

## How to Use the Canvas Template

The modifiable research-based<sup>1</sup> Canvas template was designed to assist Temple University faculty with the task of moving their face-to-face courses online efficiently and as quickly as possible while also encouraging a positive, quality online experience for students. Specifically, the template,

- comes pre-loaded with the essential items and standard course elements needed to support the transition of a face-to-face course to an online format.
- provides students with simple navigation, clear directions, built-in support, and technical guidance.
- includes banners, buttons, icons, and other design elements that can easily be customized and re-used\*.
- includes sample language you can use to help students complete assignments, participate in discussions, and engage with course content.

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**Important:** It is expected that, as an instructor, you will need to modify this template to suit your course needs. Prior to making any specific modifications, it is imperative that you review the larger template structures, layout, and contents to ensure a smooth and effective course build.

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<sup>1</sup> The design, structure, and content of the template course are informed by [Quality Matters](#) online instructional design standards.

\* Design elements are only available in the Standard Course Template.

## Contents

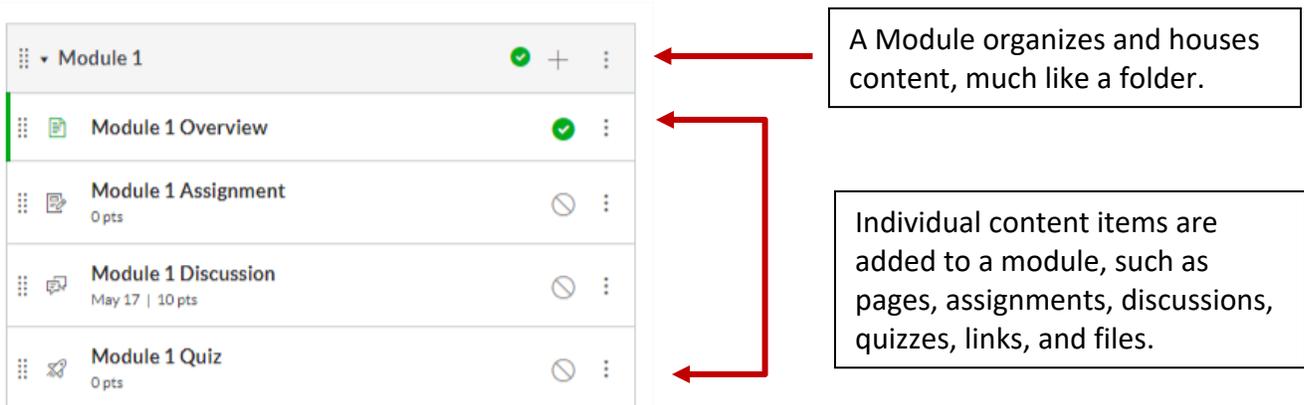
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## Template Design and Layout

The Canvas course template uses both **Modules** and the **Pages** tool to organize content and structure course navigation. *How are Modules and Pages different, and why use both?*

### Modules

The Modules tool allows instructors to organize content and control the flow of the course by creating **a one-directional, linear list of content items**. You can think of a module as a folder, and you can place course content items within the folder (pages, assignments, discussions, files, links, etc.). Modules can be used to organize course content by modules, weeks, units, or a different organizational structure. Modules are especially useful for learning materials that are best covered in a set sequence by providing logical order and easy navigation. Student prerequisites or course progress can be tracked with a sequence in a Module.



On their own, however, Modules have limitations. For instance, you cannot:

- embed video
- display images
- format text (bold, italics, color, font sizes)
- write descriptive text

### Pages

Pages, on the other hand, are more like webpages. You can add rich text, embed media, and author course content directly on the web. Pages can also function as an access point for course content, and can include links to assignments, discussions, quizzes, files, websites, and even other pages.

The template uses *Modules to organize the course content in a linear fashion* while also including a *Module Overview Page within each module*. This is a very attractive and intuitive way to combine the use of these two options. Additionally, the template includes a *Course Home Page*, a *Tech Support Page*, and an *Academic Services Page*.

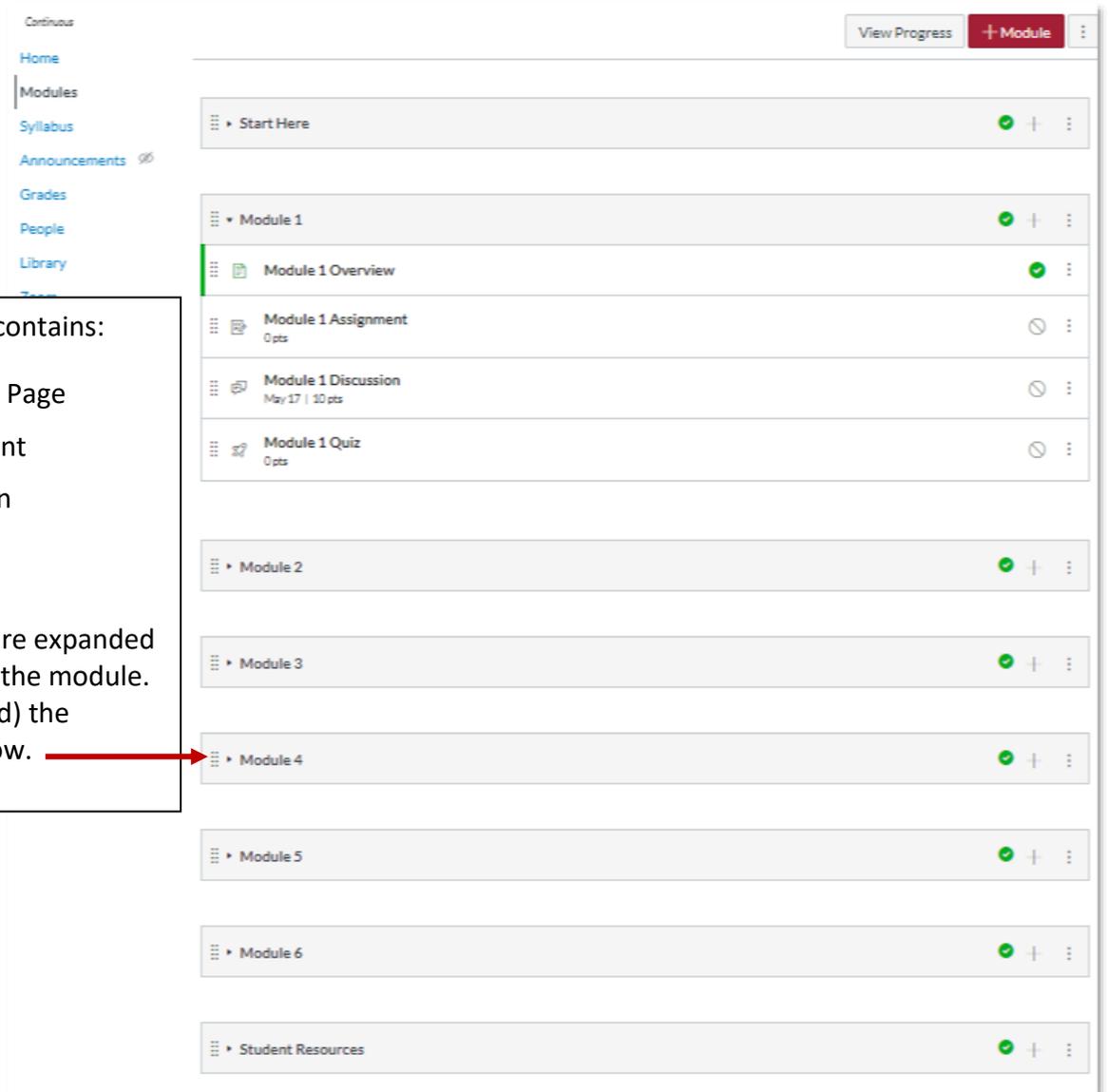
## What is Included in the Template?

