

[Tim Roufs](#) at the TimHotel Tour Eiffel, Paris

**Class officially starts on Wednesday, 10 January 2024.**

## Canvas Modules Review

(skip if you are comfortable using Canvas Modules)

- 1.0 What's Happening?
  - 2.0 Video Explorations
  - 3.0 Slides
  - 4.0 Textbooks
  - Main Complaint
  - 5.0 Other Assignments
  - 6.0 \*Exams
  - 7.0 Project
  - 8.0 Discussion
  - 9.0 (optional) For Fun Trivia
  - 10.0 (optional) Extra Credit
  - 11.0 (optional) Other
  - (optional) Live Chat Tuesday 7:00-8:00 p.m.
  - (optional) Questions / Comments
  - Canvas Modules Basics / "Home" Page
  - How to Open Closed Modules
  - De-clutter Your Screen
  - Other Helpful Information
- (click links for details)  
 = leave page
- Items DUE this week:  
\*enter on-line  
\*\*upload file

# AVISO!

One of the main complaints regarding Canvas is that it is difficult to find and keep track of assignments.

Right now, before you do anything else, do this to fix that problem . . .

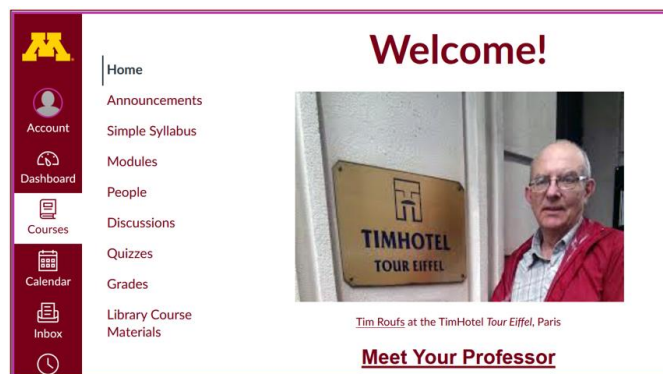
Go to your <sup>s2024</sup> ["Modules"](#) Section  
[click ↑ here]

or use the Course Navigation Panel  
in your  canvas folder  
@ <http://canvas.umn.edu/> . . .

## Canvas “Modules” Basics

Your “Home Page” is the first Canvas page you see when you open your Canvas folder.

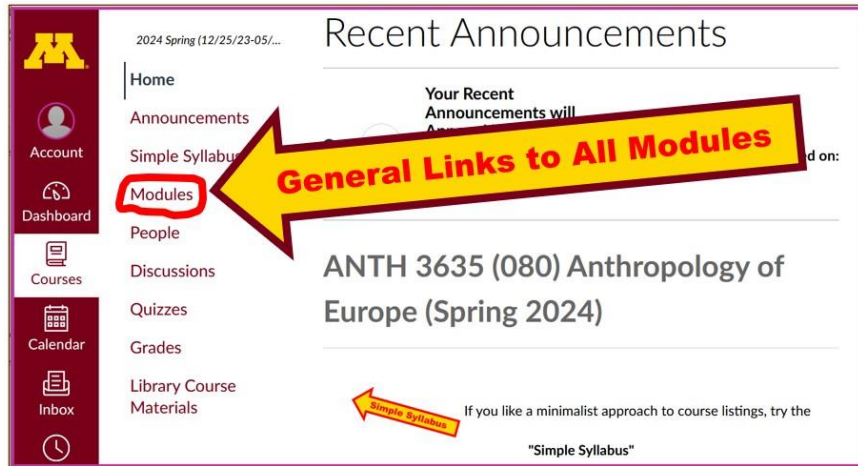
REM: Links on screenshots are not “hot” (active)



From your  **Home Page**,  
click on the **Modules** feature to start out . . .

