Getting to Know iLearn

Goals:

- Navigate the course
- Explore sample layouts
- Organize using *Modules*

- Upload files
- Upload and place images

Navigate the course

1. Every course has this "Home" link. As teacher, you will decide the course's home page. This one is an example of using a web page as the home page.

2. This whole menu is always visible in the course. You may decide which items are visible or not. The greyed-out items are **not visible** to students.

3. Change the Navigation menu here, Settings -> Navigation

4. A **Published** course is visible to students. Note the icons used throughout canvas:

   = this item is **hidden** from students

   = this item is **visible** to students

Explore sample layouts

Please visit *http://gavilan.edu/staff/tlc/canvas_help* and click on the "*Public Canvas Courses*" link.

1. For an example of **Course with "Modules" as its home**, click #20, International Accounting, or #21, Accounting Information systems.

2. For an example of **Course with a "Page" as its home**, click #1, Social Media or #4, Art Appreciation

3. For another example, #10, Algebra+. Note that it has a web page as its home, an explanatory "Start Here" page, and directs the student to use the "Modules" link for day-to-day use. Home page also has a friendly intro video.

4. For a variation of this, click on #7, Intro to Openness in Education. Web page is home, with one link to Modules.

5. For example of using a different web page as home for each week in the class, click #18, Anatomy & Physiology

Organize using *Modules*

The *Modules* listing is a basic view of everything in a course, arranged and organized by you. In canvas, the Modules page is simply a list – we can't put in explanations or pictures.

The idea is that students will use this page as a way to:

- See what work they need to do this week
- "Save their place"
- Know what to read or work on next

The way that you arrange the modules also affects the "Next / Previous" buttons that you'll see on each of the individual items.

Try to arrange things so that students can start at the beginning and work through to the end. This will help them to focus on your material, and not on navigating around the class.

You can click and drag each of the modules to move them. You can also drag individual items within each module.

Try to set up a consistent rhythm for each week or section. This is another way to help your students – when they know what to expect, they can focus on your material, and not the logistics of the class.
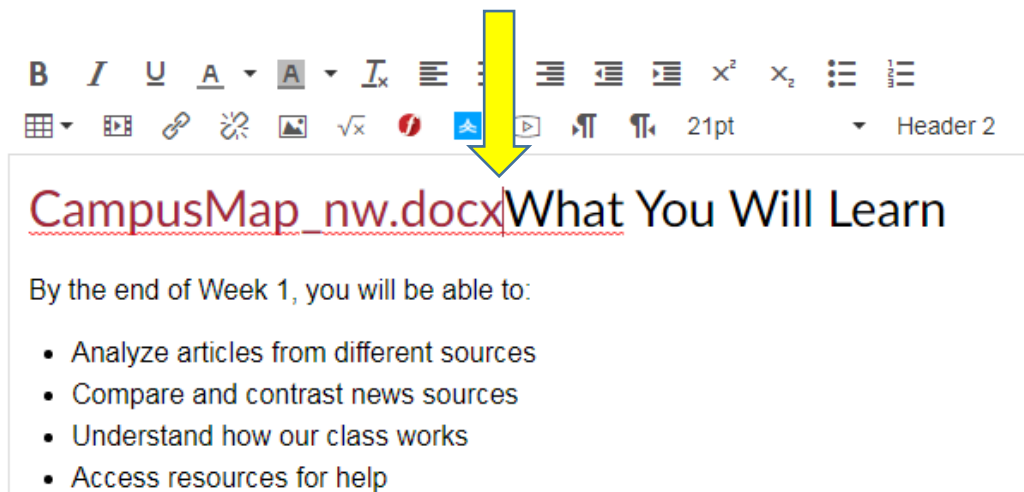
Uploading Files