### Modules

Modules are accessed via the *Modules Index Page*, which is designed with global settings at the top of the page followed by individual modules. Course content items are nested within each module.

As an instructor, you can add/remove modules, add/remove items within a module, and manage module *settings*. You can also reorder all modules and module items.

The template comes pre-loaded with **a module for each week** of the semester, as well two additional modules—one to house the *Start Here* content and one for *Student Resources*.



The screenshot displays the 'Modules Index Page' interface. On the left is a navigation sidebar with links for 'Continuous', 'Home', 'Modules', 'Syllabus', 'Announcements', 'Grades', 'People', and 'Library'. The main content area shows a list of modules. At the top right, there are buttons for 'View Progress' and '+ Module'. The modules listed are: 'Start Here', 'Module 1', 'Module 2', 'Module 3', 'Module 4', 'Module 5', 'Module 6', and 'Student Resources'. Each module entry includes a green checkmark, a plus sign, and a three-dot menu icon. 'Module 1' is expanded to show its contents: 'Module 1 Overview', 'Module 1 Assignment (0 pts)', 'Module 1 Discussion (May 17 | 10 pts)', and 'Module 1 Quiz (0 pts)'. A red arrow points from the text box on the left to the three-dot menu icon of 'Module 4'.

Each of the modules contains:

1. Module Overview Page
2. Module Assignment
3. Module Discussion
4. Module Quiz

By default, modules are expanded and show all items in the module. To collapse (or expand) the module, click the arrow.

## Pages

The following pages are included in the template:

### Course Home Page

The *Home Page* is the course-landing page for your course and provides students with basic information about the course. Most importantly, the *Home Page* directs students to navigate to the *Start Here Page*, a vital component of a quality online course.



COURSE NUMBER, SUMMER 1 2020 | COURSE NAME

Select the **Start Here** button to get started...

[Start Here](#) [Syllabus](#) [Tech Support](#) [Academic Services](#)

### About this Course

In the space provided here, please insert 1-2 short paragraphs providing a broad overview of information covered in this course to help orient students.

---

#### Instructor Information

Instructor Photo



Name:  
Email:  
Phone:  
Office Hours:

#### TA Information

TA Photo



Name:  
Email:  
Phone:  
Office Hours:

#### Required Course Materials

Course Materials



Title:  
Author:  
Year & Edition:  
Available: [Temple Bookstore](#) or Amazon

## Start Here Page

The *Start Here* Page is an important part of a quality online course and includes the need-to-know information for students. Specifically, the *Start Here* Page provides students with clear instructions on how to get started with course content, where to find various course components, and introduces the purpose and structure of the course.

### The Start Here Page includes:

- 1 A Welcome Message.** In an online course, a welcome message is important to orient students to the Canvas interface and directs them to key resources, as well as setting the tone of the course and introducing students to you (the instructor). A welcome message is *separate* from the course syllabus, which contains more detailed information about the course expectations, learning objectives, due dates, course policies, assignments and assessments.
- 2 Course Learning Goals.** Learning Goals are statements that describe or list measurable and essential skills, competencies, and knowledge that students have achieved and can demonstrate upon successfully completing a course.
- 3 Getting Started To-Do-List.** The *Getting Started To-Do-List* details all the action items students need to do to get started. The use of icons along with text to indicate action items (read, watch, complete, etc.) presents items in a consistent format throughout the course. List items include hyperlinks ([blue text](#)) to all necessary content.

**Please Note:** The list of action items/icons is easily modified. The template comes preloaded with a variety of icons to indicate different actions. Instructions for changing, adding, or removing icons are detailed in the Using Template Icons section of this guide.

**1 Welcome to the Course!**

The Start Here Page is an important part of a quality online course. The Start Here Page provides students with clear instructions on how to get started with course content and where to find various course components. Learners are also introduced to the purpose and structure of the course. Please provide a welcome message to students here.

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**2 Course Learning Goals**

By the end of this course, students will be able to:

1. Learning Goal #1
2. Learning Goal #2
3. Learning Goal #3

**3 Getting Started To Do List**

*You must complete all items below before moving on to Module 1*

 **READ:**

- [Course Syllabus & Class Schedule](#)

 **WATCH:**

- Course Video Tour
- Instructor Welcome Video

 **PARTICIPATE:**

- [Class Introductions Discussion Board](#)

 **START**

- Move on to [Module 1](#) and begin your work.

