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[Tim Roufs](#), [Singapore Market](#), 2017

Some tips on dealing efficiently with

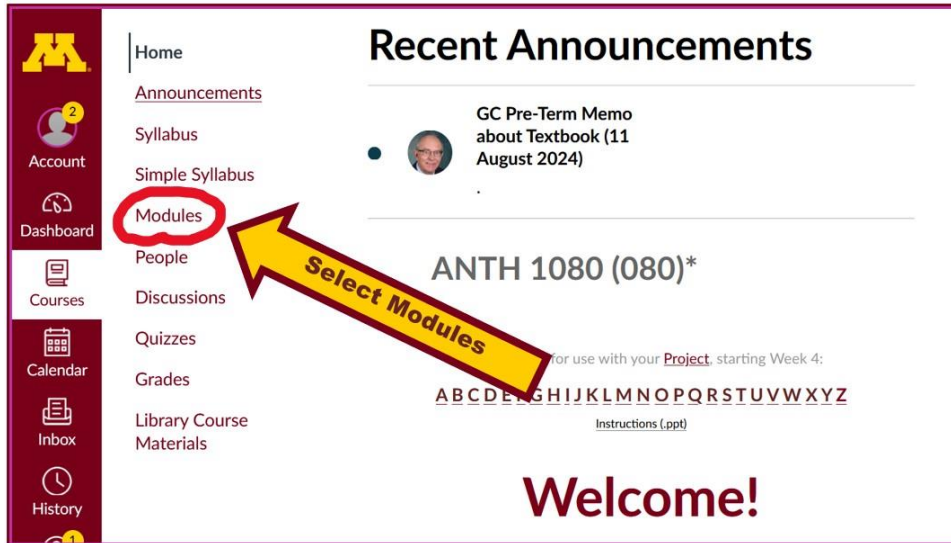
## Wrestling Canvas “Modules”

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

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

First access Your Canvas Modules from your “Home Page” . . .

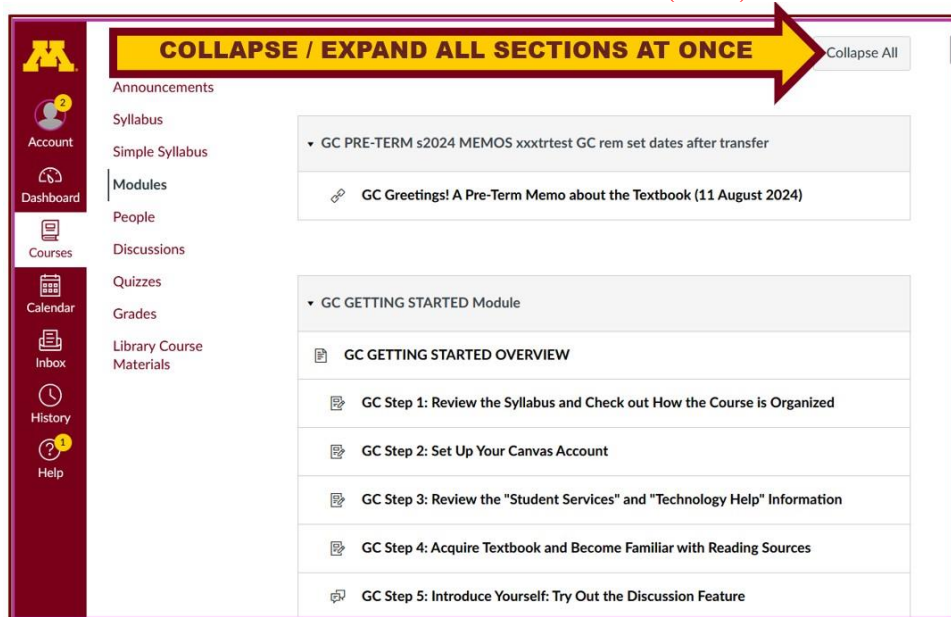
REM: Links on screenshots are not "hot" (active)



That will take you to your Canvas "Modules" file and that will look something like the screenshot below. Notice (in the screenshot below) that in the upper right-hand corner there is a button that usually says "Collapse All":  . . .

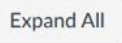
(The first two weeks there is always a lot of information. After that, it's not so bad.)