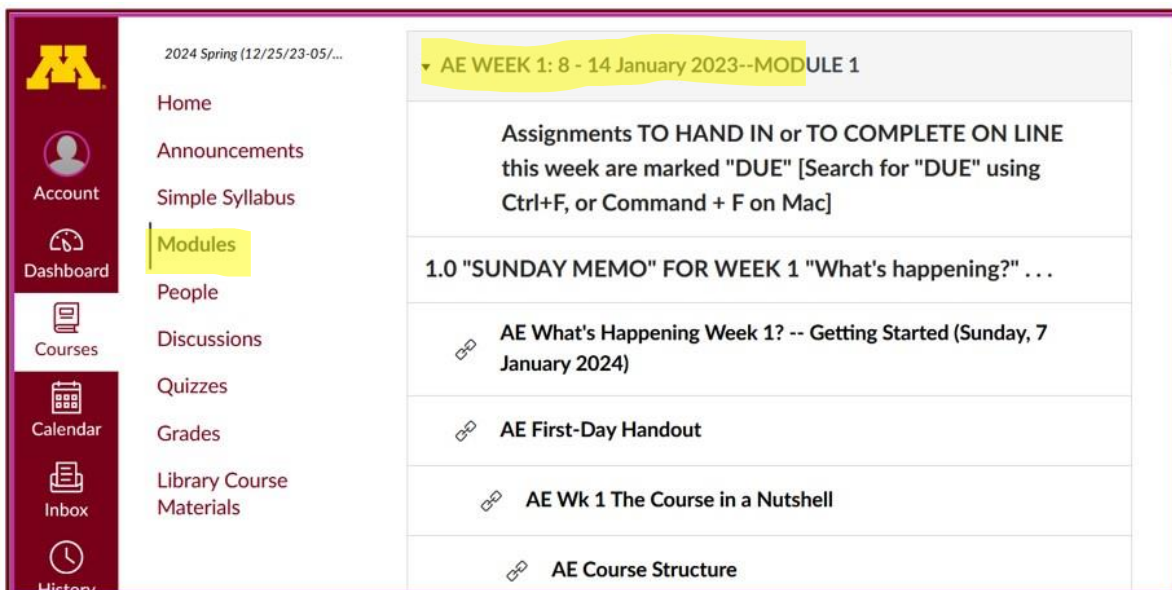


REM: Links on screenshots are not "hot" (active)



. . . and that will take you to **your Modules folder**, which  
looks something like this . . .

REM: Links on screenshots are not "hot" (active)



# De-clutter Your Screen

To de-clutter your screen  
use the **“Collapse All”** feature in Modules . . .

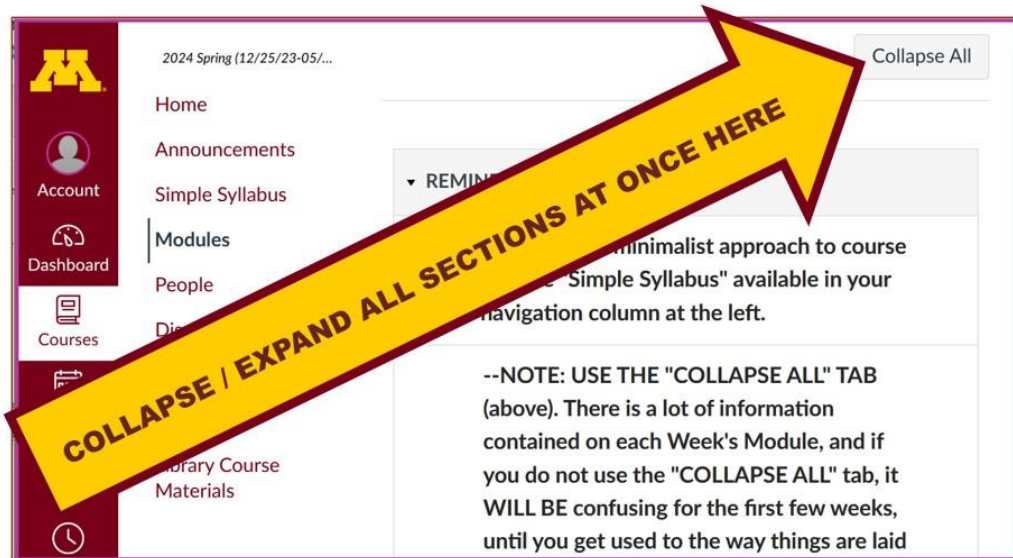
**It’s generally a good idea to collapse your Modules  
before each time you sign on to a specific week.**

**Doing that will make your life much easier!**

(Sorry but Canvas does not permit a default opening to Collapsed Folders.)



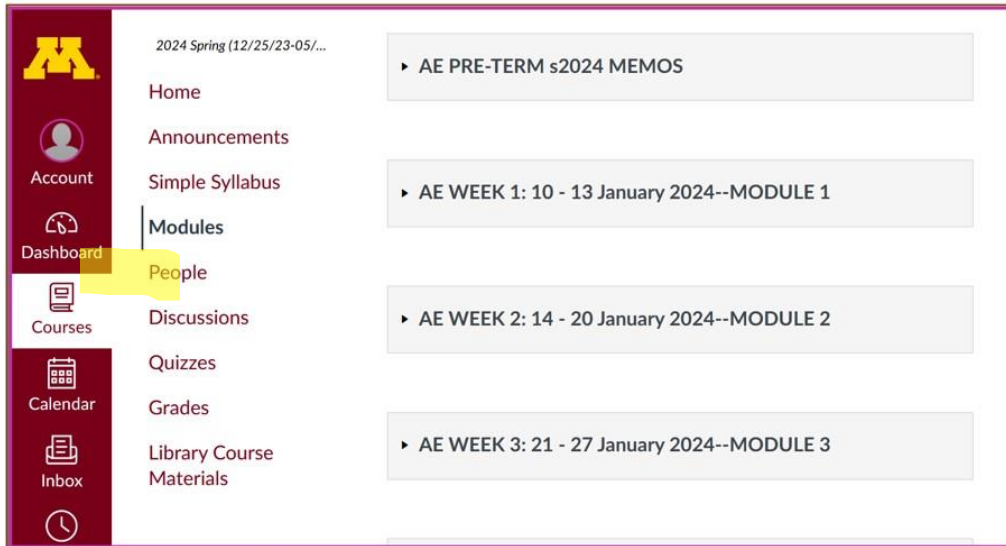
REM: Links on screenshots are not “hot” (active)



