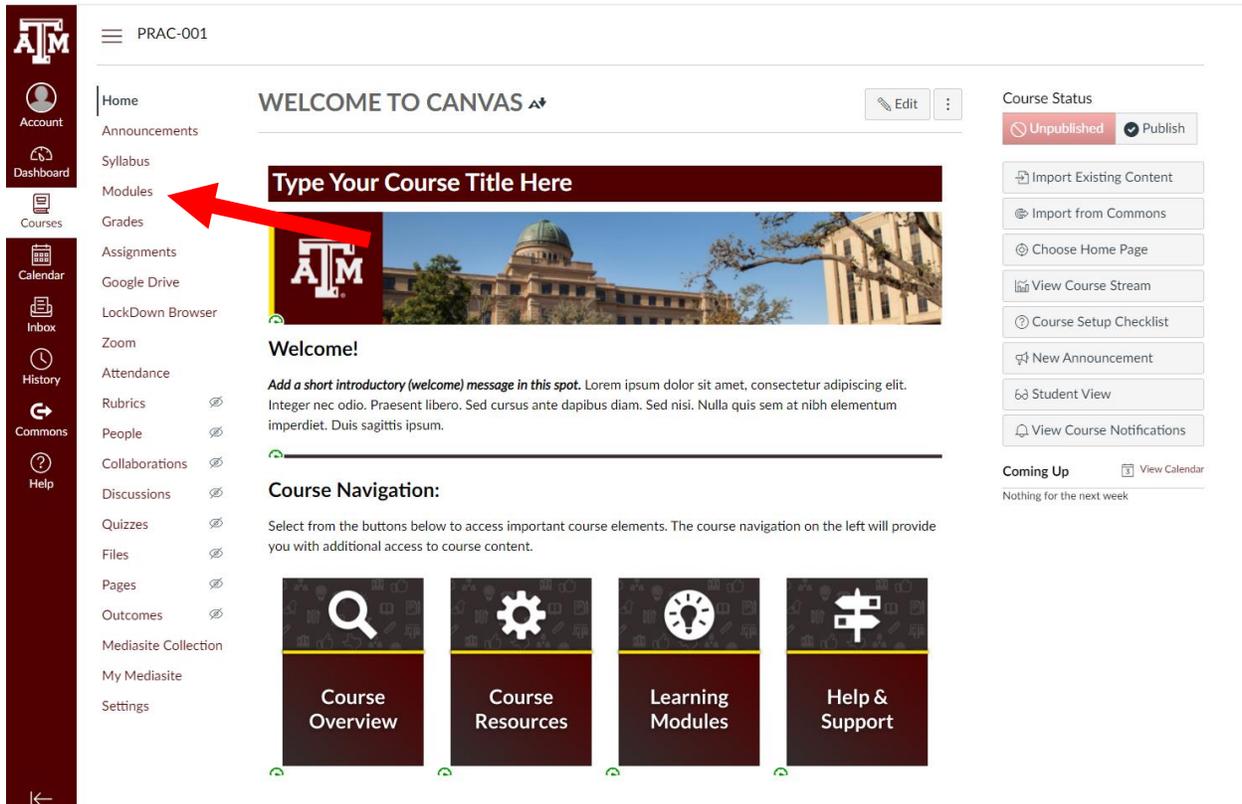


## Adding Powerpoint/PDF lectures to Canvas

Canvas adds categories to materials called “Modules”. You can separate your course into Modules in a few different ways:

- One Module per week
- One module per exam set
- One module for lectures and one for exams/assignments

To add a module, click the left menu “Modules” link



The screenshot shows the Canvas LMS interface for a course titled "PRAC-001". The left sidebar contains a navigation menu with the "Modules" link highlighted by a red arrow. The main content area features a "WELCOME TO CANVAS" header with an "Edit" button. Below the header is a dark maroon banner with the text "Type Your Course Title Here". A "Welcome!" section follows, containing a short introductory message. The "Course Navigation" section includes four buttons: "Course Overview", "Course Resources", "Learning Modules", and "Help & Support". The right sidebar displays "Course Status" (Unpublished/Publish) and "Coming Up" (Nothing for the next week).

Click the dark Maroon + Module button at the top Right and name your module. For these instructions, we will make a module for all lectures, called “Lectures”.

