

How do I assign a module content item from the Module Index page?

In the Modules Index page, you can assign an existing module content item to students or sections.

Notes:

- To [assign to a group](#) or make other content item changes, [edit the assignment details](#).
- You can also assign module content items by editing the item as an assignment, quiz, or discussion.

Open Modules

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In Course Navigation, click the **Modules** link.

Open Assign To

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Click the module content item **Options** icon [1]. Then click the **Assign To...** link [2].

View Current Assignment Details

View Assign Tray

In the Assign tray, you can view the content item name [1], assignment type [2], and current assignees [3].

Depending on the content type, you can also view the current due date and time [4] and the availability dates [5].

Select Assignees

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To change the assignees, click the **Assign To** field [1]. Then, select an assignee. You can [assign to everyone](#), [to a course section](#) [2], or [to an individual student](#) [3].

You can also select the **Everyone else** option or [assign to Mastery Paths](#).

Note: To [assign to a group](#) or make other module content item changes, [edit the assignment details](#).

Find Student or Section

Find Student or Section

To find a student or section more easily, enter a few letters of the name [1] and select the name from a filtered list [2].

To remove an assignee, click the assignee **Remove** icon [3].

Edit Due and Availability Dates

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You can change the due date and time [1].

You may also have the option to add [availability dates](#) [2].

Note: If a date does not include a time, the listed date defaults to the [course's default due time](#).

Set Dates and Times

Select Dates and Times

To set dates, enter a date in the **Due Date**, **Available from**, or **Until** field [1]. Or click the field and select a date from the calendar [2].

To set times, enter a time or click the **Time** drop-down menu and select a time [3].

Notes:

- To remove date and time selections, click the **Clear** link [4].
- In the calendar, the current date displays in a blue circle [5].

Add Additional Assignment Details

Add Additional Assignment Information

To assign to other students or sections with different dates and times, click the **Add** button.

Enter Information

Enter additional assignees, due dates, and availability dates.

Save Assignment Information

Save Assign Information

To save the assignment information, click the **Save** button.

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-assign-a-module-content-item-from-the-Module-Index-page/ta-p/609338>]

Revision #1

Created 2025-05-20 17:10:46 UTC by Brandy Brickey

Updated 2025-05-20 17:15:46 UTC by Brandy Brickey