## Module Overview Pages

A standard *Module Overview Page* for each module of a course is also included in the template for your convenience. Each *Module Overview Page* includes:

- 1 Module Introduction.** An introductory paragraph provides students with a broad overview of the content covered in the module to help orient students.
- 2 Module Learning Objectives.** Learning objectives are concise statements about what students will be able to do when they complete instruction.
- 3 Learning Pathway.** The *Learning Pathway* lists all the action items students need to do to successfully complete the module. The use of icons along with text to indicate action items (read, watch, submit, etc.) presents items in a consistent format throughout the course. Hyperlinks ([blue text](#)) link to all necessary content such as assignments, discussion boards, and quizzes, as well as videos, files, and websites.

### 1 Hello and welcome to Module 1!

Please use this space to provide an introductory paragraph to provide students with a broad overview of the content covered in this module to help orient students. Consider adding information about how this module relates to the modules before and/or after it as well as the course as a whole.

### 2 Module 1 Learning Objectives

1. Objective 1
2. Objective 2
3. Objective 3
4. Objective 4

### 3 Module 1 Learning Pathway

You must complete all items below to successfully complete Module 1



**WATCH:** Due XX/XX/XX by XX:XX

1. [Video Title](#)
2. [Video Title](#)



**READ:** Due XX/XX/XX by XX:XX

1. Reading 1
2. Reading 2



**PARTICIPATE:** Due XX/XX/XX by XX:XX

1. [Module 1 Discussion](#)



**SUBMIT:** Due XX/XX/XX by XX:XX

1. [Assignment 1](#)



**COMPLETE:** Due XX/XX/XX by XX:XX

1. [Quiz1](#)



## Syllabus Page

The *Syllabus Page* is accessed by students through the *Start Here* page and the *Course Home Page*. A direct link is also included in the [Course Navigation Menu](#).

The image shows two screenshots from a course management system. The top screenshot is titled "Getting Started To Do List" and contains the instruction "You must complete all of the items below in the order listed before moving on to Module 1". Under a "READ" category, there is a red-bordered box around the link "Course Syllabus & Class Schedule". The bottom screenshot is titled "About this Course" and features a navigation bar with four buttons: "Start Here", "Syllabus", "Tech Support", and "Academic Services". The "Syllabus" button is highlighted with a red box. Below the navigation bar, there is a placeholder text: "In the space provided here, please insert 1-2 short paragraphs providing a broad overview of information covered in this course to help orient students."

The *Syllabus Page* contains four sections:

1. Course Details
2. Policies & Services
3. Assignments & Grading
4. Course Schedule

**Red Text** indicates items that you will need to modify for your own course.

## Syllabus

### Course Title

Course Code, Section, CRN  
Summer 1, 2020  
Instructor:  
Syllabus PDF

The course syllabus will provide you with the course schedule, course objectives, explanations of assignments and assessments, grading policies, and instructor contact information. Please read it carefully. You should have a deep familiarity with the schedule and process of the course.

The image shows a screenshot of the syllabus page. At the top, there are four navigation tabs: "COURSE DETAILS", "POLICIES & SERVICES", "ASSIGNMENTS & GRADING", and "COURSE SCHEDULE". A red arrow points to the "COURSE SCHEDULE" tab. Below the tabs, the page content is displayed in red text, indicating it is a placeholder. The content includes "Course Description:", "Course Learning Goals:" (with a list of five goals), "Required Course Materials:", and a sentence about a textbook: "This course requires the following textbook: 'Title' (Edition) by Author."

Use the tabs to toggle between the four syllabus sections. \*

\*This feature is only available in the Standard Template.

## Assessments

All assessments are housed in the [Assignment Index](#) page. The template comes preloaded with four types of assessment—assignments, discussions, quizzes, and exams—which you can modify, add, or remove as needed.

All assessments include sample language you can use to help students submit assignments, participate in discussions, complete quizzes/exams, and engage with course content.

### Assessment Types

The template includes the following preloaded assessments:

#### Assignments

The template includes 6 assignments, 1 for each module. Assignments in Canvas can be submitted online through text entry, file uploads, media recordings, Google Docs, URLs, or Canvas pages.

#### Discussion Boards

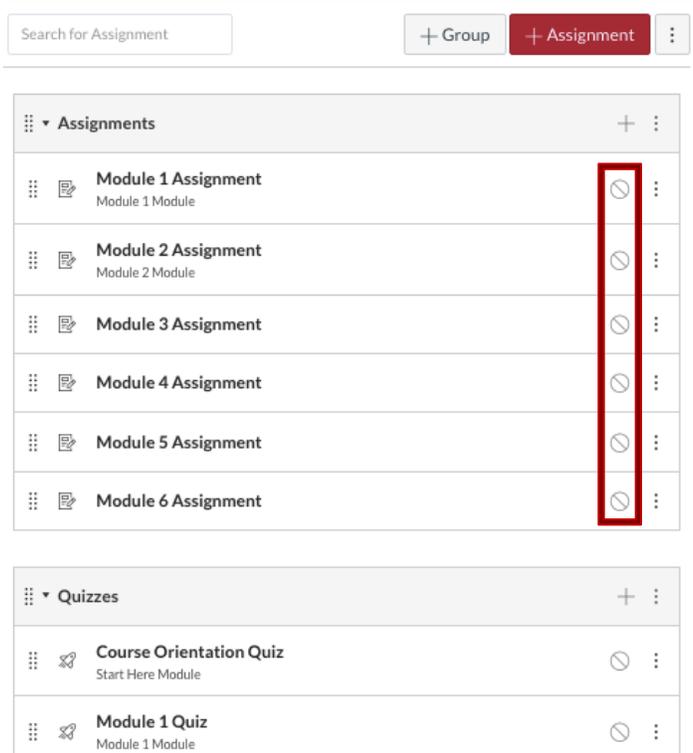
The template includes 6 discussion boards, 1 for each module. A Discussion is a Canvas assignment that will grade student response to discussion topics (Discussions can also be non-graded if needed).

