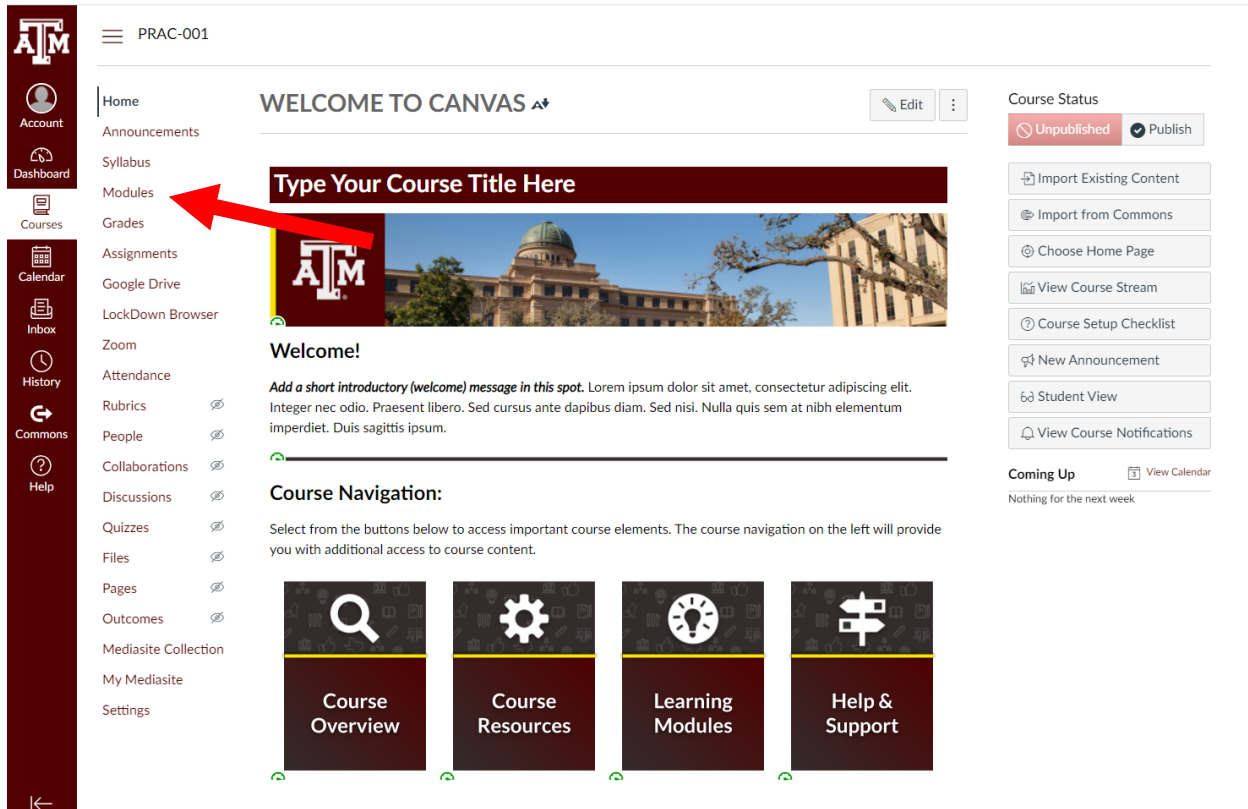


## Adding Powerpoint/PDF lectures to Canvas

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 course 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' banner with a text input field 'Type Your Course Title Here'. Below the banner is a 'Welcome!' message and a 'Course Navigation' section with four buttons: 'Course Overview', 'Course Resources', 'Learning Modules', and 'Help & Support'. The right sidebar shows 'Course Status' (Unpublished/Publish) and 'Coming Up' (Nothing for the next week).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- Instructor Module (Do Not Publish)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- Instructor Support Module (Do Not Publish)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 Collapse All View Progress **+ Module** ⋮

