to Blackboard (some content in SharePoint)
 - Canvas VCR will contain tests that need to be trackable (e.g., Academic Malpractice and H&S).

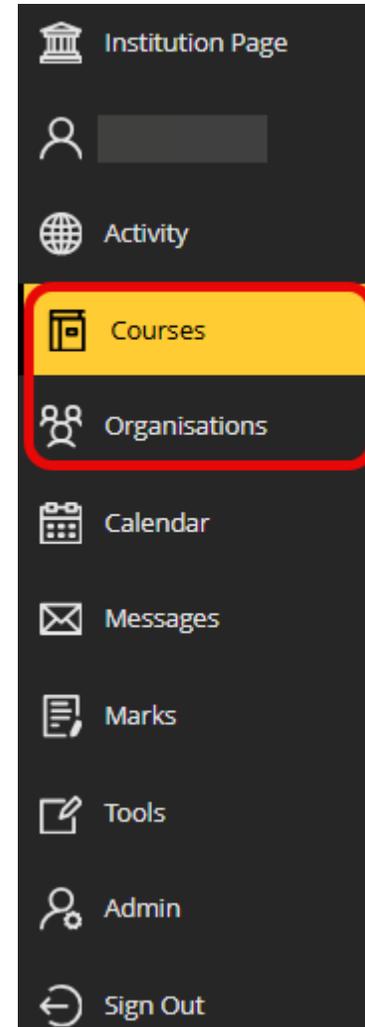


Dashboard: Displays **20** most active courses
Course Menu: All Courses and VCRs

Canvas



Blackboard



Blackboard vs Canvas Structure

Blackboard

Heavily nested folder content

Content is accessed via different links in the course menu

Orientation is provided via folder descriptions and items (often missing)

Canvas

Modular structure and linear progression

Students access modules via single menu or button on course homepage

Each module is designed to include an introduction and summary for students

Content is organised in pages containing text, document/images, videos, hyperlinks

Standardised Course Template

- Consistency across all courses.
- Research driven and informed by student feedback.

- Home
- Modules
- Grades
- Reading List
- Discussions
- Digital and Study Skills
- Student Support

Recent announcements

COURSE UNIT CODE : Course Unit Name [▲]_▼

Welcome to your course unit. Use the buttons below to navigate to the Modules. There is also information about the course unit team and how to contact them.

Course Information

Assessment & Feedback

Modules

-  View Course Stream
-  View Course Calendar
-  View Course Notifications

To do

Nothing for now

The Team



Title Name Surname

Contact info/link

Demo: Explore Course Example

1. Access the **FSE Template Example in Canvas**: tinyurl.com/FSE-template-example.
2. Explore the **Home** page.
3. Select the **Modules** button on the Home page, or click on Modules in the course menu on the left, to go to the Modules area of the course.
4. Take a few minutes to explore the **Course Unit Information** module.
5. Take a few minutes to explore the other modules.
 1. Notice how each module and module item is labelled consistently, and content is presented in a linear fashion.
 2. Notice how both content and assignments (quizzes, discussions) are embedded within a module.

Canvas Modules

Understand what modules and modules items are and how they can be used.



Modules - Overview

- Organise content by week or topic.
- Create a linear flow for students.
- Add different types of content to a module.
- Modules will be **unpublished** by default.

▼ Week 2 - Chemical Bonding and Molecular Structure	
	Introduction - Week 2
	Video 2.1 - Electronic Structure
	Video 2.2 - Electronic Configurations and Orbital Energy Diagrams
	Week 2 Practice Quiz 10 pts

Video 2.1 - Electronic Structure ↗

In this video, we'll dive deeper into atomic theory and the essential concepts that govern the arrangement of electrons within atoms. Understanding electronic structure is crucial, as it lays the groundwork for comprehending how atoms interact, form molecules, and participate in chemical reactions.

We'll begin by examining the key developments in atomic theory, highlighting the contributions of pivotal scientists throughout history, including the Rutherford-Bohr Model. This model revolutionised our understanding of atomic structure by presenting the atom as a tiny nucleus surrounded by orbiting electrons, much like planets around the sun. We'll also discuss how the arrangement of electrons in different energy levels and orbitals influences the chemical properties of elements.

As you engage with the video, consider the significance of electronic configurations and how they dictate the behavior of elements in various chemical reactions. This knowledge is not just theoretical, it has practical applications in fields ranging from materials science to medicine.



Orientation Module in Template

☰ ▾	Course Unit Information
☰	 Orientation and Expectations
☰	 Introduction
☰	 How to Engage with this Course Unit in Canvas
☰	 Giving Feedback on this Course Unit
☰	 Key Course Unit Information
☰	 Course Unit Aims and Support
☰	 Assessment & Feedback

Example of what a core standardised module looks like in Canvas using the template.

Creating a Module

Create a module in Canvas, add a file, external URL and text header to the module.

Information for setting up a Module

- **Module Name (Required)**
- **Lock Until (Optional)**
Students see the Module title when a module is locked and the date content will ‘unlock’.
- **Prerequisites (Optional)**
E.g., students are required to complete Week 1 before gaining access to Week 2.

Student View

▼ Week 1

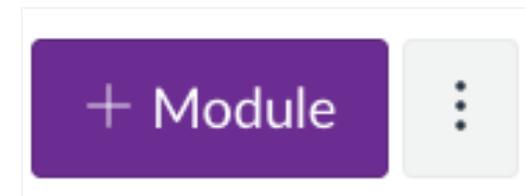
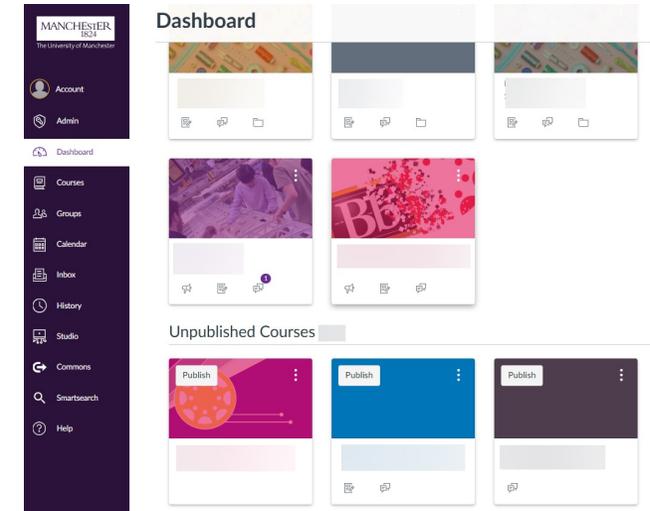