#### Quizzes

The template includes 6 (blank) quizzes, 1 for each module. A Quiz is a Canvas assignment that can be used to conduct a survey or assess a student's comprehension of course content. A variety of question types are available.

#### Exams

In addition to the above assessments, the template also includes a *Midterm* and *Final Exam* shell. Exams and quizzes are created using the same tool.



**Note:** All assessments are unpublished. For instructions on how to modify, remove, or add assessments and Assignment Groups, please refer to the Step 4: Create Course Assessments of the Step-by-Step section of this guide.

# Step-by-Step Guide to Modify the Course Template

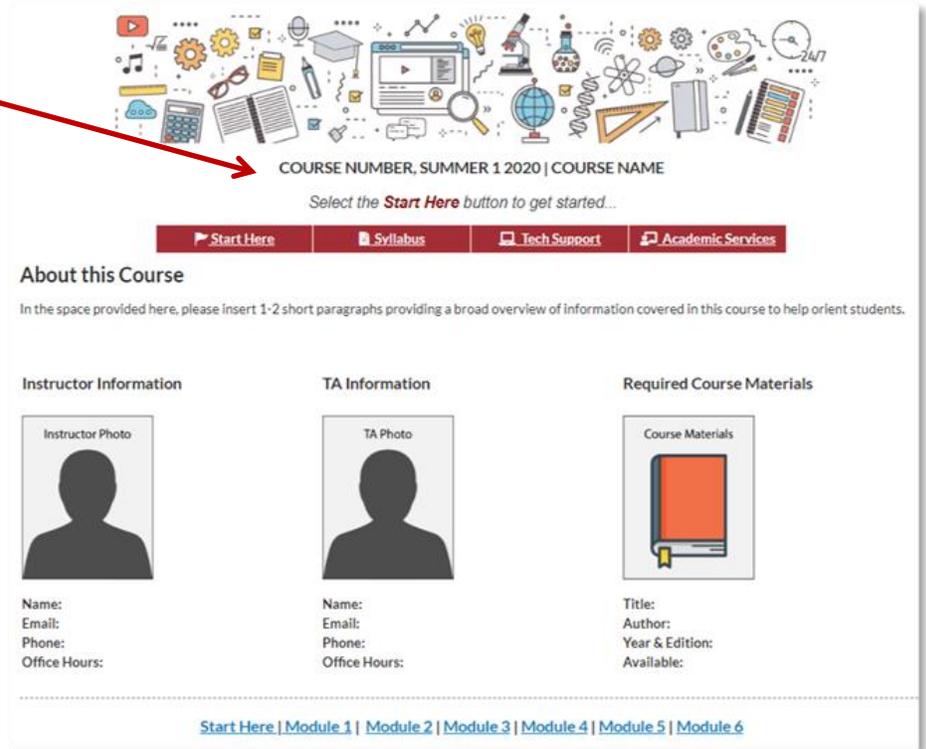
## Step 1: Configure your Course Home Page

The first step is to modify your course *Home Page*. This includes completing the following:

1. Add your **course name** and **Course number**.
2. Add a **Course Introduction**. You most likely already have a course introduction on your course syllabus you can use here.
3. Replace the photo placeholder images\* and add information for the Instructor, TA\*\* and course materials in the appropriate fields.

\*See the Using Template Icons section of this guide for detailed instructions on replacing images in a page. This feature is only available in the Standard Template.

\*\*If you do not have a TA, you can delete this item.



THE FOLLOWING CANVAS GUIDES WILL HELP YOU GET STARTED USING PAGES AND COMPLETING THE ABOVE STEPS:

1. [Pages Overview \(video guide\)](#)
2. [Add/Edit Content in a Page](#)
3. [Edit Content Using the Rich Content Editor](#)
4. [Add Images Using the Content Editor](#)
5. [Customize Your Course Home Page \(video guide\)](#)

## Step 2: Configure Your Course Syllabus

You will need to add your specific course information to the Syllabus Page.

