

How Do I Build Learning Modules?

Creating Learning Modules

Create an organized environment for students by building learning modules to organize and deliver course content. You first create a learning module, access it, and then add content to it.

Your location: **Learning Modules**

Create Learning Module

Order	Title	Table of Contents	Numbering
1	<input type="checkbox"/> Unit 1 Intro <input type="checkbox"/>	Display	1, 1.1, 1.1.1, 2...
2	<input type="checkbox"/> Unit 2 Big Bang <input type="checkbox"/>	Display	1, 1.1, 1.1.1, 2...

⇒ To create a learning module:

1. From the Build tab, under Course Tools, click **Learning Modules**. From the right frame, click **Create Learning Module**. The Create Learning Module screen appears.
2. Enter the title and, optionally, a description.
3. Next to *Item Visibility*, select whether to show or hide the item.

Create Learning Module

*Title:

Description:

Item Visibility: Show Item Hide Item

Table of Contents

Numbering:

Display Table of Contents: On the left Do not display

First page of the learning module should be:

The Table of Contents The first page in the Table of Contents

Goals

Associate goals with this learning module.

* Required field

4. Complete the Table of Contents section:
 - a. From the Numbering drop-down list, select a numbering style for the Table of Contents.
 - b. Under *Display Table of Contents*, select whether to display the Table of Contents in a separate pane on the left.

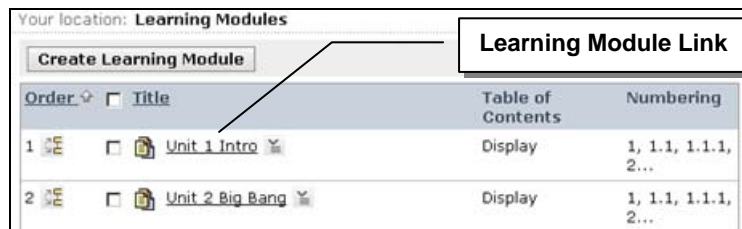
- c. Under *First page of the Learning Module should be*, select whether to display the Table of Contents as the first page of the learning module.
5. To associate the learning module to a goal, click **Select Goals** and select one or more goals from the list. Click **Add Selected**.
6. Click **Save** or **Save and Create Another**.

Adding Content to the Learning Module

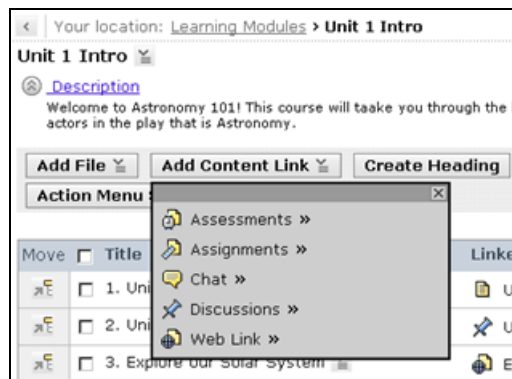
After creating the framework of the learning module, you access it, and then add content items and files to the Table of Contents.

⇒ To add a content link:

1. From the Learning Modules screen, click a learning module link to access it.



2. Click **Add Content Link**. A menu appears.

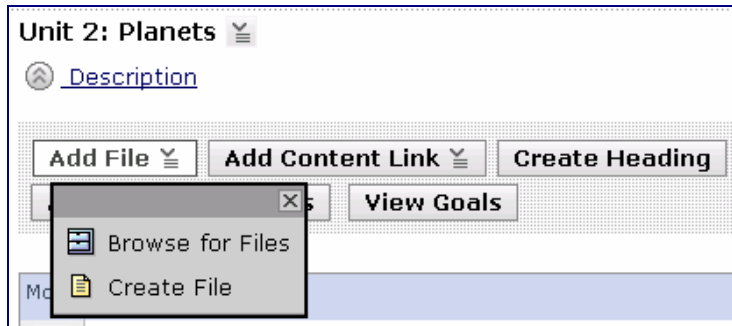


3. Select the tool for the type of content you want to add. For example, to add a quiz, select Assessments. The menu option expands.
4. Select an item from the inventory and click **Add Selected**. The item is added to the end of the Table of Contents.

Note: You can also create new content items and add them to the learning module at this point. For example, from the Assessments expanded menu, click **Create Assessment**.

⇒ To add a file:

1. From the learning module to which you want to add a file, click **Add File**. A drop-down menu appears.



2. Select one of the following:
 - To create a content file, select *Create File*.
 - To add an existing file, select *Browse for Files*. You may select a file from:
 - **My Files** - personal files you've already uploaded
 - **Class Files** - files that already exist in the class
 - **My Computer** - files that exist locally on your computer that you can browse for, upload, and select



3. To associate the file to a goal, click **Select Goals** and select one or more goals from the list. Click **Add Selected**.



You can add multiple files or content items of the same type simultaneously. Hold the Ctrl key (Windows users) or the Command key (Mac users) while selecting the items.