Will unlock 24 Feb at 12:00

Prerequisites: Week 1

Activity 1: Add a Module

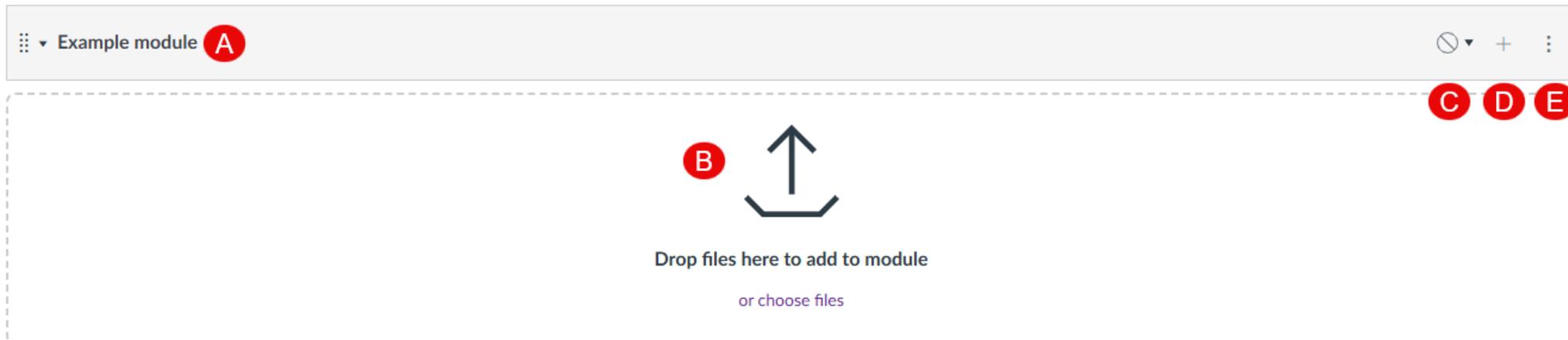
1. On the Global Navigation, click **Dashboard**.
2. Access your Canvas **Sandbox**, under Unpublished courses.
3. Expand the course menu (three horizontal lines) and click **Modules**.
4. Click **+ Module**.
5. Enter a Module name (e.g., Week 1).
6. Scroll down and click **Add Module**.



Module interface

Once you have created your module you should see:

- A. Module **title**.
- B. Option to **add files** (drop or choose files from your computer).
- C. Option to **Publish** or **Unpublish** content.
- D. A plus button to **add content** (e.g. files, hyperlinks etc.) to your module.
- E. **⋮** to access more **settings** (e.g., edit, move, duplicate, delete).



Adding Module Items

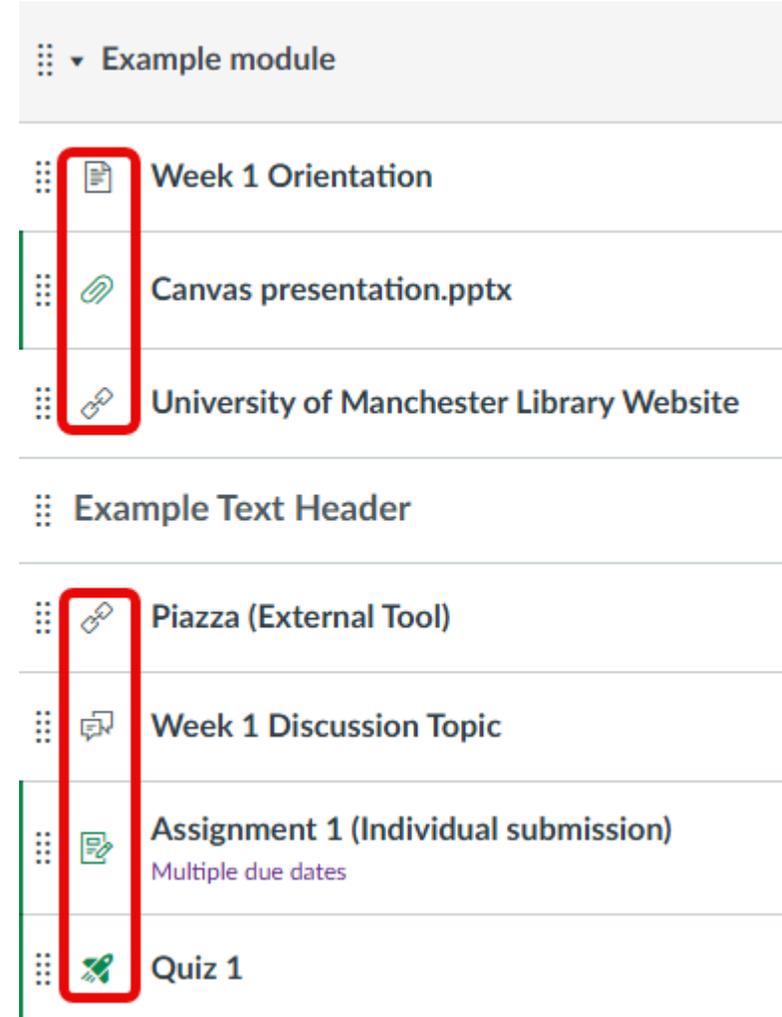
Create a module in Canvas, add a file, external URL and text header to the module.

What can I add to a Module?