1. Navigate to the Syllabus Page and select the “edit” link.

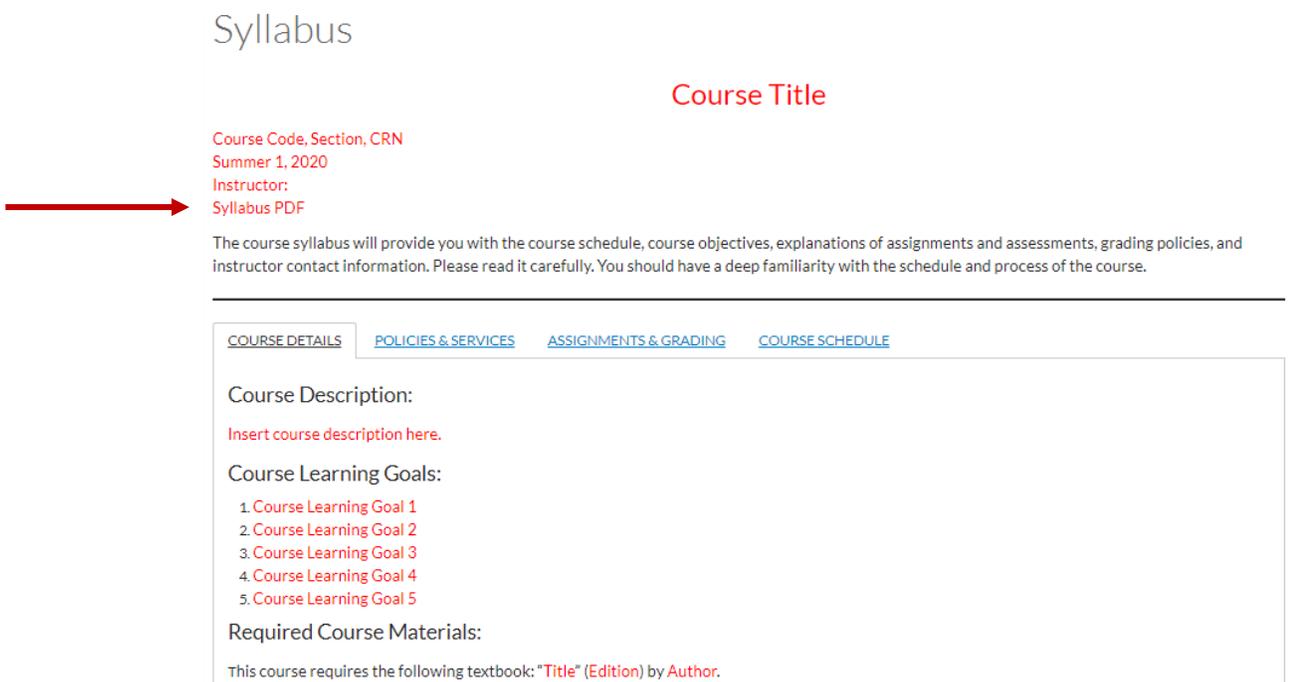


The screenshot shows a course syllabus page with a header area containing a collage of educational icons. Below the icons, the text reads "COURSE NUMBER, SUMMER 1 2020 | COURSE NAME". A red box highlights the "Syllabus" button in the navigation bar. Below the navigation bar, there is a section titled "About this Course" with a placeholder text: "In the space provided here, please insert 1-2 short paragraphs providing a broad overview of information covered in this course to help orient students."



The screenshot shows the course syllabus page with a red box highlighting the "Edit" link in the top right corner. The page displays the course title, course code, section, CRN, instructor, and syllabus PDF link. Below this information, there is a paragraph of text: "The course syllabus will provide you with the course schedule, course objectives, explanations of assignments and assessments, grading policies, and instructor contact information. Please read it carefully. You should have a deep familiarity with the schedule and process of the course." At the bottom, there are navigation tabs for "COURSE DETAILS", "POLICIES & SERVICES", "ASSIGNMENTS & GRADING", and "COURSE SCHEDULE".

2. Using the [rich content editor](#), add your course information where indicated by red text.
3. [Upload a PDF](#) version of your syllabus.



The screenshot shows the course syllabus page with a red arrow pointing to the "Syllabus PDF" link. The page displays the course title, course code, section, CRN, instructor, and syllabus PDF link. Below this information, there is a paragraph of text: "The course syllabus will provide you with the course schedule, course objectives, explanations of assignments and assessments, grading policies, and instructor contact information. Please read it carefully. You should have a deep familiarity with the schedule and process of the course." At the bottom, there are navigation tabs for "COURSE DETAILS", "POLICIES & SERVICES", "ASSIGNMENTS & GRADING", and "COURSE SCHEDULE". The "COURSE SCHEDULE" tab is selected, and the page displays the course description, course learning goals, and required course materials.

THE FOLLOWING CANVAS GUIDES PROVIDE ADDITIONAL HELP TO COMPLETE THE ABOVE STEPS:

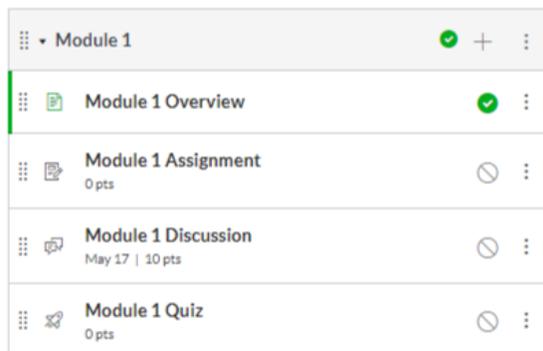
1. [Add/Edit Content to a Page](#)
2. [Edit Content Using the Rich Content Editor](#)
3. [Upload a PDF file to a page](#)

### Step 3: Configure your Modules

1. Navigate to the *Modules Index Page*.

The Template comes pre-loaded with a module for each week of the semester, as well as two additional modules—one to house the *Start Here* content and one for *Student Resources*. Each of the weekly modules contains:

1. Module Overview Page
2. Module Assignment
3. Module Discussion
4. Module Quiz



The template uses modules to organize content into a weekly structure, providing one module for each week of the semester. If you prefer, you can rename modules by weeks (i.e. “Week 1”, “Week 2”) or use a different organizational method.

THE FOLLOWING CANVAS GUIDES WILL HELP YOU MODIFY AND CONFIGURE YOUR COURSE MODULES:

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1. [Modules Overview \(video Guide\)](#)
2. [Use the Module Index Page](#)
3. [Remove Items from a Module](#)
4. [Add Items to a Module](#)
5. [Add a New Module](#)
6. [Publish or Unpublish a Module](#)

