

Managing Content in Canvas – Activity Sheet

Activity 1: Add a Module

1. Go to canvas.manchester.ac.uk and log in with your UoM username and password.
2. On the Global Navigation, click **Dashboard**.
3. Access your **Canvas Sandbox**, under Unpublished courses.
4. Expand the course menu (three horizontal lines) and click **Modules**.
5. Click **+ Module**.
6. Enter a Module name (e.g., Week 1).
7. Scroll down and click **Add Module**.

Pause the activities and wait for further instructions.

Activity 2: Add 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: Add 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.

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.