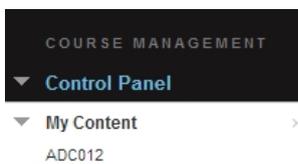


Guidance EG (ii)

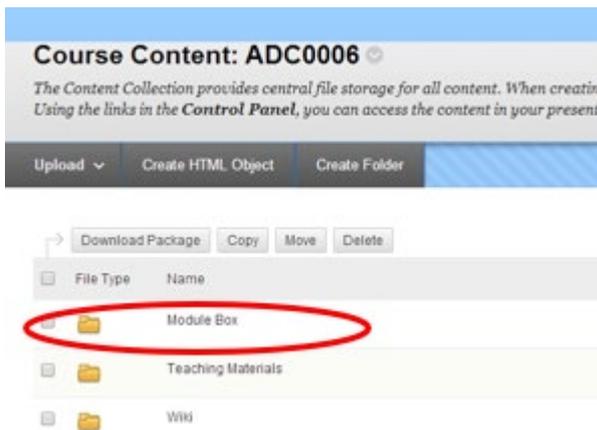
Digital Module Boxes in Canvas

Finding the Module Box

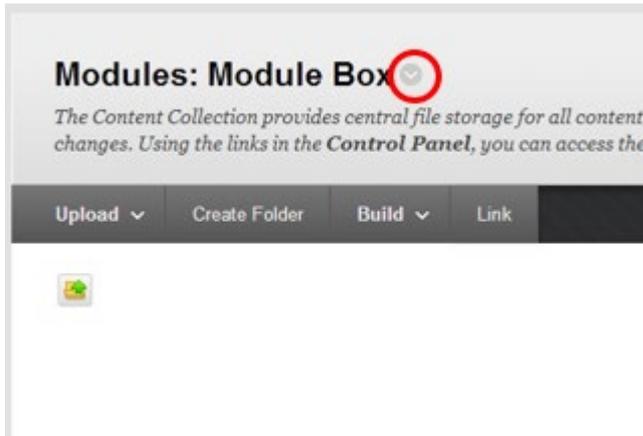
A Digital Module Box has been created in every module on Canvas. By default, this Module Box is only available to individuals with 'Instructor' or 'Teaching Staff' rights. To access the Module Box, click on 'My Content' in the Control Panel and then click on the module code.



This will display all the course content resources that have been uploaded to the module. In addition, you will see a folder entitled Module Box.



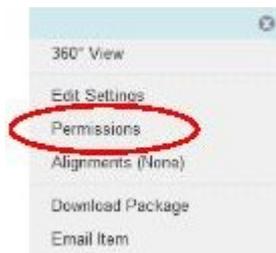
Click on Module Box to enter. The Module Box will be empty initially, but the required resources can be easily uploaded.



Setting up Module box Permissions

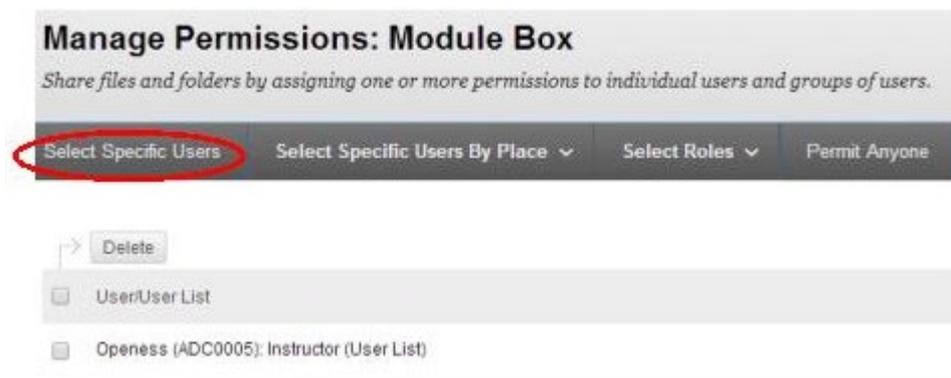
The first step is to restrict access to the module including ensuring that students do not have access. To do this:

From within the Module Box click on the grey 'down arrow button' adjacent to Module Box at the very top of the screen (see above), and select Permissions from the sub-menu:



The resulting screen will display all users who currently have access to the Module Box. To ensure security of the Module Box (i.e. only named staff and external examiners having access) permissions should be set up as follows:

1. From within the Permission's screen click on the 'Select Specific Users' button:



- From the resulting screen enter the Username box the KU numbers for all staff (including yourself!) and external examiners who should have access to Module Box and should have full edit rights (these can be entered in one go separated by commas). If you do not know the relevant KU numbers, click on the browse button. Under Set Permissions ensure that all options are ticked. Leave the Overwrite option unselected and click Submit:

Add User:Module Box

* Indicates a required field.