Pages, Files, External URLs

Text Headers

Learning / assessment activities:
External Tools, Discussions, Assignments, Quizzes



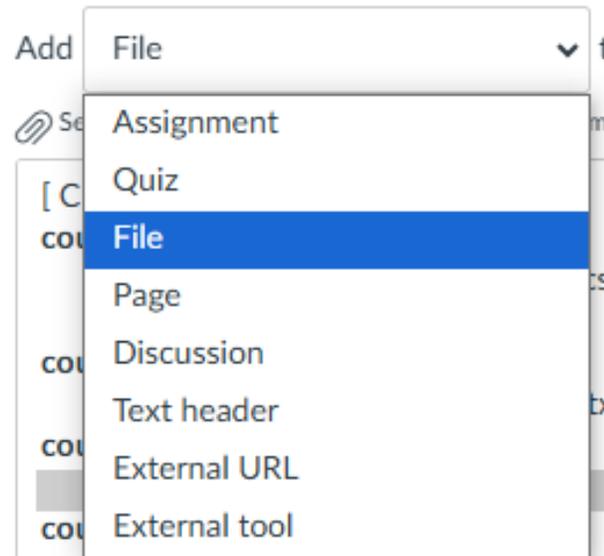
- Example module
 - Week 1 Orientation
 - Canvas presentation.pptx
 - University of Manchester Library Website
 - Example Text Header
 - Piazza (External Tool)
 - Week 1 Discussion Topic
 - Assignment 1 (Individual submission)
Multiple due dates
 - Quiz 1

How do I add content to a module?

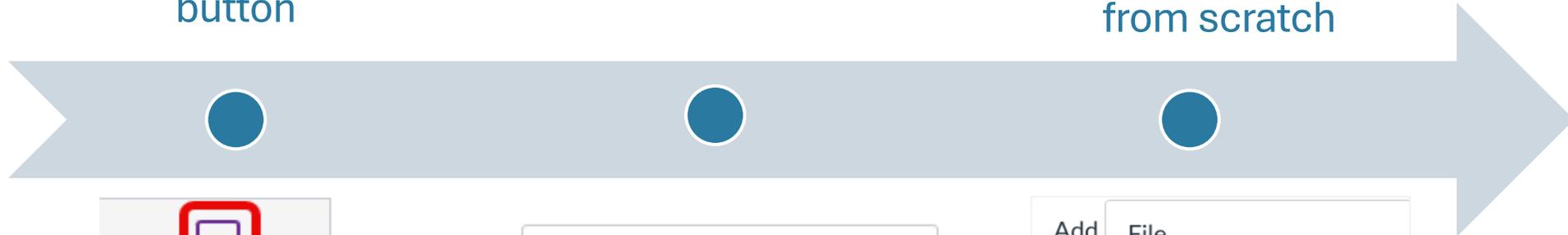
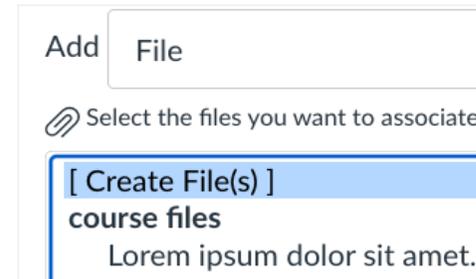
1. Use the Module + button



2. Select content type

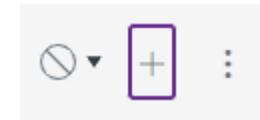


3. Add or create item from scratch

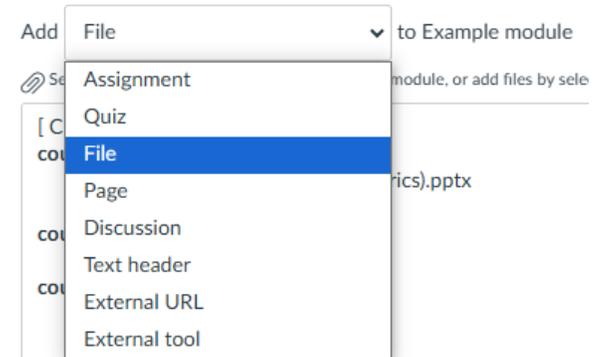


Activity 2: Adding a file to a module

1. Locate the Module you have created.
2. Select the + symbol to add a module 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.



Add Item to Example module



Activity 3: Adding an external link to a module

1. Use the + button on the module bar to add an External URL.
2. Click the + button.
3. In the Add drop down menu choose External URL.
4. URL field: Enter a website address; e.g., www.manchester.ac.uk.
5. Page name: Enter 'University of Manchester website'.
6. Load in a new tab: Click the checkbox.
7. Indentation: Leave as Don't indent.
8. 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

Activity 4: Adding a header to a module

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

1. Click the + button.
2. In the Add drop down menu choose **Text header**.
3. **Header:** Enter the name of your Text Header.
4. **Indentation:** Leave as Don't indent.

Add to Example module

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

Header:

Indentation:

Check in...

In your course space you should now have a module which includes:

- A File.
- An External URL.
- A Text Header.

Canvas Pages

Collate and present content in a clear, structured way, combining text, media, and links.

What are Pages?

Pages are used to organize content and can include:

- Text.
- Images.
- Videos.
- External links.
- Links to files and other course content (e.g., assignments).

Introduction - Week 2 ↗

Overview



This is the second learning module for CHEM10111, Fundamentals of Chemistry, and it is designed to introduce the concepts of chemical bonding and molecular structure (types of bonding, Lewis structures, VSEPR theory, polarity, orbital hybridisation, σ and π bonds and non-covalent interactions). It is difficult to directly link this part of the course to biological examples (with the exception of non-covalent interactions). However, it is essential to try your best to get to grips with it. If you understand the basis of chemical bonding, it supports a lot of the later parts of this unit, particularly LM3 and LM4, and your general appreciation of the shapes of biological molecules.

