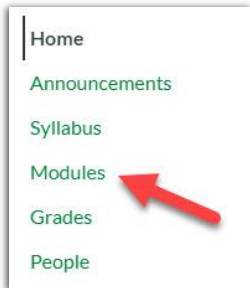


How to Organize Your Course

Organize your course for students by placing your content into modules, setting due dates, and using the Canvas Calendar.

Creating Modules

Canvas prompts you to structure your course content in modules that span a certain time period or unit of material.



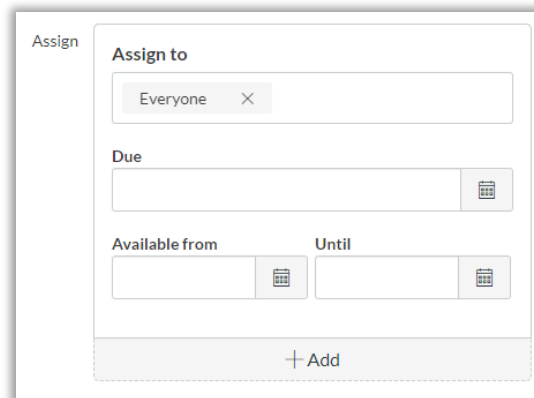
- ☐ Select Modules in the course navigation column.
- ☐ Look for the green + Module button at the top right to add a module to the list.
- ☐ Name the module using a consistent naming scheme, such as Module, Unit, or Week 1, 2, 3, etc.
- ☐ Check the “Lock until” box and select a date if you would like the module to be locked until a specific date.
- ☐ Find out more about adding module [prerequisites](#) and [requirements](#) in Canvas.



Due Dates

You can set due dates for all graded assignment types in Canvas, including Assignments, Quizzes, and Discussions.

- ☐ Select Assignments in the course navigation column.
- ☐ Select Edit and navigate to the Assign box.
- ☐ Set the due date and availability window of the assignment.
- ☐ Select + Add to create a unique due date and availability window for certain students.
- ☐ Learn more about [due dates](#) in Canvas, such as how to [bulk update assignment due dates](#).



Assign

Assign to
Everyone X

Due
[Date Picker]

Available from [Date Picker] Until [Date Picker]

+ Add

Using the Canvas Calendar

You can encourage students to keep track of due dates by directing them to their personalized Canvas Calendar.

- ☐ Select on the Calendar icon in the global navigation menu.
- ☐ Set due dates for your graded quizzes, discussions, and assignments and they will automatically populate to the Canvas Calendar.
- ☐ Set up events in the calendar that remind students about important course dates that aren't linked to assignments, such as the day of an exam review, when a guest speaker is coming to class, or the opening of a module.
- ☐ Remind students to engage with ungraded assignments or course content by checking the “Add to student to-do” box when creating/editing discussions or pages.
- ☐ Learn more about [using the Calendar](#) in Canvas, including [how to create events](#) and [filter your Calendar view by course](#).

