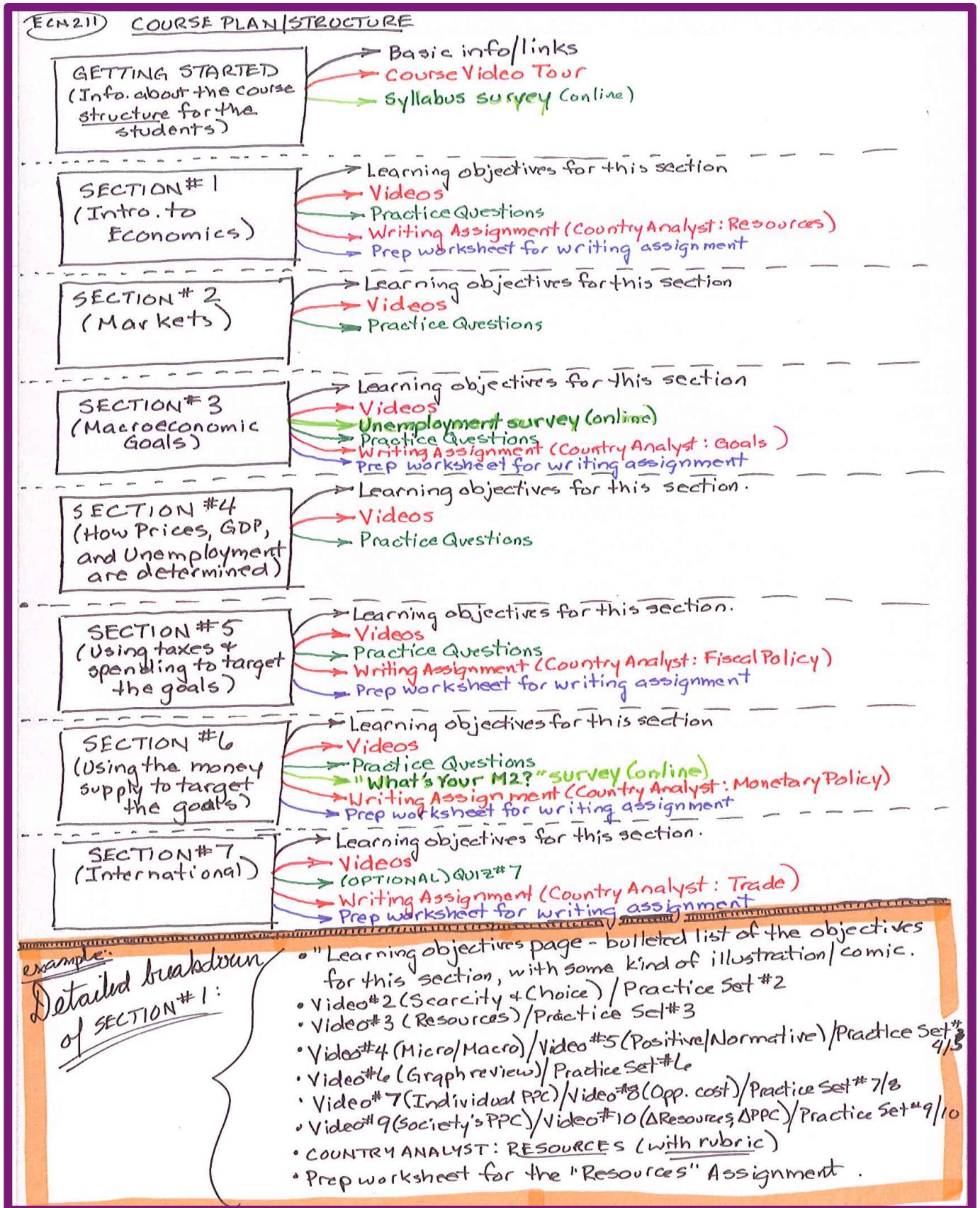


MOVING TO CANVAS? A LITTLE PLANNING GOES A LONG WAY!!

Here's my course structure, on paper:



How does “paper planning” help me?