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



If you like a really clean-looking de-cluttered page that is also efficient to work with, click on the “Collapse All” button  in the upper right-hand corner of your Modules folder to de-clutter your screen. That will make your life *much* easier.

# VOILA!

The de-cluttered collapsed version of your Modules will look something like the screenshot below, and the button will have changed to “Expand All” . . . .

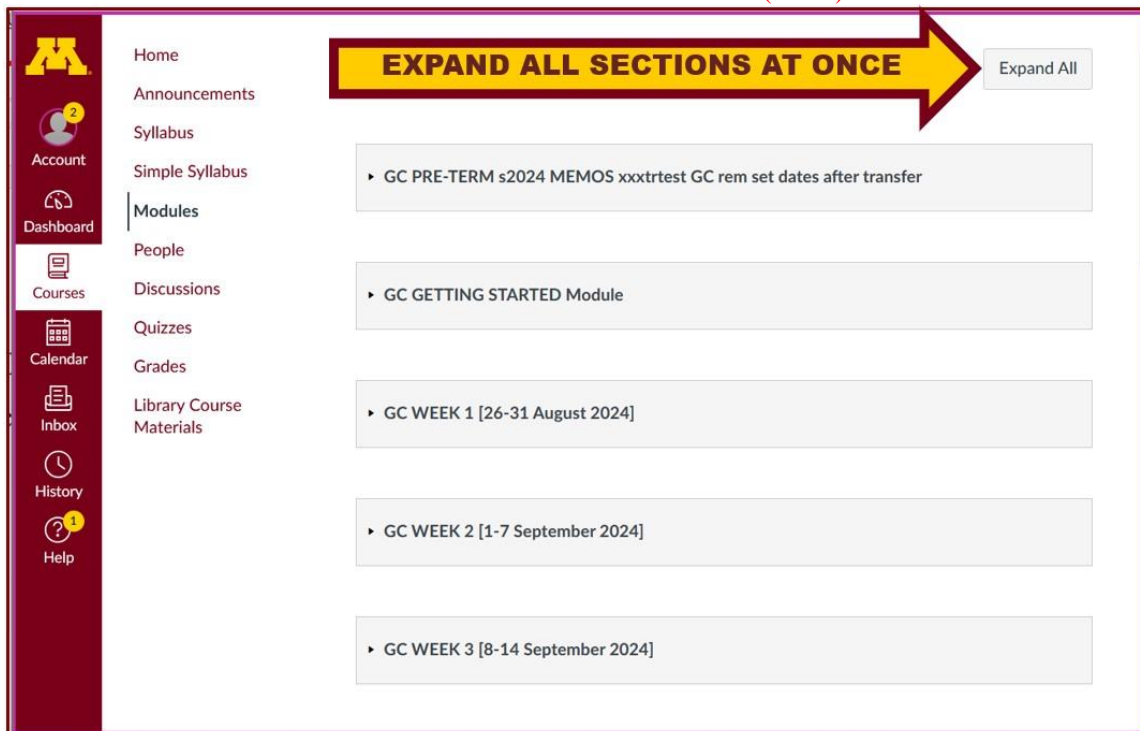
Your Modules folder will look something like the screenshot below and what is shown on that screen contains more than a month’s worth of information).

**It’s generally a good idea to collapse your Modules when you are not using all of them.**

(Sorry; Canvas does not permit instructors to set the default to open with all modules closed.)

You can always . . .

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Or open just the information that you want to look at one week at a time . . . :

## How to Open Closed Modules

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



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The screenshot shows a Canvas LMS dashboard with a sidebar on the left containing navigation icons for Home, Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The main content area displays a list of modules under the heading 'Modules'. At the top right, there is a yellow button labeled 'Expand All'. A yellow arrow points from this button to the text 'EXPAND ALL SECTIONS AT ONCE'. Below the 'Expand All' button, there are several module entries, each with a red circle around a play button icon. A yellow arrow points to the 'GC GETTING STARTED Module' entry with the text 'open / close Modules as you need them'.

## Other Helpful Canvas Information is Available

- From your “GC GETTING STARTED Module”:
  - [AF Step 2: Set Up Your Canvas Account f2024](#) f2024
  - [AF Step 3: Review the "Student Services" and "Technology Help" Information](#) f2024
- 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 \(6:47 min\)](#)

## Questions / Comments

Have a look and give it a try, and if you have any questions, or suggestions, please let us know at [troufs e-mail](#)

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