## Step 4: Create Course Assessments

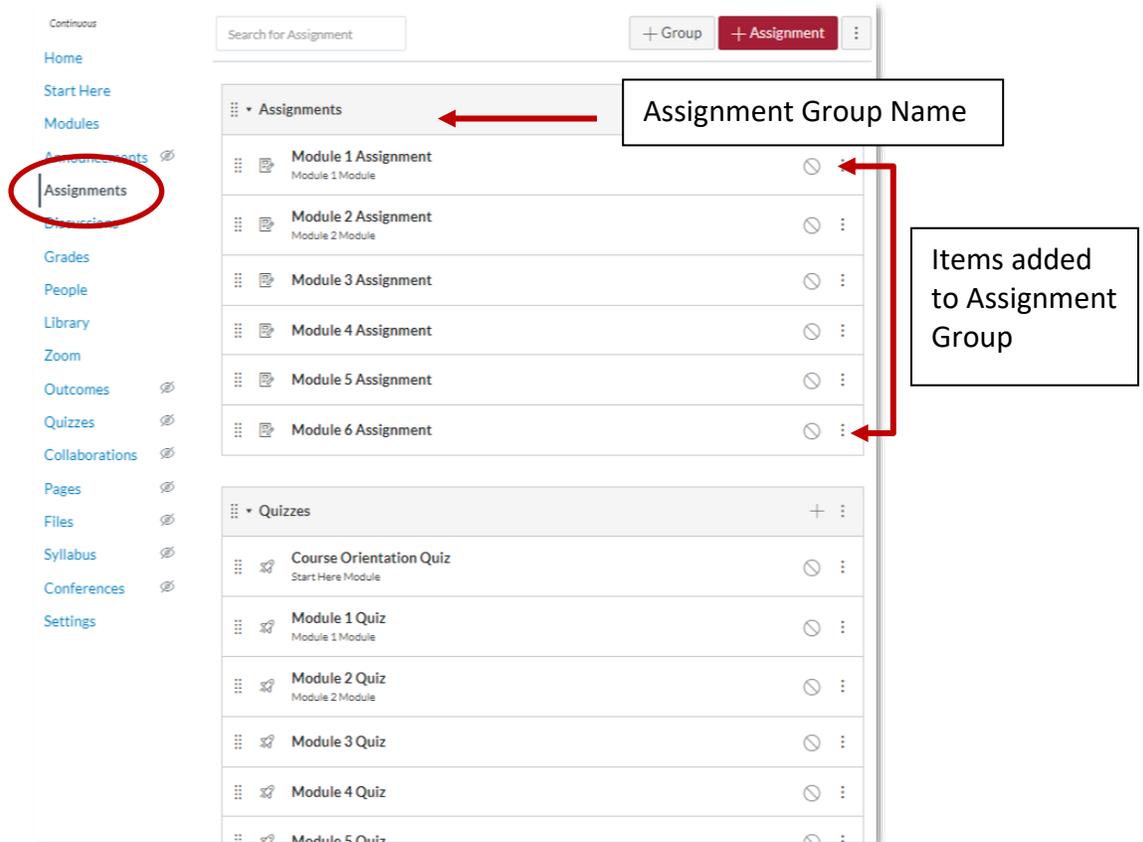
### Assignment Index Page

You can view all course assignments on the *Assignments Index Page*. You will need to modify the preloaded assessments for your specific course needs. You can also remove or add assessments.

All assessments in the template course have already been organized into *Assignment Groups* for your convenience. You can modify or remove Assignment Groups. You can also add additional Assignment Groups.

Using Assignment Groups allows you to organize the different types of assignments in your course. Assignment Groups also allows you to [weight your final course grades](#). The template includes the following Assignment Groups:

1. Assignments
2. Quizzes
3. Discussions
4. Exams



THE FOLLOWING CANVAS GUIDES WILL HELP YOU MODIFY, REMOVE, OR ADD ASSESSMENTS TO YOUR COURSE:

#### Assignments

- [Assignments Overview \(video guide\)](#)
- [Assignment Index Page](#)
- [Edit an Assignment](#)
- [Create an Assignment](#)
- [Delete an Assignment](#)
- [Add or delete an Assignment Group](#)
- [Weight final grades using Assignment Groups](#)

#### Discussions

- [Discussions Overview \(video guide\)](#)
- [Discussion Index Page](#)
- [Edit a Discussion](#)
- [Create a Discussion](#)
- [Publish/Unpublish a Discussion](#)
- [Create a Group Discussion](#)

#### Quizzes

- [Quizzes Overview \(video guide\)](#)
- [Quizzes Index Page](#)
- [Create a quiz](#)
- [Set Quiz Parameters](#)

## Step 7: Create Your Start Here Page

1. Navigate to the *Start Here* page via the course *Home Page* and select the “Edit” button.

The left screenshot shows the course Start Here page. At the top, there is a navigation bar with 'View All Pages', 'Published', and 'Edit' (circled in red). Below this is the 'Start Here' heading and a 'Welcome to the course!' message. A red circle highlights the 'Start Here' button in the navigation bar. The right screenshot shows the 'Edit' button circled in red.

### Add a Welcome Message

2. Using the [rich content editor](#), add **a welcome message**.

The screenshot shows the rich content editor interface. The title 'Start Here' is at the top. Below it is a toolbar with various editing options. The main content area contains the text: 'Welcome to the course!', 'Please provide a welcome message to students here.', 'The Start Here Page is an important part of a quality online course. The Start Here Page provides students with clear instructions on how to get started with course content, where to find various course components, introduce the class syllabus, schedule, protocols, and to/or establish a weekly routine.', and 'A welcome message to students before the course begins is also an important step in establishing your online presence.'

### What to include in a welcome message?

- Introduce yourself! Let students get an idea of who you are; give students the feeling that you are accessible, approachable, and a real person.
- Help ease any student anxiousness about what to expect in the course.
- Set the stage for continued, positive interactions between you and your online students.
- Explain how students can be successful in the course and the online environment, and how to get started.

3. Add your Course Learning Goals.

The screenshot shows the 'Course Learning Goals' section. The heading is 'Course Learning Goals'. Below it is the text: 'By the end of this course, students will be able to:'. Below this is a numbered list of five goals: '1. Course Learning Goal #1', '2. Course Learning Goal #2', '3. Course Learning Goal #3', '4. Course Learning Goal #4', and '5. Course Learning Goal #5'.

## Create a “Getting Started” To-Do-List

### 4. Modify your “Getting Started To-Do-List”.

The “Getting Started-To-Do List” details all the action items students need to do to get started. The use of icons along with text to indicate action items (read, watch, complete, etc.) presents items in a consistent format throughout the course. List items include hyperlinks ([blue text](#)) to all necessary content.

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**PLEASE NOTE:** For specific instructions on how to use **template icons** and customize the *Start Here To-Do-List* and *Module Overview Learning Pathways*, please refer to the [Using Template Icons](#) section of this guide.

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**Getting Started To Do List**

You must complete all of the items below in the order listed before moving on to Module 1

**READ**

- [Course Syllabus & Class Schedule](#)

**WATCH:**

- Course Video Tour
- Instructor Welcome Video

**POST:**

- [Class Introductions](#) Discussion Board

**COMPLETE:**

- [Course Orientation Quiz](#)

**START:**

- Move on to [Module 1](#) and begin your work.