First, make sure you are in the desired page and the cursor is where you want to insert the file in the page. To the right of the page is a menu with a "Files" tab. Click on the files tab and it should look like this:
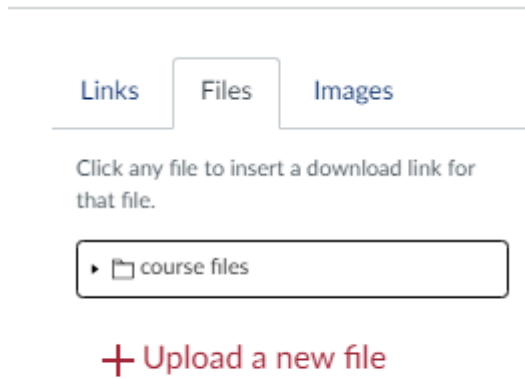
Click on Upload a new file. Choose the file to upload and click Upload.
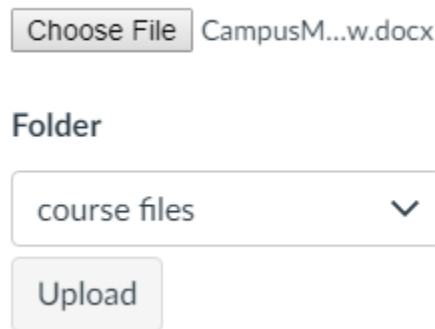
Below is an example of what happens when the cursor was incorrectly placed. Oops. Make sure to place the cursor where you want the document inserted because the document will land **exactly** where the cursor is.

Uploading an Image

Uploading an image is very similar to uploading files. Again, make sure the cursor is placed where you want your image. Click on the Images tab on the right side of the screen.

You can see the images that have already been uploaded here. If you want one of these, click on the desired image and it will insert where your cursor is. Click on "Upload a new image" to add desired images.

Choose the file (image) you want to upload and add alternative text to the image. Adding alternative text means that a screen reader will have a way to describe the image for those with accessibility needs.
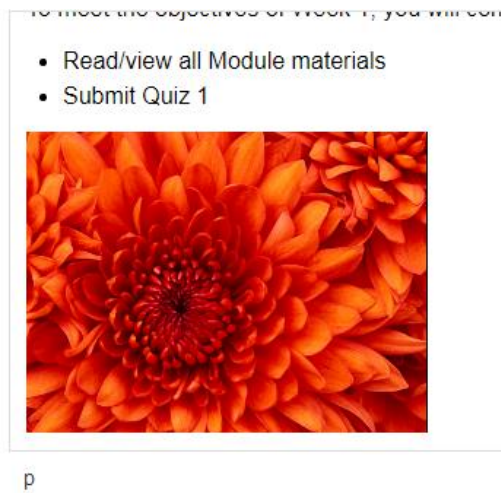
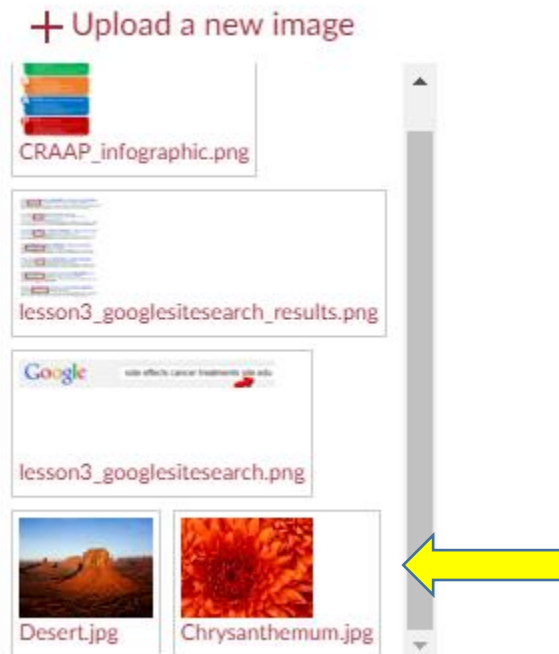Click Upload. It may take a minute or two.

Your image will load directly into the screen where ever your cursor was placed. You can adjust the size of the image by clicking and dragging diagonally on the corner of your image.

In our example we have significantly reduced it down.

You will see your image has also now been added below the "Upload a new image" button.

Click Save at the bottom.

Your page should now look something like this:

Next Steps

- Look over the *Navigation* tab on the *Settings* page. Remove items that you aren't using.
- Look over your profile and the *Notification Preferences* page.
- Insert a video (Come see an ARC presentation!)
- Create an infographic and upload as an image.
- Add a Turnitin assignment
- Add a Library page your students can access directly from iLearn
- Come to an Intermediate iLearn workshop.