The specific ILOs for LM2 are:

- Draw and interpret Lewis structures (including formal charges) for molecules containing H, C, N and O, and predict their geometry based on VSEPR theory
- Identify characteristics of a given atom or molecule (e.g. hybridisation state, relative bond length, bond polarity, molecular dipoles, hindered bond rotation)

Video 2.1 - Electronic Structure ↗

In this video, we'll dive deeper into atomic theory and the essential concepts that govern the arrangement of electrons within atoms. Understanding electronic structure is crucial, as it lays the groundwork for comprehending how atoms interact, form molecules, and participate in chemical reactions.

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As you engage with the video, consider the significance of electronic configurations and how they dictate the behavior of elements in various chemical reactions. This knowledge is not just theoretical, it has practical applications in fields ranging from materials science to medicine.



Remember to engage with the material actively, taking notes and considering questions as you go.



Pages can also be linked to other pages.

Page Settings

Who can edit the page
 Add to student to-do
 When to publish the page

Can choose to release a page to specific students on a different date

Options Users allowed to edit this page

Only teachers ▼

Add to student to-do

Publish At

Assign Access

Assign to

Everyone × Start typing to search... ▼

Available from Time

📅 ▼ Clear

Until Time

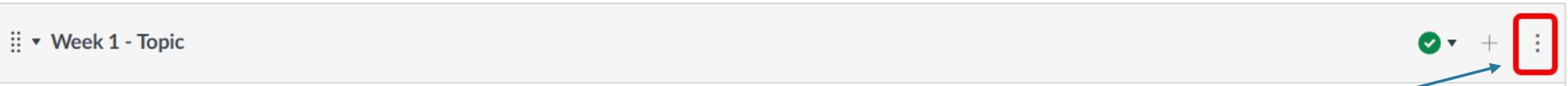
📅 ▼ Clear

+ Assign to

Editing Content

Editing content, Moving content, Deleting/removing content

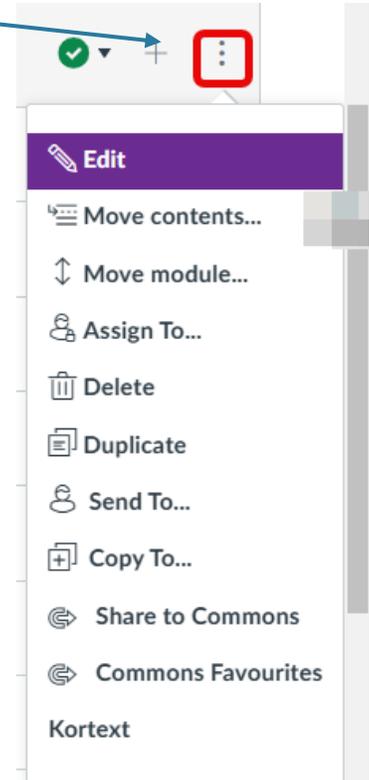
How do I edit a module?



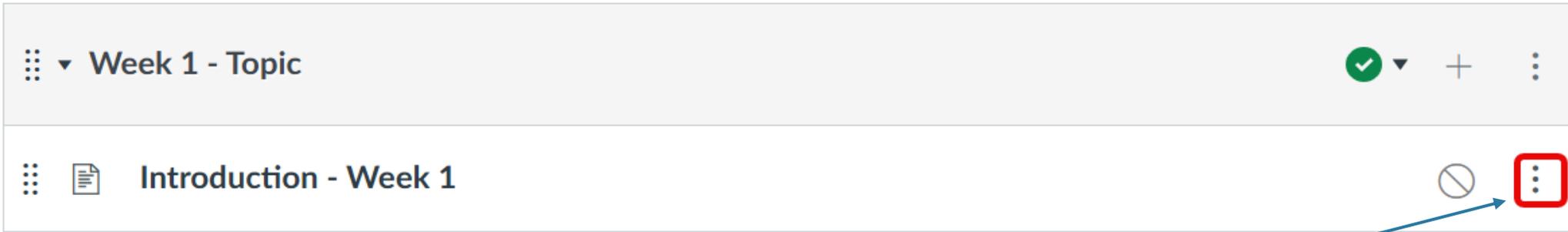
Common edit options:

- **Edit** (change module name, lock until date, pre-requisites)
- **Move contents** (to another module)
- **Move Module**
- **Assign to** (choose when to make module available to specific students)
- **Delete**
- **Duplicate**

Click the **ellipsis** by the relevant module and choose **Edit**



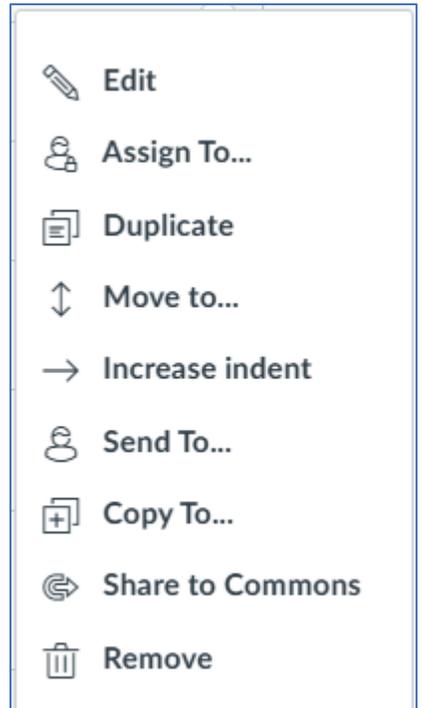
How do I edit module items?



Common edit options:

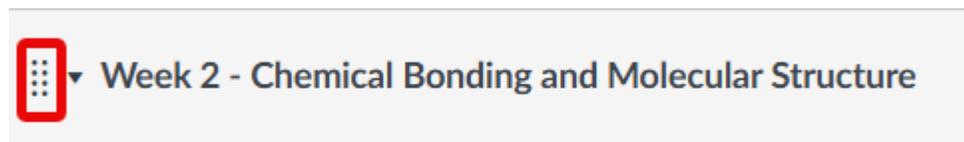
- **Edit** (Change item title)
- **Remove** (remove item from module)
- **Indent** (a module items position in the module)
- **Move To** (move item to another module)

Click the ellipsis by the relevant **module item** to reveal additional options.