And your de-cluttered Modules page will look like  
this . . .



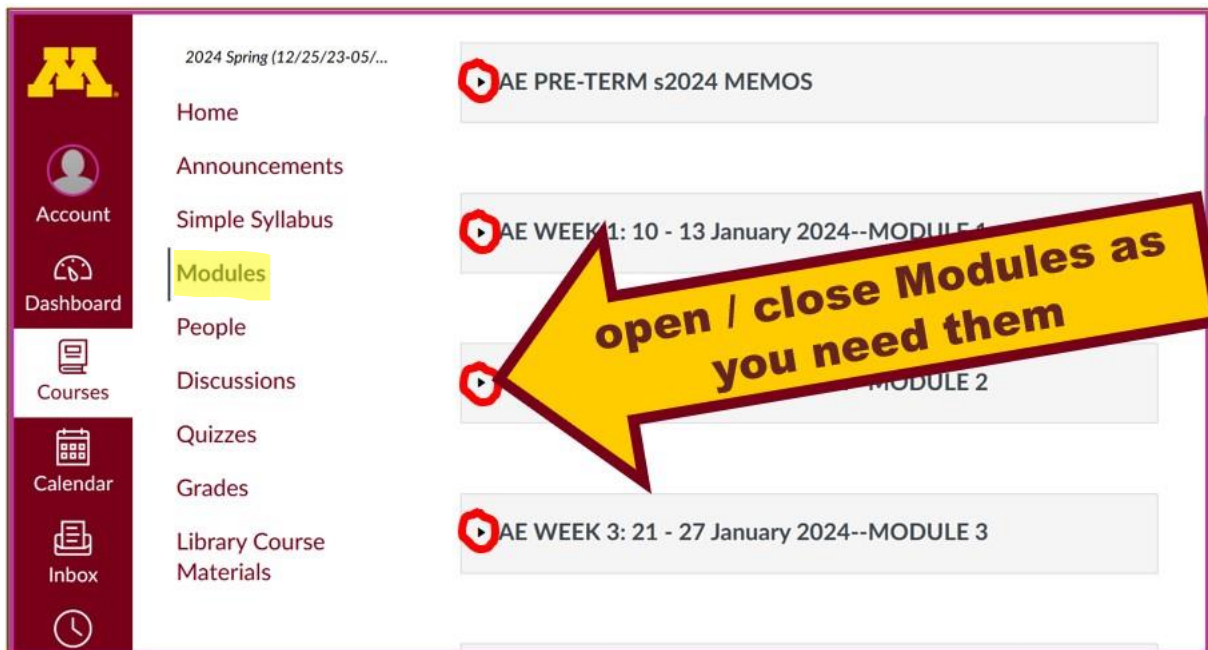
REM: Links on screenshots are not “hot” (active)



## How to Open Closed Modules

Open each Module one-by-one as you want to look at it . . .

REM: Links on screenshots are not “hot” (active)