What I discovered when I started working in Canvas is that there are several different types of components to work with to create and organize content in your course. Which components you use will depend on how YOU want to structure YOUR course:

- **Modules:** "Modules are used to organize course content by weeks, units, or whatever organizational structure works for your course. With modules, you are essentially creating a one-directional linear flow of what you would like your students to do. Each module can contain files, discussions, assignments, quizzes, and other learning materials that you would like to use. You can easily add items to your module that you have already created in the course or create new content shells within the modules. Course content can be added to multiple modules or iterated several times throughout an individual module. Modules can be easily organized using the drag and drop feature. Elements within the modules can also be reorganized by dragging and dropping." (<http://guides.instructure.com>)
- **Pages:** "Pages is where you can put in content and educational resources that are part of your course but don't necessarily belong in an assignment or that you want to refer to in multiple assignments as well. This is a place where you can include text and video as well as links to your files. You can even make links to the other pages that you create." (<http://guides.instructure.com>)
- **Files:** "Within the Files tool, users can rename, delete, organize, and upload files. Users can also batch upload a .zip file or download entire directories as .zip files. There is no limit on the size of the file to upload, but be aware of the amount of file storage set by the institution for the course. Also, remember the folders and files are in alphabetical order and cannot be rearranged." (<http://guides.instructure.com>)
- **Assignments:** "Assignments in Canvas can be used to challenge students' understanding and help assess competency. The Assignments page will show your students all of the Assignments that will be expected of them and how many points each is worth." (<http://guides.instructure.com>)
- **Discussions:** "Canvas provides an integrated system for focused and threaded discussions which allows both instructors and students alike to start and contribute to as many discussion topics as desired. Discussions can also be created as an assignment for grading purposes (which is then seamlessly integrated with the Canvas grade book), or simply serve as a forum for topical and current events." (<http://guides.instructure.com>)
- **Quizzes:** "The quiz tool is used to create and administer online quizzes and surveys. The steps to create quiz content are the same for each quiz type." (<http://guides.instructure.com>)

This is where your “paper planning” comes into play – is your course divided into chunks of material, like mine? Is it divided up by type of assignment (discussions vs. writing vs. quizzes...)? Or is your structure entirely different?

CANVAS TERMINOLOGY



Your **COURSE** is a bit like a multi-day group travel tour – you want students to go on this guided tour (you get to be the Tour Guide), and learn something about this destination spot that you care so much about!

Time	Sunday 3/23	Monday 3/24	Tuesday 3/25	Wednesday 3/26	Thursday 3/27	Friday 3/28	Saturday 3/29	Sunday 3/31
8:00 AM	Arrive Gatwick 0700	Register Park to St. Pancras	Register Park to St. Pancras	Register Park to St. Pancras	Register Park to St. Pancras	Register Park to St. Pancras	Register Park to St. Pancras	Register Park to St. Pancras
10:00 AM	Transfer to Gatwick	Transfer to Gatwick	Transfer to Gatwick	Transfer to Gatwick	Transfer to Gatwick	Transfer to Gatwick	Transfer to Gatwick	Transfer to Gatwick
12:00 PM	Breakfast (see list)	Breakfast (see list)	Breakfast (see list)	Breakfast (see list)	Breakfast (see list)	Breakfast (see list)	Breakfast (see list)	Breakfast (see list)
2:00 PM	Speakers' Corner	Speakers' Corner	Speakers' Corner	Speakers' Corner	Speakers' Corner	Speakers' Corner	Speakers' Corner	Speakers' Corner
4:00 PM	Changing of the Guard	Changing of the Guard	Changing of the Guard	Changing of the Guard	Changing of the Guard	Changing of the Guard	Changing of the Guard	Changing of the Guard
6:00 PM	Changing of the Guard	Changing of the Guard	Changing of the Guard	Changing of the Guard	Changing of the Guard	Changing of the Guard	Changing of the Guard	Changing of the Guard
7:00 AM	Changing of the Guard	Changing of the Guard	Changing of the Guard	Changing of the Guard	Changing of the Guard	Changing of the Guard	Changing of the Guard	Changing of the Guard

In Canvas, the **SYLLABUS** area isn't your syllabus document (although you can certainly include a copy of your syllabus in this area); it's more like the "Travel Itinerary." Anything you create (assignment, quiz, etc.) is automatically added to this itinerary, with title, link, and due date.