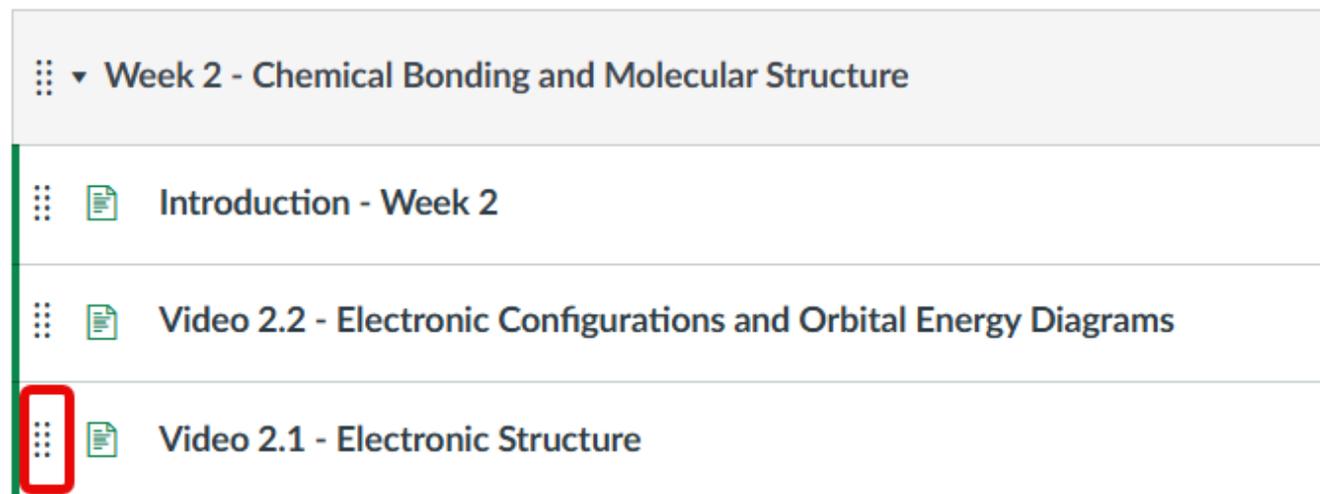


How do I move modules and module items?

Drag and drop a module to a new position in a course unit



Drag and drop a module item to a new position within a module



Managing Content Visibility

Releasing Modules and Module Items to students



Publishing content

Making content available to Everyone

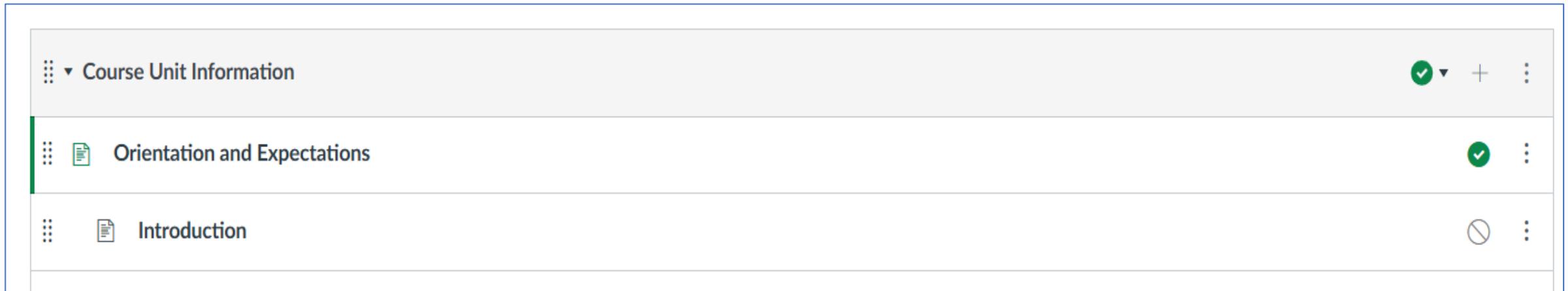
What does Publishing do?

Most content that you add is **unpublished by default** (hidden from students).
Files that you add are automatically published and can be unpublished.

- **Publishing an item releases it to students.**
- Once published, students can see the item and its content.
- If an **Available from** date is set in the future, the content will automatically publish on the specified date and time.

How do I check what content is published?

Click on **Modules** in the **Course menu** to access the course content.

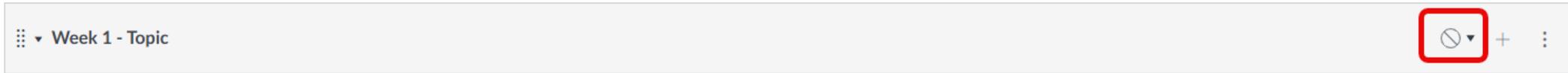


- Green tick = published (visible to students)
- Red calendar = content will automatically publish on a future specified date.
- Grey circle = unpublished (hidden from students)



How do I publish a module?

To publish a module, click on the publishing button (grey circle).

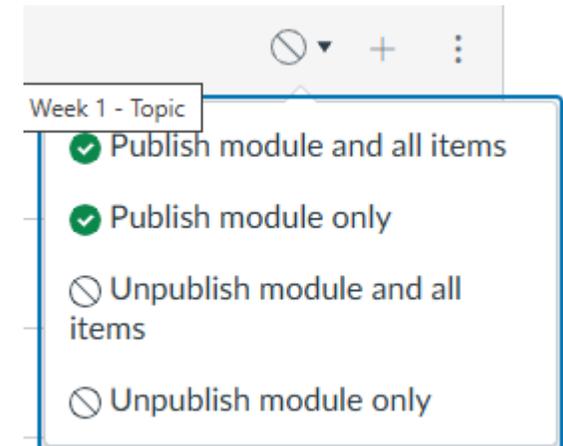


You can:

- Publish module only.

