Build Content: Learning Modules

A Learning Module is a set of Content Items with an accompanying structured path for progressing through the items. You can set the path so that students must view content sequentially or in any order. All types of content, such as items, Assignment, and Tests may be included in a Learning Module. See the following 5 stages to create a Learning Module and add various types of content.

I. Create a Learning Module
II. Add Folder to a Learning Module
III. Add Content to a Learning Module
IV. Add Tests to a Learning Module
V. Add an Interactive Tool to a Learning Module

I. Create a Learning Module

Step 1: Go to the CONTENT area of your course by clicking on the navigation button of your choice where you want your students to access the LEARNING MODULE.
Step 2: Click on the **BUILD CONTENT** button in the *Content Area*. Then click >>**LEARNING MODULE**.

![Image of Build Content menu]

Step 3: Complete the information in the following window.

3.1 Type the **NAME** of the item here.

3.2 You can choose the **COLOR OF NAME** by clicking here and choosing a new color.

3.3 Add **TEXT** in this window.

![Image of LEARNING MODULE INFORMATION]

1. Name
2. Color of Name [ ] Black
3. Text

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Step 4: Choose **OPTIONS**.

4.1 Click yes to **ENFORCE SEQUENTIAL VIEWING OF THE LEARNING MODULE**.

4.2 Click yes to force the learning module to **OPEN IN NEW WINDOW**.

4.3 Determine the **AVAILABILITY** of the Learning Module by choosing yes to “**PERMIT USERS TO VIEW THIS CONTENT**” and click yes to **TRACK NUMBERS OF VIEWS**. It is recommended to choose **TRACK NUMBER OF VIEWS** if you want to track the usage of this item by students.

Step 5: Click yes to **SHOW TABLE OF CONTENTS TO USERS** and select the type of **HIERARCHY DISPLAY** from the drop-down list (for example: None, Letters, Numbers).
II. Add Folder to a Learning Module

Step 1: Open the CONTENT AREA that contains the Learning Module. Click the name of the Learning Module to open it. If you want to add Sub-folders, click the name of the Folder to add a Sub-folder.

Note: You do not have to add a Folder, you can simply add content directly into the Learning Module if you wish.

Step 2: Point to BUILD CONTENT and select CONTENT FOLDER.

Step 3: Complete the information in the following window.

3.1 Type the NAME of the folder here.

3.2 You can choose the COLOR OF NAME by clicking here and choosing a new color.

3.3 Enter a description on the TEXT box.
Step 4: Choose your **OPTIONS** here. It is recommended to choose **TRACK NUMBER OF VIEWS** if you want to track the usage of this item by students:

**Step 5: Click Submit.**

### STANDARD OPTIONS

<table>
<thead>
<tr>
<th>Option</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit Users to View this Content</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Track Number of Views</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Select Date and Time Restrictions</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

*Click Submit to proceed. Click Cancel to go back.*

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**III. Add Content to a Learning Module**

**Step 1:** Open the **CONTENT AREA** that contains the Learning Module. Click the name of the Learning Module to open it. Click the name of the Folder or Sub-folder if necessary.

**Step 2:** Point to **BUILD CONTENT** and select one of the following items: **ITEM, AUDIO, IMAGE, VIDEO, WEB LINK, LESSON PLAN, SYLLABUS, or COURSE LINK.**
Step 3: Complete the requirements for the selected item.

IV. Add Tests to a Learning Module

Step 1: Open the CONTENT AREA that contains the Learning Module. Click the name of the Learning Module to open it. Click the name of the Folder or Sub-folder if necessary.

Step 2: Point to Create Assessment and select TEST, SURVEY, or ASSIGNMENT from the drop-down list.

Step 3: Complete the requirements for the selected item.

V. Add an Interactive Tool to a Learning Module

Step 1: Open the CONTENT AREA that contains the Learning Module. Click the name of the Learning Module to open it. Click the name of the Folder or Sub-folder if necessary.
Step 2: Point to **TOOLS** and select one of the options.

Step 3: Complete the requirements for the selected item.
About the Learning Module Table of Contents

The Table of Contents displays a link for each content item contained in the Learning Module. Folders and Subfolders are expanded and collapsed to expose or hide the content items contained within. When a user enters the Learning Module, the first content item within the Learning Module is displayed.

How to Navigate the Learning Module Using the Table of Contents

Click the arrows next to the Page X of Y heading. This view will only be available if Edit Mode is Off for you to be able to view how the student will view the pages. This allows the user to scroll through the items in the Learning Module in a sequential fashion. If the Learning Module is Sequential, then the user cannot navigate to the next item until the previous item has been accessed. Although the Table of Contents displays a list of all the content items and folders in the Learning Module, links only appear for the content items that the user can access.

If the Learning Module is not Sequential, then the user can use the arrows to navigate through the content or click a link for any content item or folder displayed in the Table of Contents.

Customize the Table of Contents

Instructors can customize the Table of Contents by adjusting the Hierarchy Display setting. The following choices are available:

- Letters - A, B, C
- Mixed - a combination of Roman Numerals, Numbers, and Letters
- Numbers - 1, 2, 3
- Roman Numerals - I, II, III

The Mixed hierarchical scheme uses Roman Numerals, Numbers, and Letters when multiple sub-levels are used. Each element is alternated as the items are nested.

The Table of Contents is displayed next to the Course Menu and Control Panel by default. The following are controls that allow you to change the Table of Contents location and appearance:

- Close: Click Minimize Table of Contents. The contents of the Table of Contents are not displayed on the page.
- Expand or Collapse: Click Maximize Table of Contents or Collapse Table of Contents. Only five content items are visible when the Table of Contents is minimized.
- Change the Position: Click Move to the Left, Move to the Right, Move to the Bottom. The Language Pack in use determines the positions that the Table of Contents can occupy on the Learning Module page.
- Update the Listing of Content: Click Refresh to reflect any drag and drop changes made to the content items.

Note: To view the Table of Contents and Learning Module as a student, turn Edit Mode OFF.

For more information on this topic go to the following hyperlink:

How to Add Content to a Learning Module