PRAC-001 > Modules

Home Announcements Syllabus Modules Grades Assignments Google Drive LockDown Browser Zoom Attendance Rubrics People Collaborations Discussions Quizzes Files Pages Outcomes Mediasite Collection My Mediasite Settings

Collapse All View Progress **+ Module**

- Instructor Module (Do Not Publish)
  - About This Template
  - Template: Introduction & How-to Customize
  - Template: Icons, Banners, and Button Options
  - About Canvas for Instructors
  - Canvas for the Instructor: Getting Started
  - Canvas for the Instructor: Helpful Tips
  - Canvas for the Instructor: Additional Support
- Instructor Support Module (Do Not Publish)
  - Step-by-Step Guide
  - How to Use this Template

### Add Module

Lectures

Lock until

#### Prerequisites

+ Add prerequisite

Cancel Add Module

You can now Lock the module if you want it hidden until a certain date. Click Add module. This will add it to the list of modules on the Modules page:

Home

Announcements

Syllabus

Modules

Grades

Assignments

Google Drive

LockDown Browser

Zoom

Attendance

Rubrics

People

Collaborations

Discussions

Quizzes

Files

Pages

Outcomes

Mediasite Collection

My Mediasite

Settings

Collapse All View Progress + Module

Instructor Module (Do Not Publish)

Instructor Support Module (Do Not Publish)

Welcome: Begin Here

Help & Support

Week 1: [Title or Theme Here]

Lectures

Drop files here to add to module  
or choose files

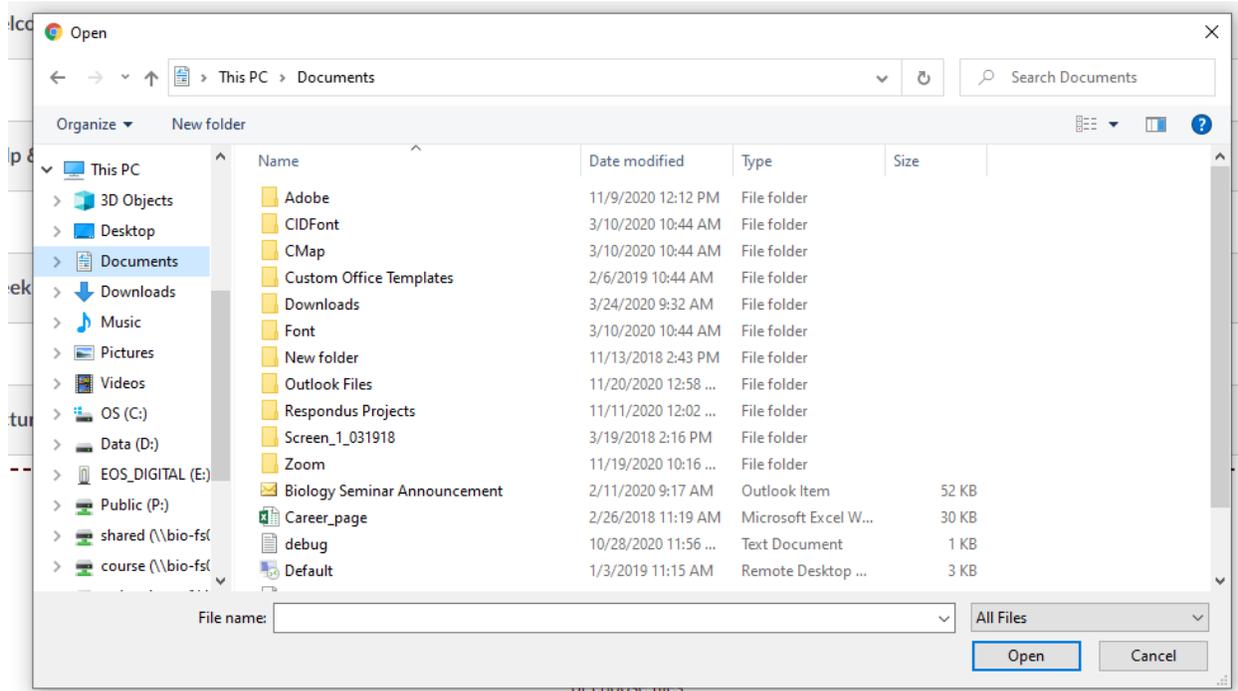
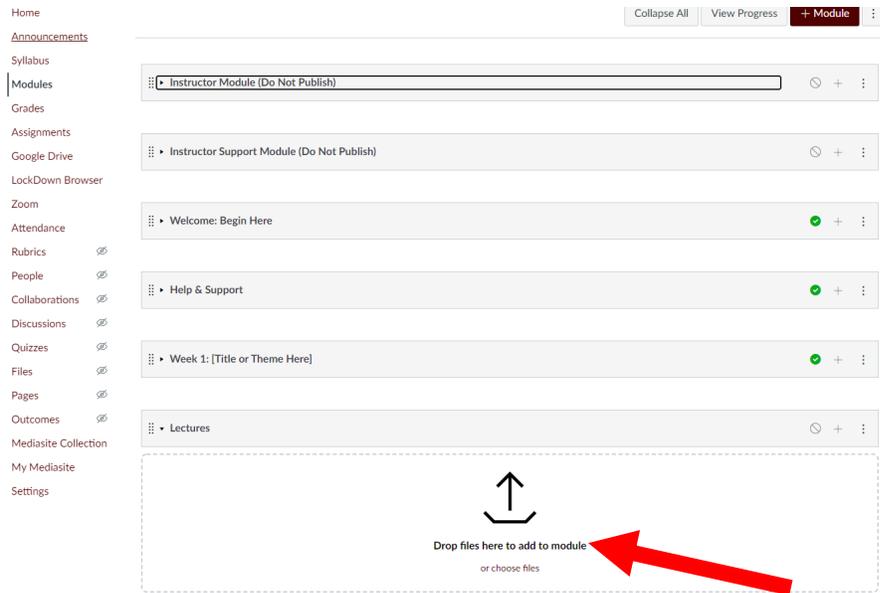
This module is not yet published where students can see it. To release the module and its contents, click the circle with the line through it at the right hand side of the module and this will publish the module. When it has a green check, that means it is published/released.