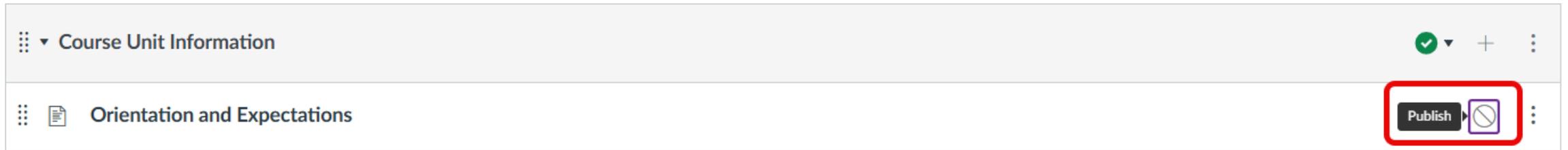
or

- Bulk publish/unpublish a module and all module items.

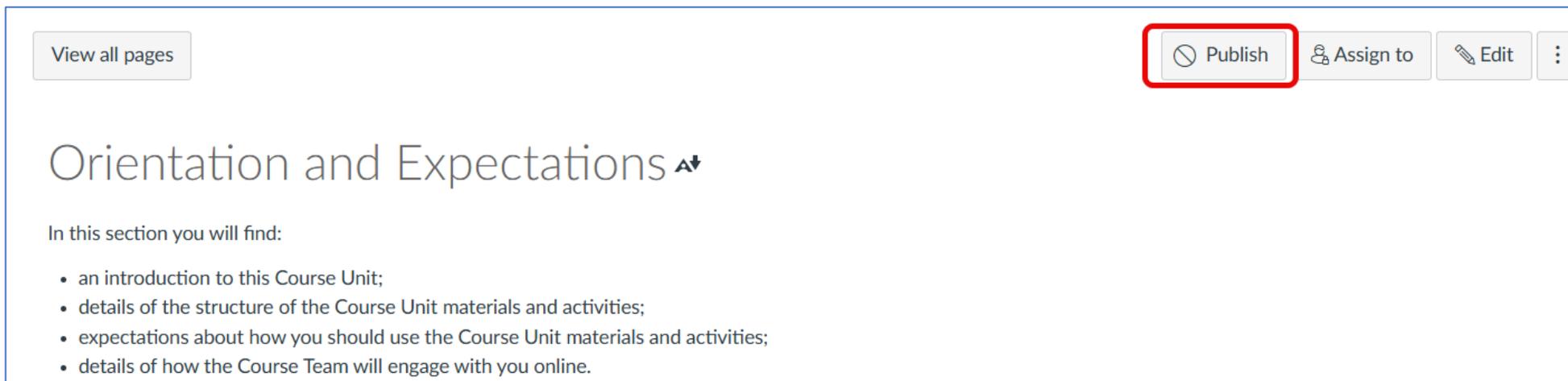


How do I publish a module item?

- Locate the module item in the **Modules** section of the course unit.
- Either click the grey circle next to the item or open the item and use the publish button.



This screenshot shows the top navigation bar of a Canvas course unit. The 'Course Unit Information' section is expanded, and the 'Orientation and Expectations' module item is selected. A red box highlights the 'Publish' button, which is a black button with a white circle and a diagonal slash, located next to the module item name.



This screenshot shows the content page for the 'Orientation and Expectations' module item. The page title is 'Orientation and Expectations' with a small 'A' icon. Below the title, there is a section titled 'In this section you will find:' followed by a list of four bullet points. A red box highlights the 'Publish' button, which is a grey button with a white circle and a diagonal slash, located in the top right corner of the page.

View all pages

Publish Assign to Edit

Orientation and Expectations ^A

In this section you will find:

- an introduction to this Course Unit;
- details of the structure of the Course Unit materials and activities;
- expectations about how you should use the Course Unit materials and activities;
- details of how the Course Team will engage with you online.

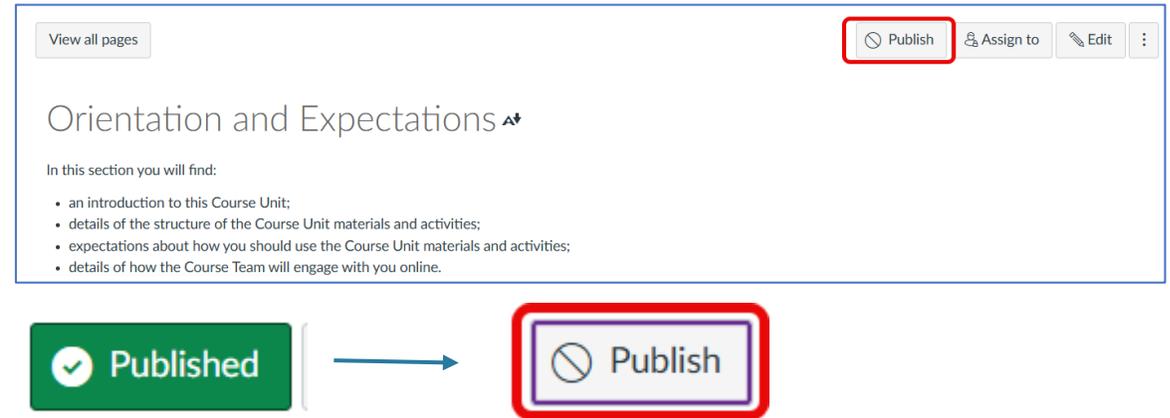
How do I unpublish?

If an item is published, click on the **green tick** to revert to unpublished or open the item and click the published button.

