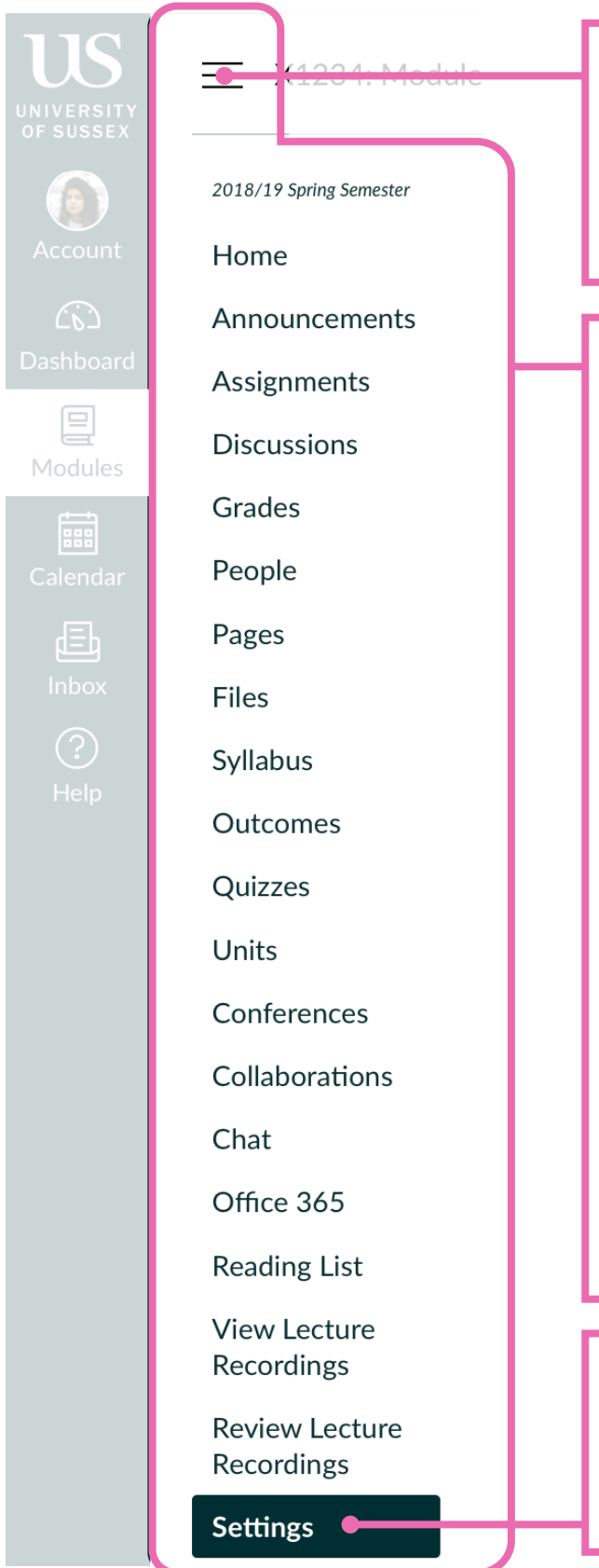




Every Canvas course has its own **Module Menu**, providing a series of links to display different views of the study activities and materials. The Module Menu appears on the left-hand side of the screen, between the Global Navigation Menu and the module content area. This guide explores its features.



### Menu Show/Hide Icon

Clicking this three-bar icon will hide the Module Menu (or make it visible again if it is already hidden). This only affects your view of the module: it doesn't show or hide it for anyone else.

### Module Menu Items

This area is the Module Menu. The menu items open different views of the study activities and materials. Tutors can change the order in which these Module Menu items appear and can even make them hidden from students, by visiting the Navigation section of the Module Settings.

See overleaf for explanations of each of the Module Menu items.

### Hidden Menu Items

When an item appears light grey, this indicates that it is not visible to students. Tutors can still access these 'hidden' menu items to add content. Once this has been done the Menu item will become visible to students (the Menu item colour will change to dark green), unless it has been explicitly hidden from students in the Module Settings.

### Module Settings

The Settings link is never visible to students. It gives tutors access to change module settings, including adjusting the Module Menu itself.



### What the Module Menu items do:

**Home**, as it suggests, will take students to the home page of the Canvas module. You can change which view will be used as the home page. At present the options are the **Units** view (which is the default), the **Syllabus** view, the **Assignments** view, a display of the latest activity on the module, or you can use any of your **Pages** as the home page. Contact TEL for further guidance on setting up a home page.

**Announcements** displays a list of messages for students in relation to the module or related matters, with an option to add new announcements (depending on your role). These might be sent by tutors or by admin staff.

**Assignments** shows a list of all contributory and non-contributory assignments to be submitted online, with an option to add new assignments (depending on your role). The listed assignments might be created from the University's records database or, in the case of non-contributory assignments, set up by tutors within Canvas.

**Discussions** displays all the discussion topics set up within the Canvas module, arranged by category, with an option to add new discussions (depending on your role).

**Grades** displays the Canvas gradebook for the module. It shows the initial grades awarded for each of the assignments submitted online and includes access to view feedback. Students will only see their own grades, Tutors will see those of all the students.

**People** provides a list of all people enrolled on the Canvas module (whatever their role). It also provides options for tutors and students to set up and view groups.

**Pages** provides a list of all the content pages in the Canvas module, with an option to add new pages (depending on your role). The list can be sorted by title, creation date or the date of the most recent edit.

**Files** displays a directory-style listing of all the content files (documents, images, etc.) used in the Canvas module. It includes tools to create folders, organise and upload files (depending on your role).

**Syllabus** shows a list of all events that have been entered in the module calendar in Canvas and a summary of assignment information. Tutors can add information, imagery, etc. in a content area at the top of this page.

**Outcomes** can be set up to reflect the learning outcomes for a module. Where these are reflected in marking rubrics, the rubrics can be created within Canvas and the outcomes explicitly linked to assessment decisions.

**Quizzes** displays a list of all quiz and survey activities set up within the Canvas module, grouped into categories.

**Units** provides a structured listing of resources and activities, ordered into groups of content that you decide. This is broadly similar to the learning journey narrative structure of StudyDirect, but arranged in a single, scrollable page. Contact TEL for assistance in setting up an effective module structure within Canvas.

**Conferences** gives a list of synchronous discussion events (webinars). Canvas conferences can be initiated by tutors or by students.

**Collaborations** gives access to view and create shared documents (either GoogleDocs or Office365), that are available for students and tutors to collaboratively edit.

**Chat** opens a live chat window, providing real-time online text conversation within the Canvas module.

**Reading list** provides a view of the entire Talis Aspire reading list for the module (tutors can also link to subsets of the reading list at contextually relevant points within the Canvas module).

**View Lecture recordings** and **Review Lecture recordings** provide access to the University's lecture capture system. Review is only available to tutors on a module. More detailed guidance for lecture capture will be available soon.

**Office 365** will connect to your University Office 365 storage area, allowing you to access any files you have stored there without leaving Canvas.

**Settings** opens the module settings area and is not visible to students. Unlike the other menu items, it cannot be moved or removed from the module menu.

You may see additional module menu items for other third party applications that have been integrated into your Canvas module (for example eTextbooks or the Mahara e-portfolio)