Fixed and Flexible Tools and Features in Canvas

The fixed and flexible tools and features in Canvas were determined at the UW-System level to give instructors and students a similar experience if they were to teach or take classes at multiple campuses. This means we are also able to collaborate with other campuses easier because the tools and features are the same at each campus.

What is Fixed and what is Flexible in Canvas?

**Fixed Elements:**
- Global Navigation (red box)
- Course Navigation (orange box), including the order the tools are in.
- Course Home with 3 Recent Announcements and Modules (green box)
- Course Status (blue box), including the tools and the order they are in.

**Flexible Elements:**
- Material on the Course Home within the Recent Announcements and Modules (green box) as well as throughout the course.
- Tools that can be added to the Course Navigation (orange box) – Attendance, Chat, Collaborate Ultra (webconferencing), My Media (Kaltura) and Media Gallery (Kaltura). If added, the tools will appear at the bottom of the Course Navigation.

**Note:** The Fixed and Flexible tools may change depending on UW-System’s course template. Tools may be added or removed as we become more familiar with Canvas.
How do I add a Flexible tool to my Canvas course?

In the course you would like to add a Flexible tool to:

1. Select **Settings** from the course navigation (A).

2. Select the **Navigation** tab (B).

3. On the top of the Navigation tab is the list of tools currently in the course navigation (C) – Home, Syllabus, Announcements, Assignments, Grades, Collaborations, Office 365, and Outcomes.

4. On the bottom of the Navigation tab is the list of tools that have been hidden from the students view (D). **Note:** Some of these tools are not allow to be visible because of the Fixed course template.

5. The description under the tool name will determine what type of tool it is, one that is unable to be added to the course navigation and those that can be added.
   a. Tools you are unable to add will have a description of “This page can’t be disabled, only hidden” or “Page disabled, will redirect to course home page”.
   b. Tools you are able to add will have a description of “page disabled, won’t appear in navigation”.
6. Find the **Flexible tool** in the list of hidden tools and drag it into the course navigation area at the top of the screen. **Note:** Some flexible tools may not display for students even when they have been moved to the course navigation. Attendance is one of them.

7. Click the **Save** button.

8. After it’s done saving, the Flexible tool will be listed in the course navigation bar. **Note:** Even though you may change the order of the course navigation, the system will automatically place it near the end of the list before Outcomes.

9. If you select and drag one of the fixed tools, it will look like it was successfully added until you look at the course navigation in the Student View.