

Working with Learning Modules

Create a learning module to organize and deliver course content. After you have created a learning module, you can add content by selecting items from one or more tools, such as an assignment.

Creating Learning Modules:

1. From the Learning Modules screen, click **Create Learning Module**.
2. Enter a title and description.
3. Next to Item Visibility, select to show or hide the item for Students.
4. Complete the **Table of Contents** section:
 - From the Numbering drop-down list, select a numbering style for the table of contents.
 - Under Display Table of Contents, select whether to display the table of contents in a separate pane on the left. If you select Do not display, the table of contents will not display in a separate pane on the left, but can still be set to display as the first page in the learning module.
5. Under **First page of the learning module should be**, select whether the first page in the learning module should be the first page in the table of contents, or the table of contents.
6. Under Goals, if you want to associate a goal:
 - Click **Select Goals**.
 - Select the items and click **Add Selected**.

Click **Save**. Now you can add items to the learning module

Adding Content:

You can add course content to a learning module. This allows you to place related content in the same learning module so Students can access the content from one place. You can add the following content to a learning module:

assessments	media library collections
assignments	SCORM modules
chat or whiteboard rooms	web links
discussion topics and categories	

*You can also add files from your computer or from the **File Manager** tool, or create a new file.*

1. From the screen for the learning module you want to add content to, click **Add Content Link**.
2. Click the tool with the content you want to add. For example, to add a web link, click Web Link. The menu option expands.
3. Select an item from an inventory of all the items that belong to the tool, and then click **Add Selected**.

You can create headings to help you organize content.

1. Double-click the name of the user whose invitation you want to accept.
2. Type a reply and click **Accept**.
3. To continue chatting, type your next message in the lower text box and either press ENTER or click **Send**.

Browsing for Files:

You can get files from other locations and add them to the Course Content or Learning Modules tools. This allows Students to access the files from these tools.

1. From the location where you want to add a file, click Add File. A menu appears.
2. Click **Browse for Files**. The Content Browser pop-up window appears.
3. Locate and select the files you want to add.

Creating Files:

You can create files to present content in the Course Content or Learning Modules tools. You can create files in Plain Text or HTML format. To create files in HTML format, you can hand code the HTML or use the HTML Creator. HTML Creator offers an easy, graphical interface for applying formatting, such as boldface, and for inserting images and links.

1. From the location where you want to add a file, click **Add File**.
2. Click **Create File**.
3. Enter a title.
4. Enter your content in Plain Text or HTML format:
 - To enter the content in Plain Text format, in the Content text box, enter the content. The content will appear exactly as you have typed it.

- To enter the content in HTML format, you can use the **HTML Creator** or hand code the HTML:
5. If you want to specify a file name for the file, in the File name text box, enter a name. If you do not specify a file name, the title of the file will be used as the file name.
 6. Next to Item Visibility, select to show or hide the item for Students.
 7. Under **Goals**, if you want to associate a goal with this file:
 - Click **Select Goals**.
 - Select each item you want to associate.
 - Click **Add Selected**.
 8. Click **Save**.