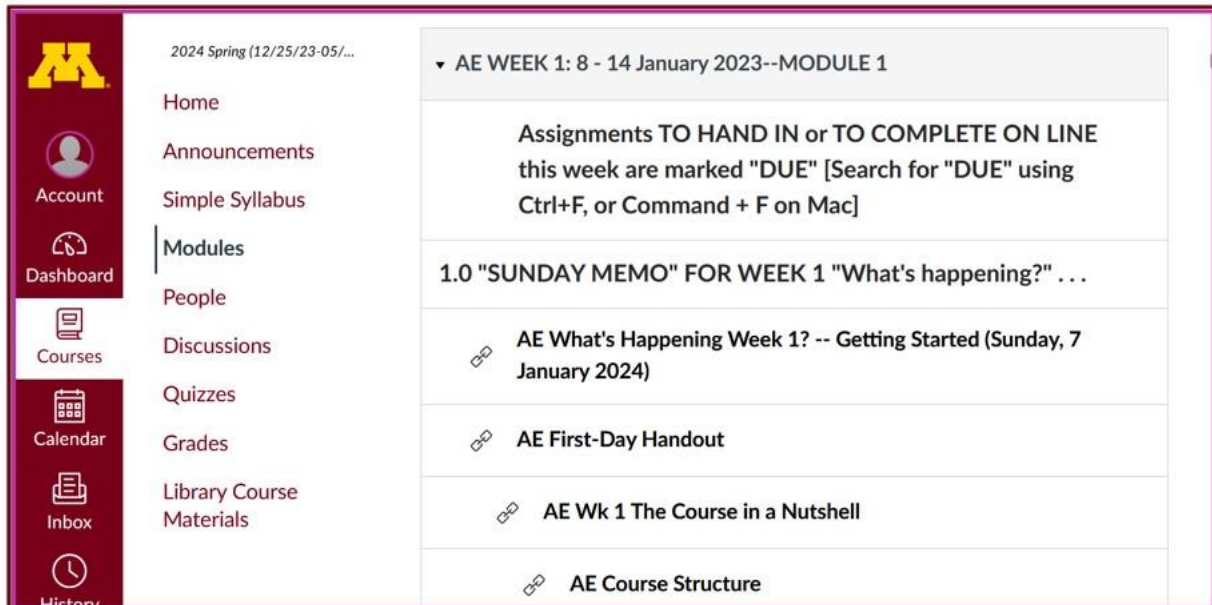


**And the open Modules will look something like this . . .**



(The first two weeks there is always a lot of information; after that it's not so bad.)

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## Other Helpful Canvas Information is Available

REM: The Canvas Student Guide / Overview / Tour can be very helpful.

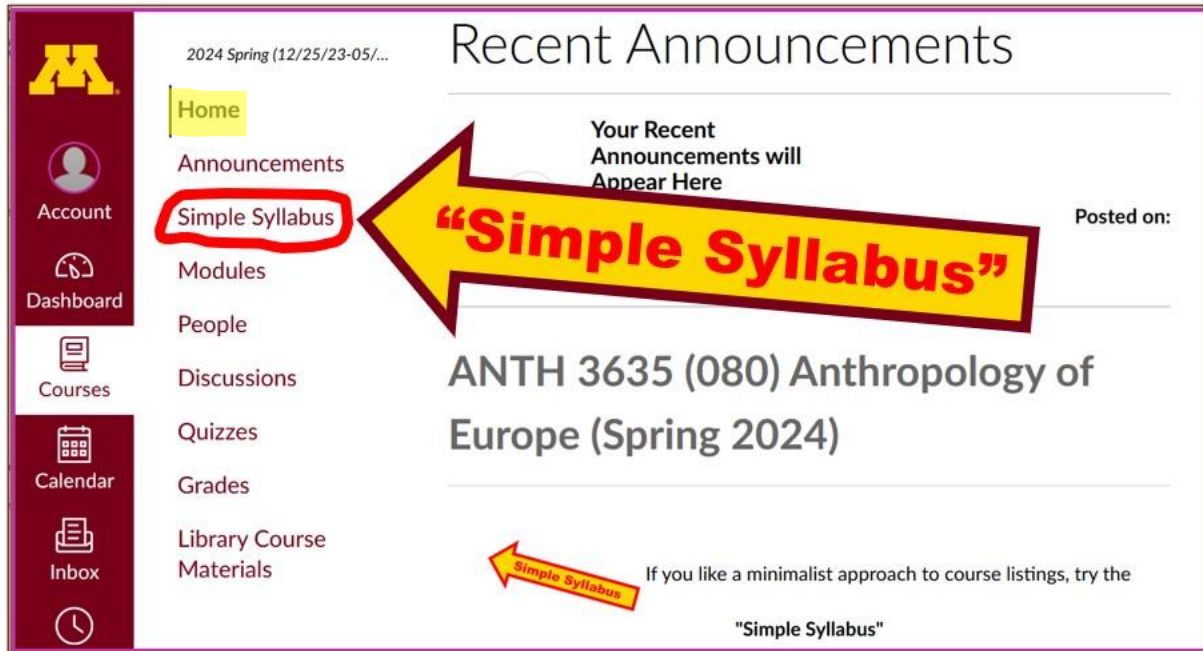
**Student Guide** -- written guides with step-by-step instructions for Canvas tools

**Canvas Student Overview** (6:47 min)



Try the  canvas **“Simple Syllabus”** for a first look . . .

REM: Links on screenshots are not “hot” (active)



s2024 [AE Simple Syllabus URL](#) [.pdf URL](#)

## Questions / Comments

If you have any **questions or comments** right now, please do not hesitate to e-mail [troufs@d.umn.edu](mailto:troufs@d.umn.edu), or ZOOM <https://umn.zoom.us/my/troufs> (E-mail is fastest, and most generally best as quite often URLs need be sent.)

Best Wishes,

Tim Roufs

<<http://www.d.umn.edu/~troufs>>

<<https://umn.zoom.us/my/troufs>>

<[other contact information](#)>