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THE FOLLOWING CANVAS GUIDES PROVIDE ADDITIONAL HELP TO COMPLETE THE ABOVE STEPS:

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1. [Add/Edit Content to a Page](#)
2. [Modify text Using the Rich Content Editor](#)
3. [Add Links to Course Content within a Page](#)
4. [Add Files to a Page](#)

## Step 6: Modify Module Overview Pages

1. Navigate to *Pages Index* and select the View All Pages link un the upper left corner.

Continuous **View All Pages** Front Page Published Edit

### Course Home

COURSE NUMBER, SUMMER 1 2020 | COURSE NAME

Select the **Start Here** button to get started...

**Start Here** Syllabus Tech Support Academic Services

#### About this Course

In the space provided here, please insert 1-2 short paragraphs providing a broad overview of information covered in this course to help orient students.

#### Instructor Information

Instructor Photo

#### TA Information

TA Photo

#### Required Course Materials

Course Materials

In the Pages Index you will see a list of all the preloaded template pages.

2. Select the *Module 1 Overview* page.

Page title ▲	Creation date ▼	Last edit ▼		
Academic Support & Services	Mar 17, 2020	Mar 23, 2020 by Elizabeth C Reyes	✓	⋮
Course Home <b>Front Page</b>	Mar 17, 2020	Mar 27, 2020 by Elizabeth C Reyes	✓	⋮
<b>Module 1 Overview</b>	Mar 17, 2020	Mar 26, 2020 by Elizabeth C Reyes	✓	⋮
Module 2 Overview	Mar 17, 2020	Mar 26, 2020 by Elizabeth C Reyes	✓	⋮

3. Select the “Edit” button.

View All Pages Published **Edit** ⋮

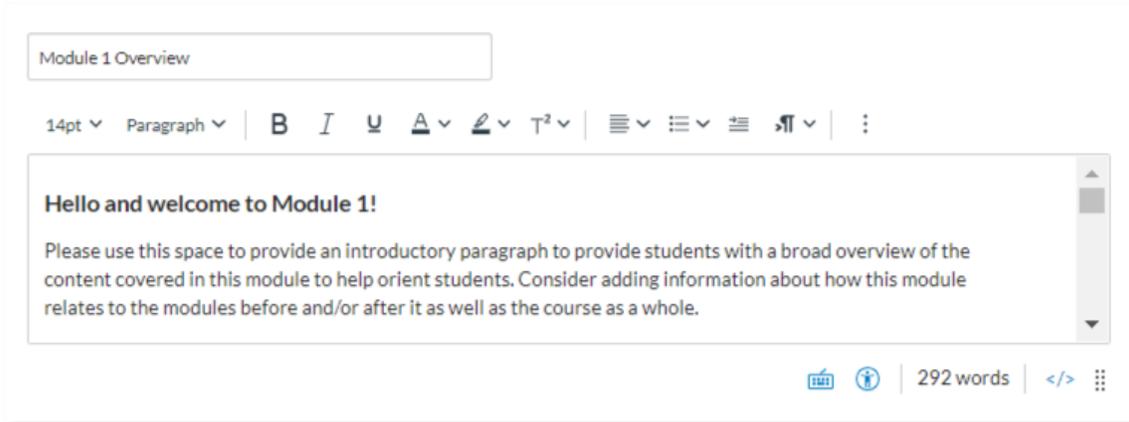
## Module 1 Overview

**Hello and welcome to Module 1!**

Please use this space to provide an introductory paragraph to provide students with a broad overview of the content covered in this module to help orient students. Consider adding information about how this module relates to the modules before and/or after it as well as the course as a whole.

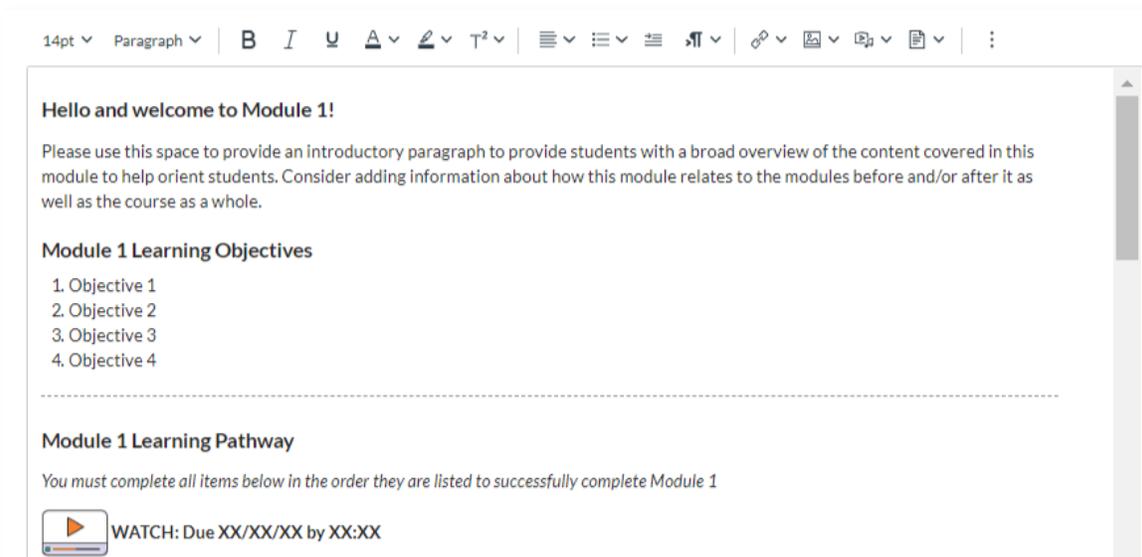
## Add Module Overview Introductions

- Using the [rich content editor](#), add a **module introduction**.



### Your module introduction should:

- Introduce the course topic for the week/module and set expectations for what needs to be done.
  - Summarize the key takeaways from the week.
- Add your learning objectives.



### Create a “Learning Pathway”

- Modify your “Getting Started To-Do-List”.

The “Learning Pathway” details all the action items students need to do to complete the module. The use of icons along with text to indicate action items (read, watch, complete, etc.) presents items in a consistent format throughout the course. List items include hyperlinks ([blue text](#)) to all necessary content.