Announcements

Syllabus

Modules ⋮ • Instructor Module (Do Not Publish) ⌵ + ⋮

Grades

Assignments ⋮ • Instructor Support Module (Do Not Publish) ⌵ + ⋮

Google Drive

LockDown Browser

Zoom

Attendance ⋮ • Welcome: Begin Here ✓ + ⋮

Rubrics ⌵

People ⌵

Collaborations ⌵

Discussions ⌵

Quizzes ⌵

Files ⌵

Pages ⌵


Outcomes ⌵

Mediasite Collection

My Mediasite

Settings


⋮ • 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 Publish  
⌵ + ⋮

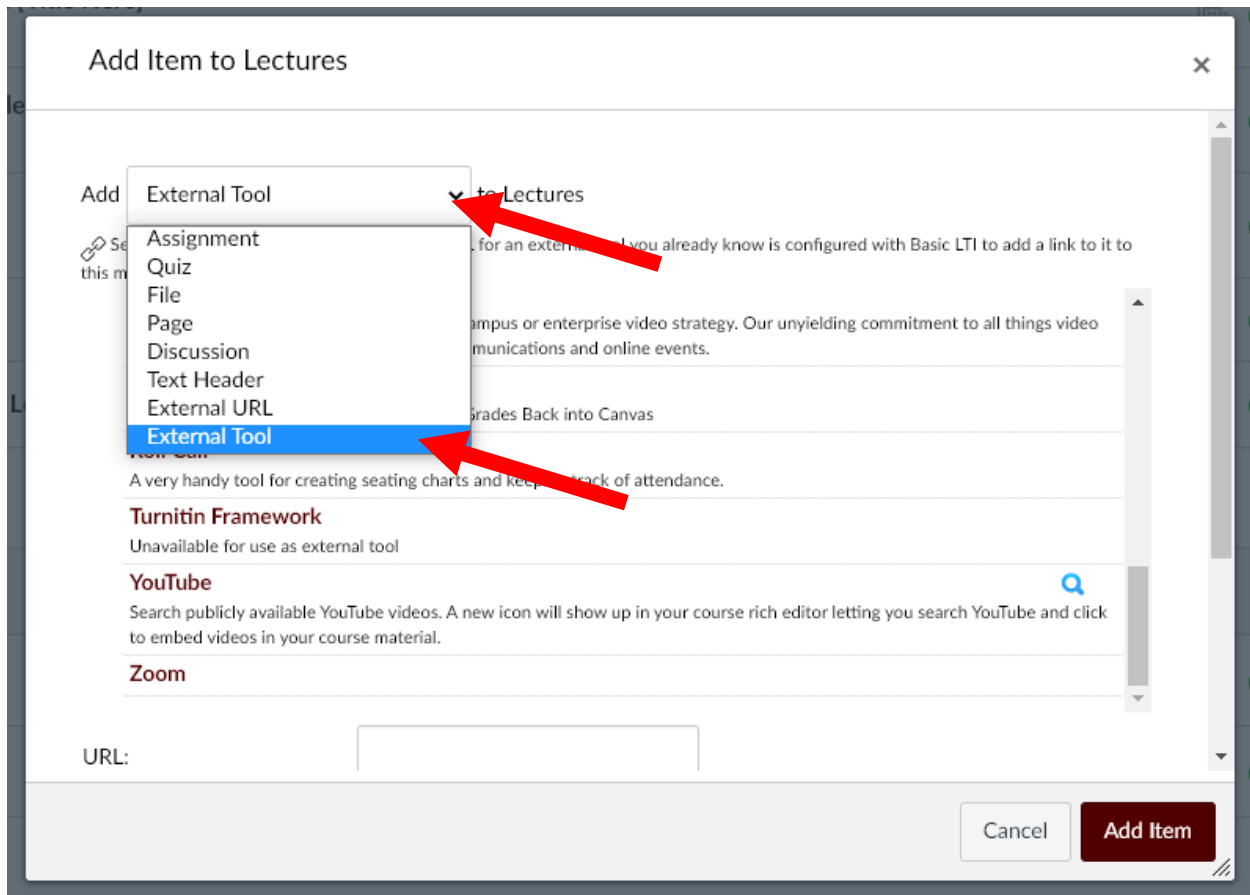
⋮  test example.txt ✓ ⋮

From here, click the + button at the right hand side of the Module