Lectures

test example.txt

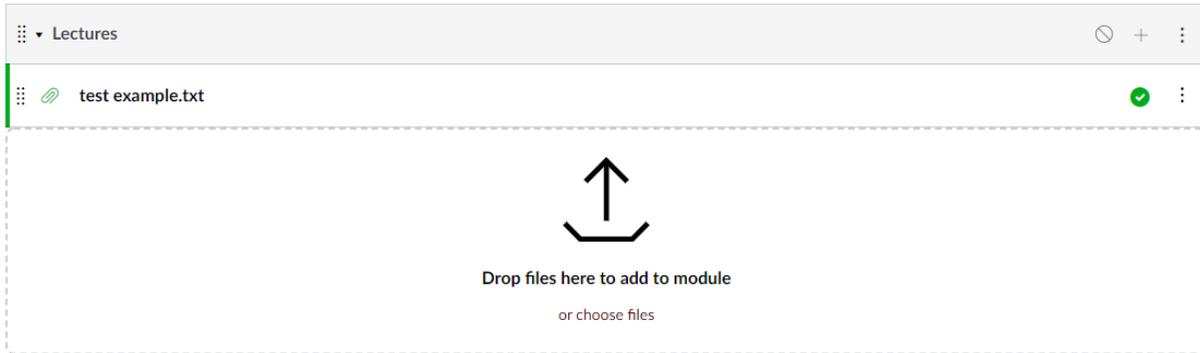
Publish

From here you can begin to add lecture files. You can click the module you have just made, and the following area will appear. Click the Arrow and it will bring up a pop up where you can select the lecture file you want to upload:

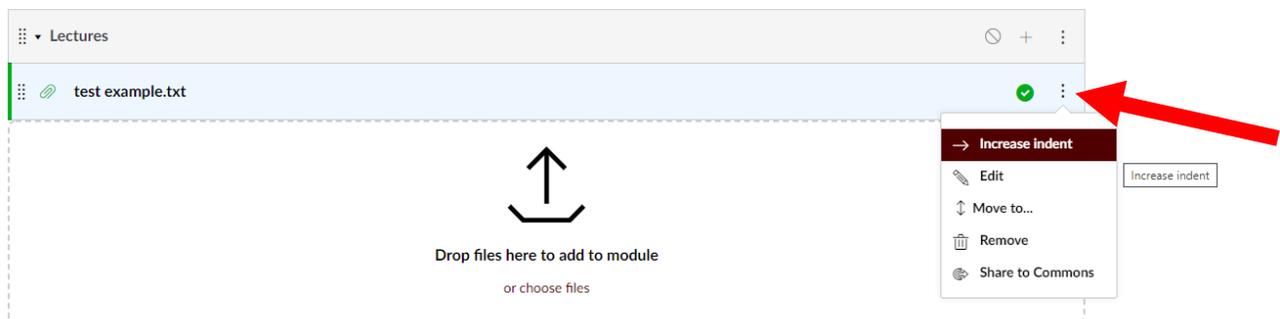


Choose the file you want to upload and click "Open"

This will add the lecture file to the module:



From here you can click the three arrows at the right to pull up a pop up menu:



The increase indent is to create a bullet point/indent level list and is purely for organization. You do not have to do it if you don't want to mess with the aesthetics.

The Edit button is where you can rename the file if you want to, or change the indent level.

Move to is where you can move the file to another module if you want to.

Remove button removes the file from the module, but does not delete it permanently.

If you have any issues with this process please email McKensie Le Fevre at [mlefevre@bio.tamu.edu](mailto:mlefevre@bio.tamu.edu)