

Madison School District

How To Collapse and Expand Modules in Canvas

When on the Modules or Unit Page of Canvas you will may see each Section with the assignment, pages, and files below the Title of that Section. The ability to minimize and expand the specific Sections, Modules or Units will help you to clean up your view and allow you to see only those Sections you are working on.

The screenshot shows the Canvas LMS interface for a course. The breadcrumb navigation at the top reads "Fall 2020 > Modules". A red circle highlights the "Modules" link. On the left sidebar, the "Modules" link is highlighted in blue. The main content area shows a list of units. The first unit, "Unit 1", is collapsed and has a right-pointing arrow. Below it, several assignments are listed: "Assignment #4" (Aug 20 | 5 pts), "edpuzzle assignment" (Aug 21 | 10 pts | View), "new" (1 pts), and "LAX". A red arrow points from a text box to the right-pointing arrow of "Unit 1". A purple arrow points from another text box to the left-pointing arrow of "Unit 1".

Here is the Title of the Unit on The Canvas Modules Page. You may or may not have a tab that says Modules.

Notice the arrow before the Module or Unit Name

By clicking on the Arrow before the Module or Unit Name you can collapse or expand that particular Unit and “clean up” the page so you only view those Sections that are currently working on. Don’t worry you may expand and collapse at any time. You will not lose any of the material, it is simply hidden.

This screenshot shows the same Canvas LMS interface. "Unit 1" is now collapsed, with a red arrow pointing to its right-pointing arrow. "Unit 2" is expanded, showing three sections: "P", "PA", and "PAP". A red arrow points to the left-pointing arrow of "Unit 2".

Notice how the arrow is pointing to the right here on Unit 1 and it is collapsed and in Unit 2 the arrow is pointing down and the Unit is expanded. You can change these settings by simply placing you cursor on the arrow and clicking it.

The following diagram shows all Units or Modules collapsed. Notice that both arrows and pointed to the right

The screenshot shows a web browser window with the URL `madisonschools.instructure.com/courses/774`. The page title is "Fall 2020 > Modules". On the left is a dark blue sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area has a navigation menu with "Home", "Discussions", "Grades", "Office 365", and "Modules". Under "Modules", there are two items: "Unit 1" and "Unit 2", both with right-pointing chevron arrows. "Unit 1" has a "Complete All Items" button. On the right side, there are three buttons: "View Course Stream", "View Course Calendar", and "View Course Notifications". Below these is a "To Do" section with one item: "edpuzzle assignment" (10 points, due Aug 21 at 11:59pm).