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, clock the left menu "Modules" link



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".

		Collapse All View Progress + Module
Announcements		
Syllabus Modules		⊗ + :
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Assignments	: E Template: Introduction & How-to Customize	 € ⊘ :
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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			Collapse All	View Progress	+ Mo	dule	÷
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		<u>'</u>					
		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.

ii ▼ Lectures	Publish - E
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## From here, click the + button at the right hand side of the Module



A pop up will appear, click the drop down menu and select "External Tool"

Add	External Tool	<ul> <li>terLectures</li> </ul>
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	Pile Page Discussion Text Header	ampus or enterprise video strategy. Our unyielding commitment to all things video munications and online events.
	External URL	srades Back into Canvas
	External Tool	
	A very handy tool for creating s	eating charts and Reep, thack of attendance.
	Turnitin Framework Unavailable for use as external	
	YouTube Search publicly available YouTut to embed videos in your course	Q e videos. A new icon will show up in your course rich editor letting you search YouTube and click material.
	Zoom	
URL:	ſ	

Choose Google Drive from the available tools:

Add	External Tool v to Instructor Module (Do Not Publish)
this m	lect a tool from the list below, or enter a URL for an external tool you already know is configured with Basic LTI to add a link to it to odule. Course Materials
	Edfinity A better homework system
	Google Drive Q Allows you to pull in documents from Google Drive to Canvas
	Collect, analyze, and grade student work write and the Assignments
	Gradescope Gradescope is a feedback and assessment platform for many types of work, including paper exams, digital homeworks, and programming assignments.
	LinkedIn Learning
	LockDown Browser Displays the LockDown Browser and Monitor Dashboard
URL:	

Choose the folder where you put the file you want uploaded:

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Folders			J.
	Allies Across Aggieland Story Post (File responses)	>	
	Biology	>	1
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Click the file you want selected, then hit "Submit" or "Add"

Link Resource from External Tool	×
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There are no sub folders here.	
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SUBMIT	li.

This will bring you back to the original pop up, with the new info embedded:

Add Item	n to Lecture	5				× _
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You can Rename it if you like, but when you are ready click "Add Item".

This will add the lecture file link from Google Drive to the Module and your students will be able to access it.

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If the students click the file, it will take them to a new page with the content showing:

PRAC-001 > Modules > Lectures > zoom\_0.mp4



From the module page you can click the three arrows at the right of the file to pull up a pop up menu:

ii • Lectures	⊗ + <b>:</b>
∷ 🖉 test example.txt	
<u>(</u>	→ Increase indent Edit Move to
Drop files here to add to module or choose files	iii Remove
or choose miss	

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.

NOTE: Even if a file is published and has the green check, the module itself must be published and have the green check in order for students to see it:

∷r Exam 1	0
# PowerPoints	0
ii 🔗 Lecture owerPoint 1 Ch. 1	<b>O</b> :
ii 🔗 Lecture PowerPoint Ch. 2	⊘ :
# Bonus Quizzes	⊘ :
# #     TEST EXAMPLE       Mar 31   1 pts	•
ii Exam Area	⊘ :
TEST EXAMPLE Mar 31   1 pts	•
# Crash Course Videos	⊘ :
🥵 🔗 Crash Course: Carbon 🖉	⊘ :

If you have any issues with this process please email McKensie Le Fevre at mlefevre@bio.tamu.edu