A **MODULE** is like a single day in your multi-day tour; it most likely has a theme or focus, so that all the objects/points of interest for that day (in your course, this would be all of your files/assignments) have a common thread, before you move on to the next day of your trip.



An **ASSIGNMENT** is the "point of interest" along the way – this should be seen/completed before continuing on with the rest of the trip.

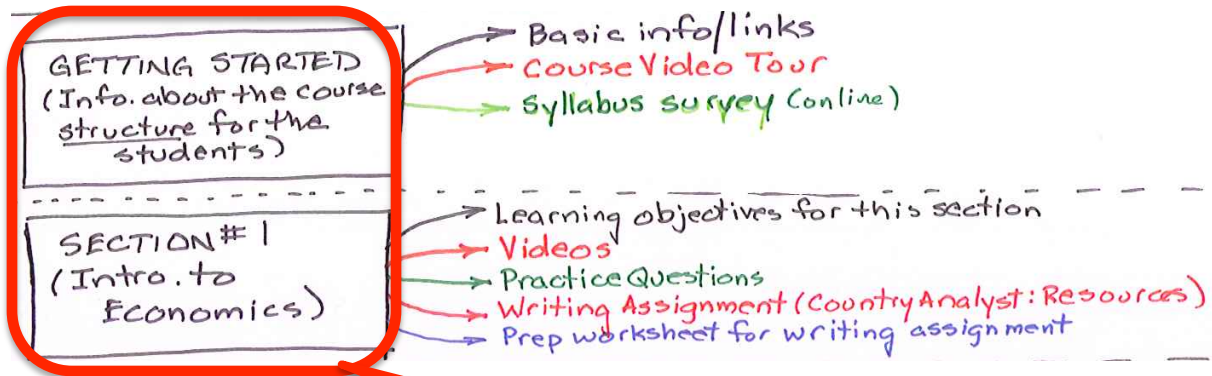


A **FILE** (an image, PDF, spreadsheet, etc.) would be akin to an "object of interest" on your tour – a building, a painting, a statue – that is part of the larger "point of interest."



A **PAGE** is like the Guide Book – it isn't actually the destination spot, but it provides background information ABOUT the destination point, and has resources to help you reach the destination (and to get more out of your trip).

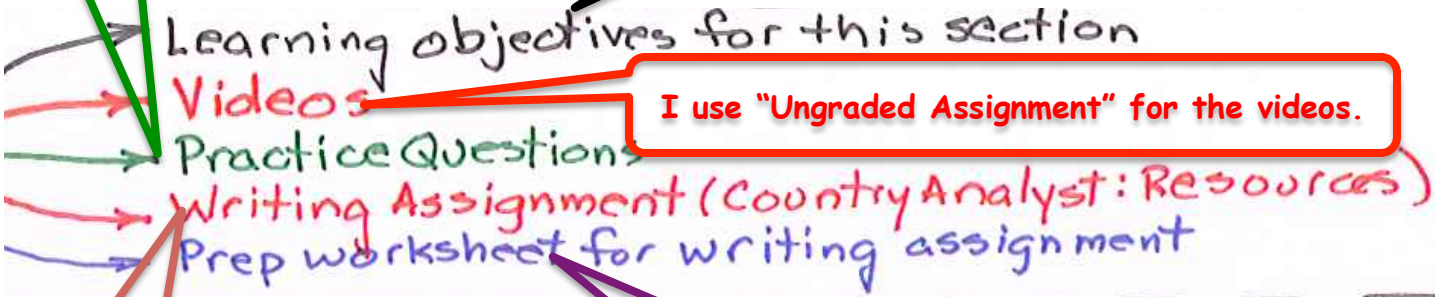
Let's take another look at my course structure (just the first couple of sections will be fine); which of these components fit my course best?



Because my content is broken into chunks (which I call "Sections"), the Modules approach works well for me.

Practice questions are "Quizzes."

I create a "Page" of static information containing a visual and the learning objectives.



I use "Ungraded Assignment" for the videos.

Writing assignments are "Graded Assignments" that include a grading rubric, and require a student submission.

Prep worksheets are "Graded Assignments," where I include a document file with the worksheet for the student to complete.