1. Select Users

Enter one or more Usernames or click **Browse** to search. Separate multiple Usernames with commas.

* Username

2. Set Permissions

Permissions

<input checked="" type="checkbox"/> Read
<input checked="" type="checkbox"/> Write
<input checked="" type="checkbox"/> Remove
<input checked="" type="checkbox"/> Manage

3. Advanced Folder Options

Select **Overwrite** to remove the current permission for all folder contents and sub-folders, and grant all folder contents and sub-folders.

Overwrite

- The above process can be repeated for staff that only require Read access (under permissions just select Read instead of all options).
- Delete all pre-existing permissions (normally Instructor and Teaching Staff). To do this select the relevant permission rows and click on the Delete button:

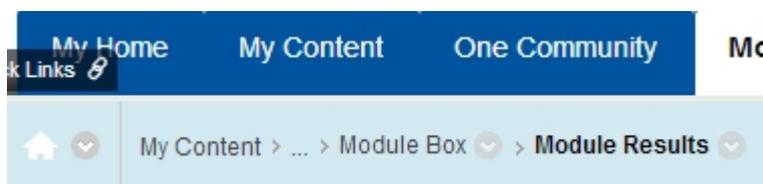
The screenshot shows a list of permissions with checkboxes. A red box highlights the 'Delete' button at the top. Another red box highlights the checkboxes for the two 'Openess (ADC0005): Instructor (User List)' and 'Openess (ADC0005): Teaching Staff (User List)' rows. Below these are 'TIM LINSEY' and 'Tim Linsey (project)' rows, each with an unchecked checkbox. A 'Delete' button is also visible at the bottom of the list.

This will ensure only named staff and External Examiners will have access to the Module Box. Please also see the 'Important Security Notes' section at the end of this document.

Adding Resources to a Module Box

Creating Folders

Initially you may wish to create folders to organise Module Box resources. This can be done by clicking on the 'Create Folder' button and entering a folder title. Folders can be entered by simply clicking on their listing. It is straight forward to exit a folder or to navigate to other folders. This is done via what is known as the 'breadcrumb trail' at the top of the screen:



In the example above the Module Results folder is open within the Module Box. To return to the top level of the Module Box, simply click on Module Box in the breadcrumb trail.

Uploading Files to a Module Box.

Where External Examiners have been given been given Instructor access to a module the Module Box can be used for confidential items only. Please note that resources in the Module Box must not be linked to as this may compromise security.

Enter the folder to where you wish to upload resources and then click on the Upload button:



You will then be presented with the option to upload a single file or multiple files. To switch between single file upload and multiple file upload click the relevant button towards the top right of the screen:



Multiple Files allows files to be 'dragged and dropped' from the desktop while the Single File option displays a 'Choose File' option which enables you to browse your local drives for a file.

Linking to an External File

To place a link in the Module Box to an external resource, e.g. on Staffspace, use the following steps:

From within the Module Box click on the Link button:



Enter a display name for the link and copy and paste the link address and then click Submit, e.g.

Add External Link

* Indicates a required field.

1. Link Information

* Link Name
 If selected, the system automatically overwrites the existing file with the same name.

* URL
For example, <http://www.myuniversity.ac.uk>

The link will then be displayed as follows:



Please note that if the linked document or resource is not publicly accessible then the individual clicking on the link must have permission to access the resource (e.g. if it is a restricted Staffspace resource the member of staff should have permission in Staffspace to read it and should already be logged in to Staffspace).

Important Security Notes

1. Do not create links to any files or resources within the Module Box as this will enable student access.
2. In the 'Finding the Module Box' step above you first enter the 'Course Content' area for the module. **Do not make any changes to Permissions** at this Course Content area level (i.e. by clicking on the down arrow symbol adjacent to the Module code) as these changes will be applied to all sub folders including the Module Box.