Modules Screen



View when module item opened



Custom Release of Content

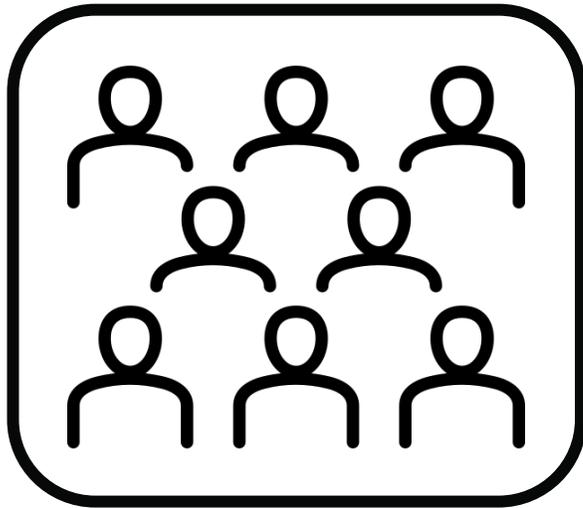
Releasing content at specific times to specific students

Students in Canvas

Individual



Everyone



Groups (For Collaboration) Visible to students



Sections (Administrative) Can be hidden from students

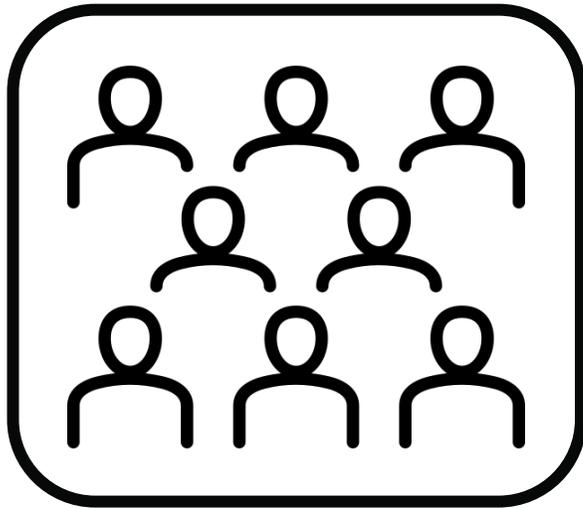


Students in Canvas

Individual

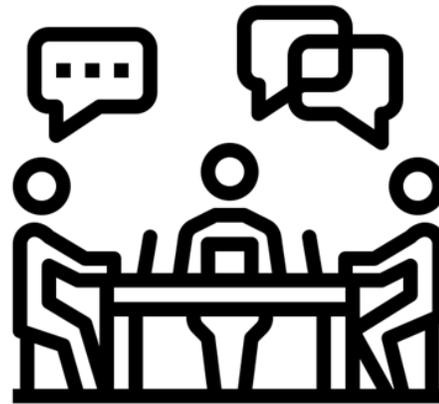


Everyone



Groups

(For Collaboration)
Visible to students



Sections

(Administrative)

Can be hidden from students

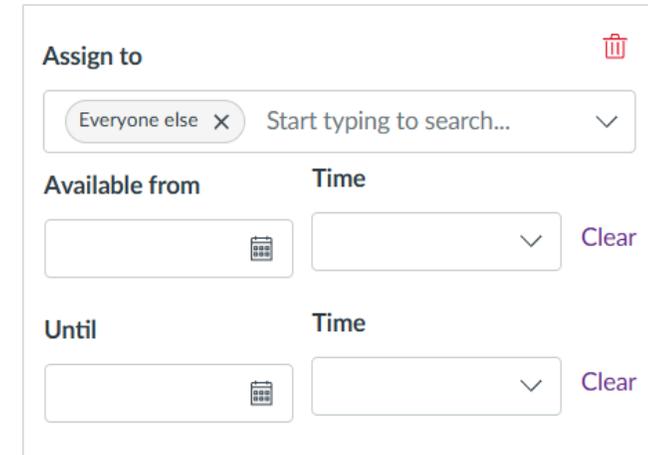


Customise release of module items for specific students

- Use the Canvas function 'Assign to'
- Choose **Who** to assign content to:
 - Everyone (default)
 - Search by student name
 - Search by section

Cannot assign to groups.

- Choose **When** (date/time) content should be available.
- Use the **+Add button** to add more custom dates.

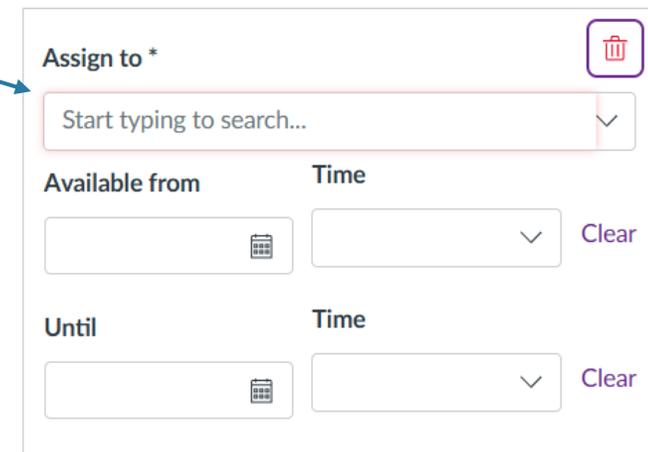


Assign to 

Everyone else  Start typing to search... 

Available from  Time  

Until  Time  

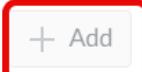


Assign to * 

Start typing to search... 

Available from  Time  

Until  Time  



'Assign to' not available for Files

- **Use Assign to release** Pages, Assignments, Quizzes, Discussions.
- **Files cannot use assign to release.**

Week 1 - Topic		
	Introduction to Week 1	✓
	Example Assignment	✓
	Lecture 1 Sample.pdf	✗

Files can be added into Pages and Assignment instructions.

Introduction to Week 1

Please look through the lecture slides [Lecture 1 Sample.pdf](#)

Example Assignment

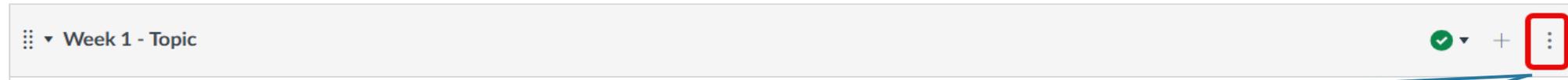
[Start Assignment](#)

Due No due date **Points** 0 **Submitting** a text entry box

Instructions:

Ensure that your assignment includes the principles covered in [Lecture 1 Sample.pdf](#)

How can I control release of modules?

