

REMINDERS FOR BUILDING YOUR NEW COURSE IN CANVAS

Building your first Canvas course is designed to be easy, but even the most seasoned Canvas pros can fall prey to some of these common mistakes. Read on to avoid these pitfalls!

Add Content to Modules

Once you have established your module structure (i.e. week/topic), you will want to add some content. You can easily add files, assignments, quizzes, pages, discussions and links to your module structure using this method.

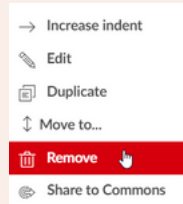
- At the left side of any Canvas course, locate the tab that says **Modules**
- Locate the individual Canvas module (i.e. week/topic) to which you would like to add an item
- Click the **+** icon at the top right of the module
- Select the type of item you would like to add from the drop-down
- If you need to create a new item, click on the **[New ...]** in brackets, e.g. new text header, new assignment, new quiz, etc.



Removing Canvas Modules and module items

In your Modules area, there are several sample modules, for example Week One (Week/Topic/Theme), that you may wish to remove. These are part of the template, but you may want to remove them when you start populating this area

- In your **Modules** area, locate the items that you wish to remove
- At the far right side, across from the item's title, click the **vertical ellipsis** (⋮) and then click **remove**
- Files within items that are removed from the modules area can still be found in the **Files** section
- To remove a sample module, click the ellipsis across from the module name and then click **delete**.



Taking out placeholder text

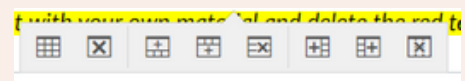
One of the easiest mistakes to make when building your Canvas course is to leave placeholder text in your Welcome Page. This red and yellow-highlighted text is there for guidance, but you should delete it once you've read it.

- Click **Home** to access your Welcome Page
- Click the **Edit** button in the top right corner
- Locate any red or yellow-highlighted placeholder text/temporary tips and delete
- From the Welcome Page, click the **Student View** button to check how it looks to students.

Managing columns in your Welcome Page

In the 'Meet the Team' section, you have a table that gives you space to list the names, photos and contact details of all the staff teaching on the course. However, if you have more or fewer than four members of staff, you will need to add or delete columns

- Click **Home** to access your Welcome Page
- Click the **Edit** button in the top right corner
- If you want to delete a column, click inside the column which you wish to delete
- A grey bar will appear just outside the table with several buttons on it
- Click the button with the **x** to delete the column
- The **+** buttons to the left will allow you to insert columns before or after the column that you've selected.



Make your tables take up space!

Once you've changed the number of columns in the 'Meet the Team' section, you may need to re-adjust the width of the table so that it spans the width of your Welcome Page.

- Click anywhere on the table
- A grey bar will appear just outside the table with several buttons on it
- The button on the far left will open table properties
- In the width field, set it to **100%** (don't forget the %)
- Click **OK** and save the page to preview it.