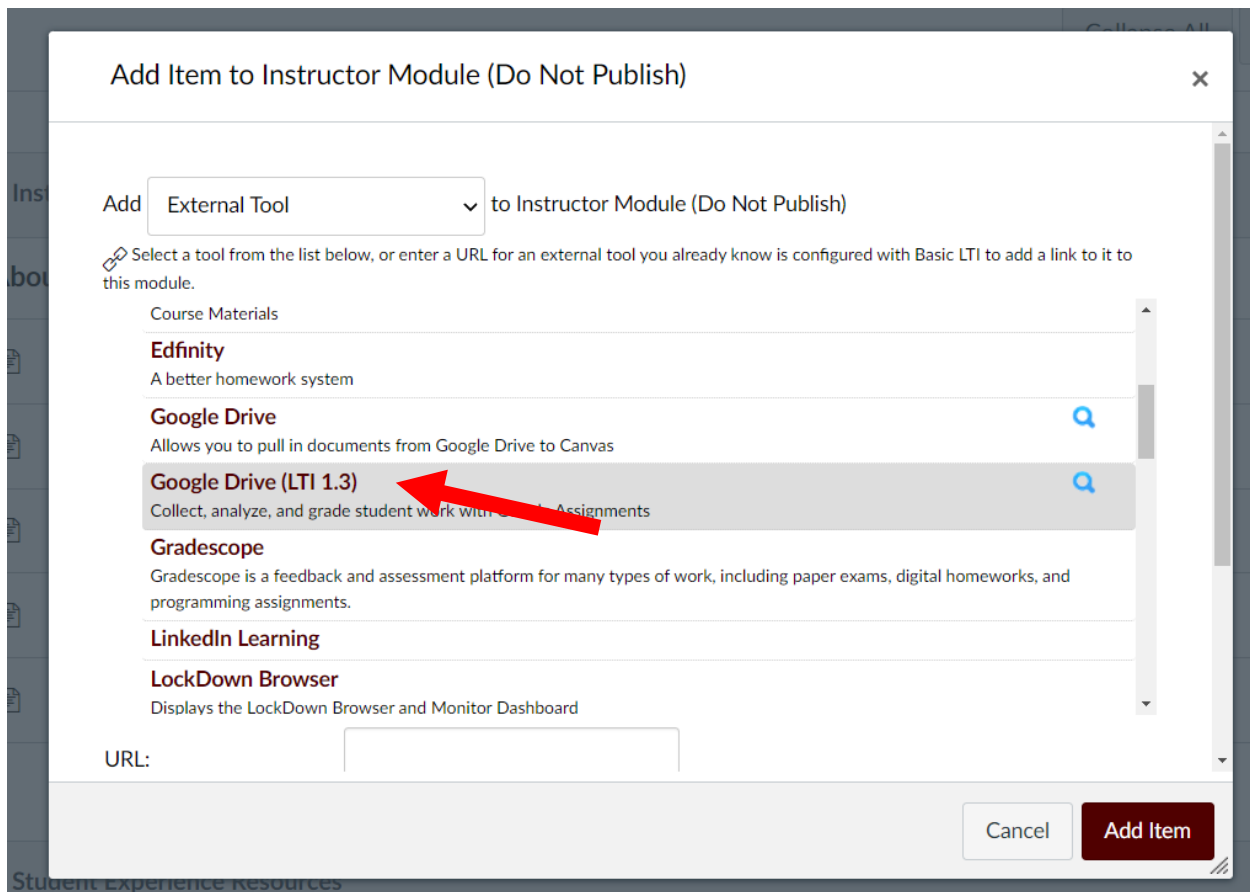
⋮ • Lectures Publish  
⌵ + ⋮

⋮  test example.txt ✓ ⋮

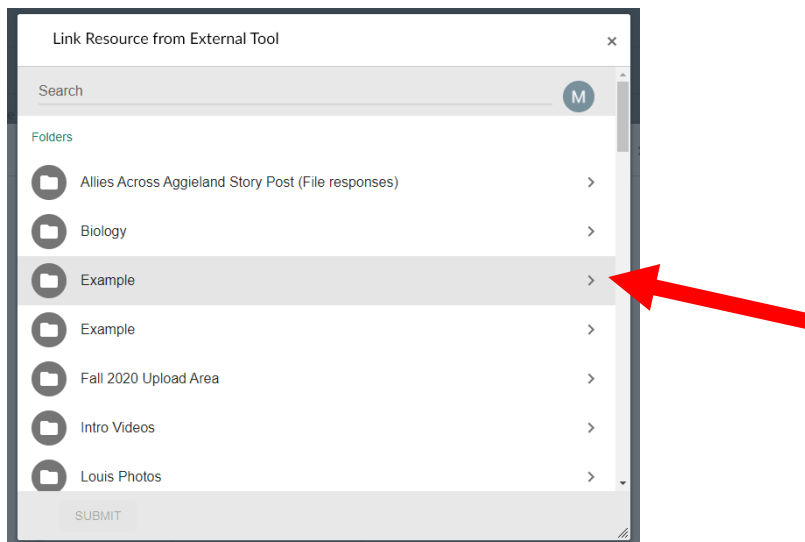
A pop up will appear, click the drop down menu and select “External Tool”



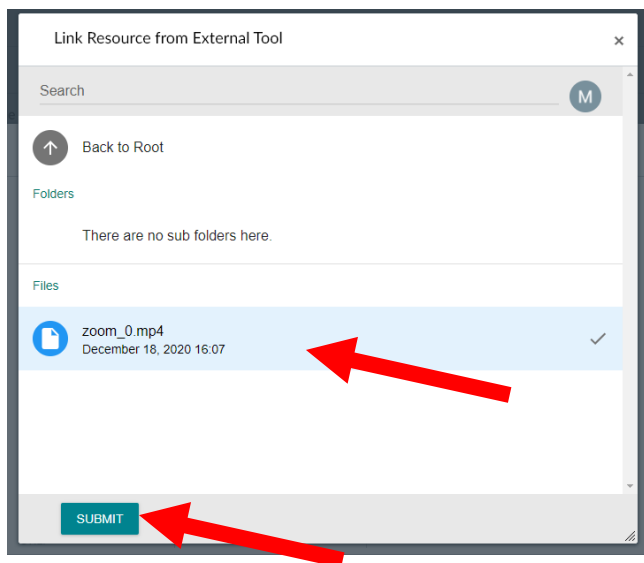
Choose Google Drive from the available tools:



