canvas

Before the start of term there are a few steps that you will need to complete in order to make sure that your module site is ready for your students.

Rollover your content

First you should consider whether you wish to import (rollover) any module content to reuse from the previous year's site. This process will bring across pages, files and activities and will duplicate the structure and navigation of the previous site. Once rolled over, check through your site to alter any dates and times that may refer to the previous year. See *A Guide to Module Rollover* for step-by-step details of how to complete this process - https://www.sussex.ac.uk/webteam/gateway/file.php?name=canvasguide-rollover.pdf&site=81.

Set your homepage

In Canvas you can choose which view you would like to set as the site home page. You can choose either the **Units** view (which is the default), the **Syllabus** view, the **Assignments** view, a display of the latest activity on the course, or you can use any of your **Pages** as the home page. For a step-by-step guide see *A Guide to setting your home page* - https://www.sussex.ac.uk/webteam/gateway/file.php?name=canvas-guide---setting-your-home-page.pdf&site=81.

Customise the Menu

The **Module Menu** that appears on the left of each site can be customised so that you determine which menu items are visible to students and what order they appear in. For a step-by-step guide see: https://blogs.sussex.ac.uk/tel/2018/07/06/canvas-know-how-managing-the-course-menu/.

Check site links

Canvas has a built-in **Module Link Validator** which checks all the links on your site. This tool will flag up any broken links in your module site, ensuring that students are able to access resources and that all the information you are providing is up to date. For a step-by-step guide see: https://community.canvaslms.com/docs/DOC-12770-4152476605.

Publish your module

Once you are happy with the content and settings of your module site you can then publish it in order to make it available to your students. Don't forget that you can also publish and unpublish individual **Units** and **Items** if you wish. For a step-by-step guide to publishing your module see: https://community.canvaslms.com/docs/DOC-13030-415257126.

Canvas Module Checklist