**How to Build Modules for Beginners**

Modules organize content to help control the flow of the course. You can use them to organize course content by weeks, units, or a different organizational structure.

Each module can contain files, discussions, assignments, quizzes, and other learning materials.

Unpublished modules are invisible to students. Content within an unpublished module will be visible in other parts of the course sites but students will not be able to open or participate with the content.

1. **Click Modules**
   
   Click Modules from the course navigation menu.

2. **To add a module**
   
   Click the "+ Module" button on the top right of your screen.

3. **Add the module name**
   
   Add the module name by typing it into the Module Name field.

   Click the "Add Module" button.

   View your created module.
** ADDING CONTENT TO MODULES **

**Add content to your module**

by clicking on the "+" button on the top right of each module that you have created.

*Be aware that the status of the Module overrides the state of the individual module items. Numerous module items may affect performance. Modules supports up to 100 module items before affecting load time.*

**Click the Add drop-down menu**

and select one of the following item types.

**Add an existing item**

If you have already created the item you want to add, select the item from the list.

Click the "Add Item" button.
Add a new item

7. Click the [New] link and type a name in the name field.

Depending on the item type, when adding new content you may be asked to complete additional fields.

Once you have created/selected your new piece of content, click the "Add Item" button.

Don't forget to Publish

8. Your module and/or module item.*

The module itself must be published for students to see the published items within the module and for them to access wherever else the items might reside in the course site**.

*Be aware that the status of the Module overrides the state of the individual module items.

**For instance, if you add a published Discussion to an unpublished Module, students cannot view the Discussion on the Modules page. However, they will still be able to see the Discussion in other areas of Canvas, such as the Discussions Index Page, the Syllabus, and the Calendar, but they will not be able to open or participate in the Discussion.
Reorder your modules

by clicking on the options icon of the module you wish to move.*

Select "Move Module". Select where you want to place the module from drop-down menu, and then click "Move".

* You can also drag and drop to reorder modules.

Edit a module name

by clicking on the options icon to the right of the module.

Select "Edit".

Delete and enter in the name in the Module Name field.

Click the "Update Module" button.
Reorder your module item
by clicking on the options icon to the right of the item you wish to move or edit.*

Select "Move Module".

Select where you want to place the module from drop-down menu, and then click "Move".

* You can also drag and drop to reorder module items.

Edit module item name
by clicking on the options icon to the right of the module.

Select "Edit".

Delete and enter in the name in the Module Name field.

Click the "Update Module" button.