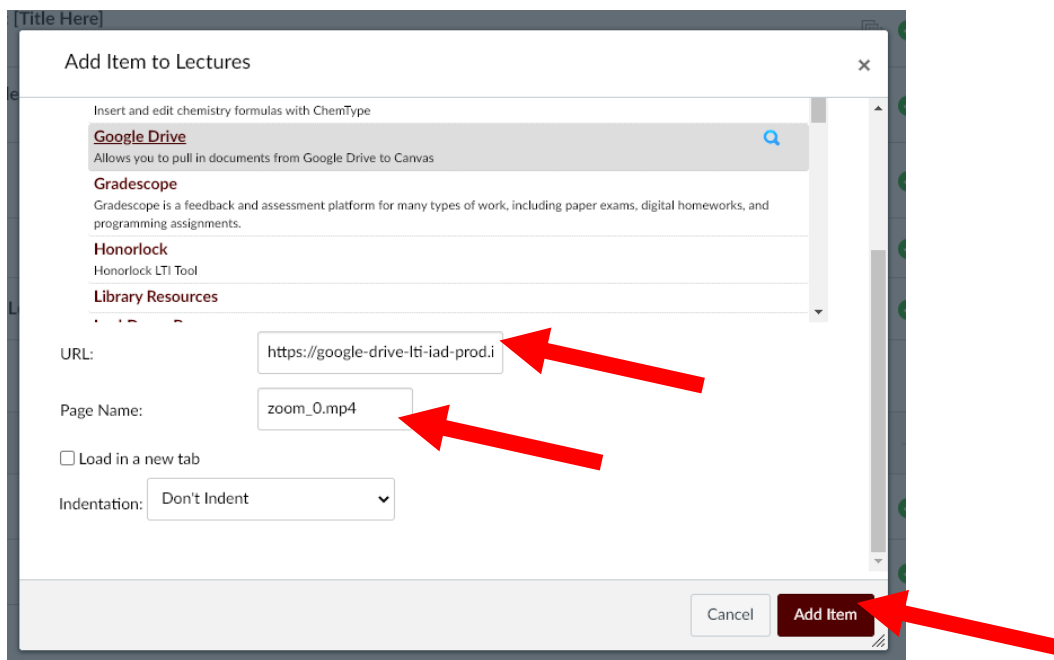
Choose the folder where you put the file you want uploaded:



Click the file you want selected, then hit "Submit" or "Add"

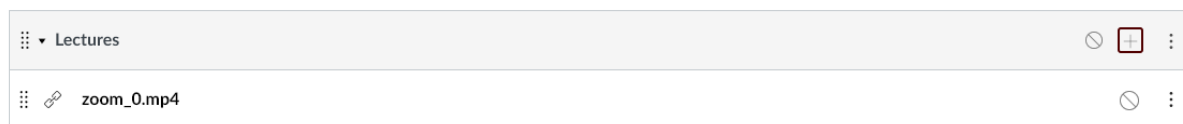


This will bring you back to the original pop up, with the new info embedded:



You can Rename it if you like, but when you are ready click “Add Item”.

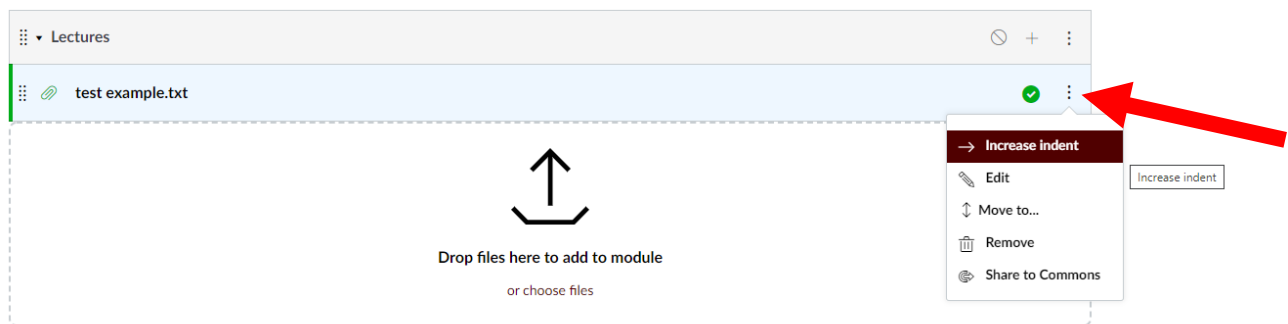
This will add the lecture file link from Google Drive to the Module and your students will be able to access it.



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



From the module page you can click the three arrows at the right of the file 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.

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:

Exam 1	✓	⋮
PowerPoints	✓	⋮
Lecture PowerPoint 1 Ch. 1	✓	⋮
Lecture PowerPoint Ch. 2	✓	⋮
Bonus Quizzes	✓	⋮
TEST EXAMPLE Mar 31   1 pts	✓	⋮
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](mailto:mlefevre@bio.tamu.edu)