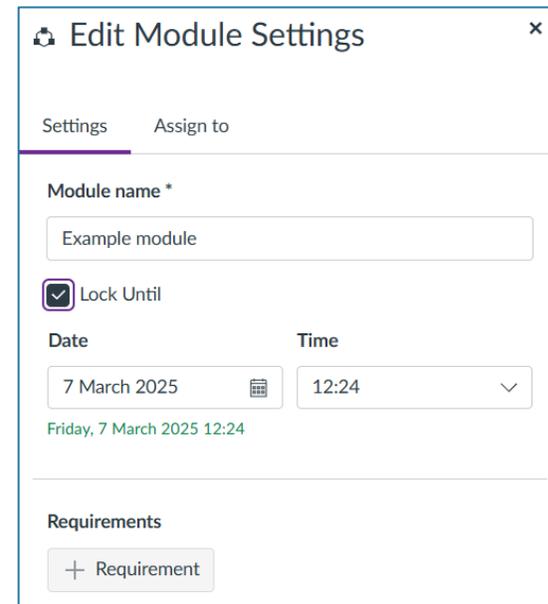


How?

- Configured during module setup.
- Edit an existing module.
 - Click the ellipsis ⋮ next to module name.
 - Choose **Edit**.

Options:

- **Lock Until** a specific date.
- Set **pre-requisites**.
E.g. require completion of other modules first.
- **Assign to** everyone or specific individuals or sections.



Edit Module Settings

Settings Assign to

Module name *

Example module

Lock Until

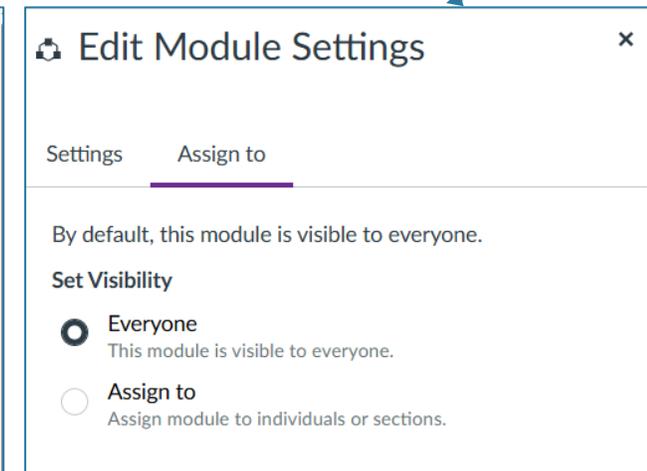
Date Time

7 March 2025 12:24

Friday, 7 March 2025 12:24

Requirements

+ Requirement



Edit Module Settings

Settings Assign to

By default, this module is visible to everyone.

Set Visibility

Everyone
This module is visible to everyone.

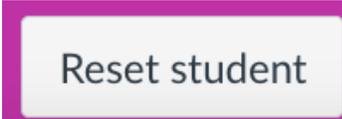
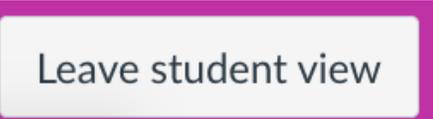
Assign to
Assign module to individuals or sections.

Check what a student can see

ILO: Be able to preview modules / module items as a student.

View as Student

- Use **View as Student** to switch to a student view.
- The View as Student button will appear in the top-right in the following course areas:
 - Home.
 - Modules.
 - Announcements.
 - Assignments.
 - Quizzes.
 - Discussions.
- To exit student view click **Leave student view**.

A button with a red border and a light gray background, containing the text "View as Student" preceded by a small icon of a person.A button with a purple border and a light gray background, containing the text "Reset student".A button with a purple border and a light gray background, containing the text "Leave student view".

Staff vs Student View

Week 1 - Topic ✓ + ⋮

⋮ 📄 Introduction to Week 1 11 Mar	✓ ⋮
⋮ 📎 Lecture 1 Sample.pdf	🔄 ✓ ⋮
⋮ 📄 Summary - Week 1	🚫 ⋮

Week 1 - Topic

📄 Introduction to Week 1 11 Mar
📎 Lecture 1 Sample.pdf

Summary

Reinforce key takeaways and information from today's session.

Intended Learning Outcomes

1. Locate and access Canvas spaces.
[How to Access Canvas; How do I view all my courses?](#)
2. Understand the purpose of Canvas Modules.
[What are Modules?](#)
3. Create a Canvas module, add a file, external URL and text header to the module.
[How do I add a module?; How to add module items](#)
4. Identify which menu options to use to create, edit and publish modules and module items.
[How do I publish content in Canvas?](#)
5. Understand what settings can be used to manage release of module and module items to students.
[How do I assign a module to individual sections or students?](#)
6. Preview modules and module items as a student.
[How to preview content using Student View](#)

Key takeaways

Accessing courses:

- Use the Global Navigation courses menu to access **All** courses/VCRs.

Content

- Teaching spaces will use a standardised template. Fewer menus and a modular structure should make it easier for students to find information.
- The Canvas '**Assign to**' feature can be used to customise releasing content to students at different dates / times.
- It's very easy to publish / unpublish content at the click of a button, so **be careful** and if in doubt use **View as Student** to check student view.

Further Support

ILO: Access further Canvas support.

Canvas Support

- **Online Guidance: Getting Started with Canvas**
Information and guides to help you get started with Canvas.
- **Drop-In Clinics: Canvas Clinic Schedule**
Drop in anytime between 10am and 3pm to get Canvas help – bring your laptop.
- **1-to-1 Virtual Consultations: Book a Consultation**
Attend a 30-minute Canvas help session with FSE eLearning via MS Teams.
- **Raise a ticket via Connect**
Use the Blackboard, Turnitin & eLearning form in Connect to raise a request or flag an issue.
- **Student Support: Introduction to Canvas for Students**
This resource provides students with guidance on using Canvas.

Feedback

Please take a few minutes to complete our feedback survey.

Thank you for your support!

Survey link:

tinyurl.com/tlsetrainingfeedback