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**PLEASE NOTE:** For specific instructions on how to use **template icons** and customize the *Start Here To-Do-List* and *Module Overview Learning Pathways*, please refer to the [Using Template Icons](#) section of this guide.

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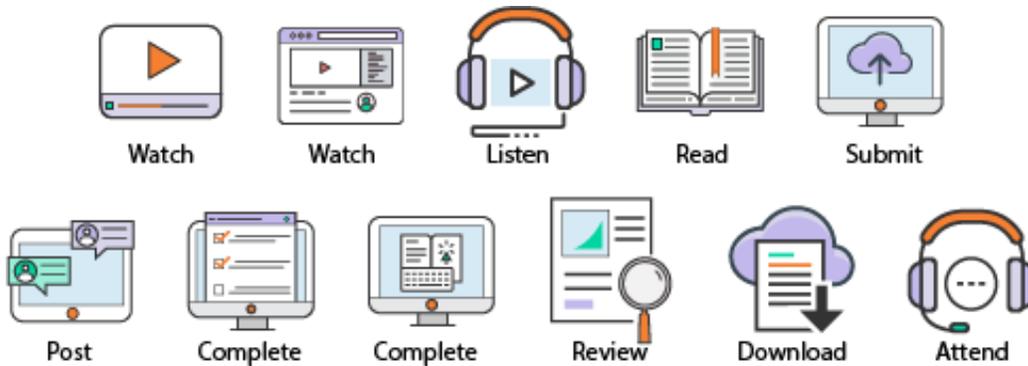
## Using Template Icons\*

Both the course *Start Here* page (“Getting Started To-Do-List”) and the *Module Overview* pages (“Learning Pathway”) include a list of action items in the form of a “to-do-list” that indicate to students what they need to do in order to complete the module.

The list of action items/icons is completely modifiable. The template comes preloaded with a variety of icons to indicate different actions. Icons can be easily added, changed, or removed.

### Available of Icons

The template includes the following pre-uploaded icons:



\*This feature is only available in the Standard Template

### Change an Icon

To change the icon for a different one:

1. Select the icon you want to change.
2. Click on the “Images” tab in the *Content Editor* to view all the pre-uploaded course images.
3. Select the image you want to use. When you click on the image, the new image will automatically replace the previous one.

The screenshot shows the 'Content Editor' interface. On the left, the main editor area displays a 'Module 1 Overview' section with a list of objectives (2, 3, 4) and a 'Module 1 Learning Pathway' section. A red circle with the number '1' highlights a 'WATCH' icon in the learning pathway. On the right, the 'Images' tab is selected, showing a list of pre-uploaded icons: 'Listen Icon.png', 'Post Icon.png', 'Quiz Icon.png', and 'Read Icon.png'. A red circle with the number '2' highlights the 'Images' tab, and a red circle with the number '3' highlights the 'Listen Icon.png' which is being selected. A red arrow points to the 'Listen Icon.png' with a callout box that says 'Click to embed image'.

## Add a New Icon

To add a new action item to the list along with a new icon:

1. Place your cursor where you want the icon to go.
2. Select the "Image" icon in the Rich Content Editor to view all the uploaded course image files.
3. Select the image you want to use. When you click on the image, the new image will be placed at your cursor.
4. Complete the list item by adding an action verb (Complete, Review, Submit, etc.) along with the appropriate links.

Module 1 Overview

HTML Editor

2. Objective 2  
3. Objective 3  
4. Objective 4

---

### Module 1 Learning Pathway

You must complete all items below in the order they are listed to successfully complete Module 1

1 | WATCH: Due XX/XX/XX by XX:XX

Please provide a brief explanation of how the following videos will help students achieve the stated

p » span » em 292 words

Links Files **Images**

Click any image to embed the image in the page.

Search Flickr

+ Upload a new image

Read Icon.png

Review Icon.png

start.png

Click to embed image



Module 1 Overview

HTML Editor

2. Objective 2  
3. Objective 3  
4. Objective 4

---

### Module 1 Learning Pathway

You must complete all items below in the order they are listed to successfully complete Module 1

REVIEW WATCH: Due XX/XX/XX by XX:XX

p » span » strong 293 words

Links Files Images

Click any image to embed the image in the page.

Search Flickr

+ Upload a new image

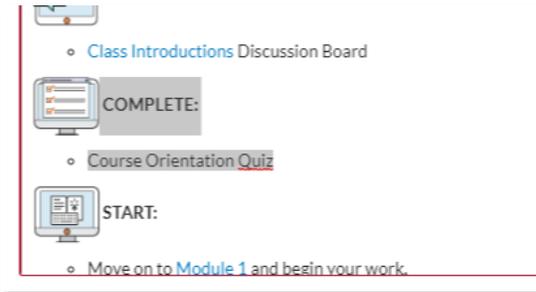
Read Icon.png

Review Icon.png

start.png

## Remove an item

You can easily remove an item from the list (along with the icon) by highlighting the text and using the “backspace” or “delete” button on your keyboard.



THE FOLLOWING CANVAS GUIDES PROVIDE ADDITIONAL HELP TO COMPLETE THE ABOVE STEPS:

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1. [Add Canvas images to a page using the Content Selector.](#)

## Additional Resources to Get You Up and Running:

### Intro to Canvas for Instructors

If you are new to teaching in Canvas, this page will provide you with some essential resources so you can create an account, familiarize yourself with Canvas, create a new course, and add content to that course: [Getting Started with Canvas as an Instructor](#)

### Canvas Emergency Contingency Planning

Canvas has created an Emergency Contingency Planning site with additional links and resources: [Canvas Emergency Resources](#)

### Canvas Instructor Guides

Here is the link to the full list of online Canvas Instructor Guides: [Canvas Instructor Guides](#)

### Video Canvas Instructor Guides:

[Canvas Video Guides](#)

### Canvas 24/7 Support

Canvas provides 24/7 support to both students and instructors. From within Canvas, select the Help button (Links to an external site) located in the *Global Navigation Menu* and choose one of the chat or phone options.

