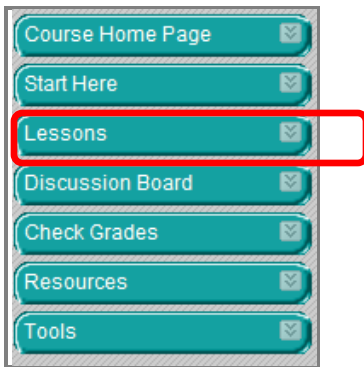


Creating a Learning Module

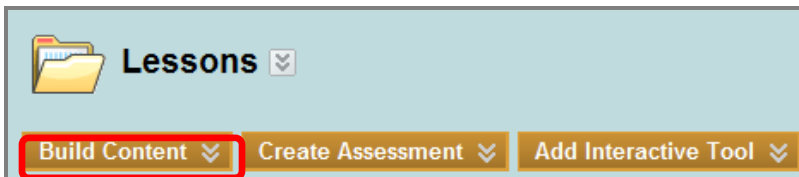
Learning Modules are a set of a sequential documents and folders focused on a specific subject. A table of contents of the linked documents and folders is created as these documents are added to the **Learning Module**.

Follow these step-by-step instructions to add a **Learning Module**:

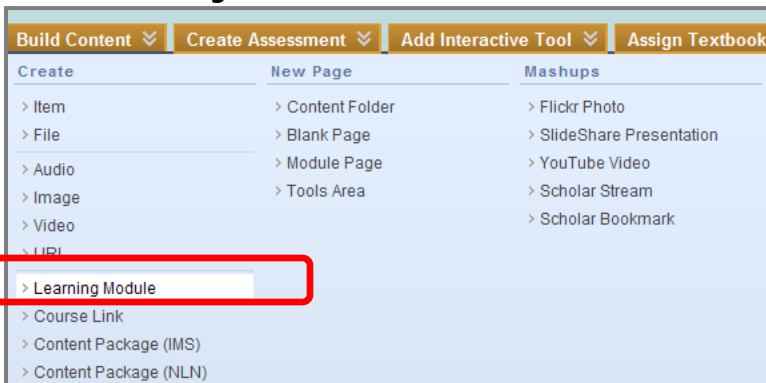
1. Navigate to a content area by clicking one of the Course Menu buttons. In this case let's use the "Lessons" button.



2. Hover over *Build Content*.





3. Click on *Learning Module*.





8. Select *Date and Time Restrictions*.

Select Date and Time Restrictions

Display After  

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

Display Until  

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

9. Select *Yes* if it is important for the student to complete one page before moving onto the next page within the **Learning Module**. Select *No* to allow student to view pages in any order.

Enforce Sequential Viewing of the Learning Module?

Yes No

10. Select *No* to have the **Learning Module** open in the current frame, or Select *Yes* to have the Learning Module open in a new window.

Open in New Window

Yes No

11. Select *Yes* if you want to track the number of times students view the **Learning Module**.

Track Number of Views

Yes No

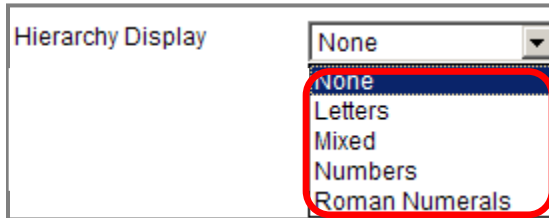
12. Select *Yes* so the **Learning Module** will include a Table of Contents. If you do not want a Table of Contents to appear to students, select *No*.

4. Table of Contents

Select *Yes* to show a structured view of the Learning Module. Users can choose to display the Table of Contents on the bottom or on the side of the Learning Module.

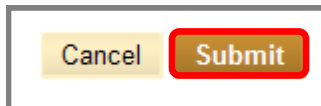
Show Table of Contents to Users Yes No

13. Instructors have the option to select a Hierarchy display for the Content items in the **Learning Module**.



A screenshot of a form field labeled "Hierarchy Display". The dropdown menu is open, showing the following options: None, Letters, Mixed, Numbers, and Roman Numerals. The "None" option is highlighted with a blue background and a red border.

14. Click the *Submit* button.



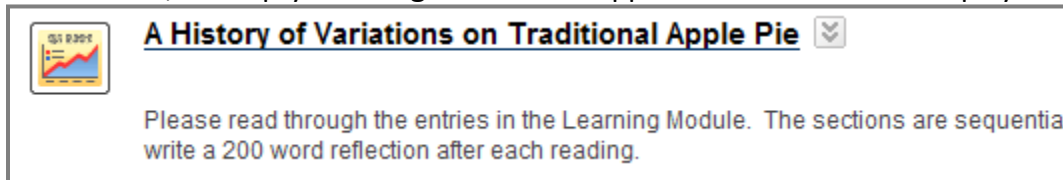
A screenshot of two buttons: "Cancel" and "Submit". The "Submit" button is highlighted with a red border.

15. A Success message displays that the **Learning Module** was successfully added.

Success: A History of Variations on Traditional Apple Pie created.

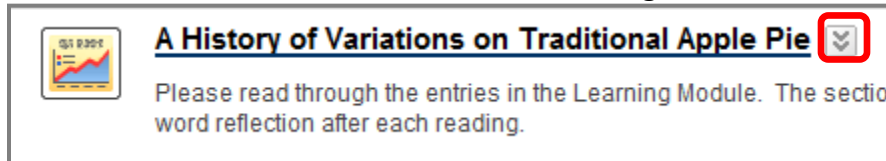
16. The **Learning Module** will now appear in the Lessons Content Area.

*Remember, an empty **Learning Module** will appear to students if the display is set to yes.



A screenshot of a Learning Module entry in the Lessons Content Area. It features a small icon on the left, the title "A History of Variations on Traditional Apple Pie" with a dropdown arrow, and a description: "Please read through the entries in the Learning Module. The sections are sequential write a 200 word reflection after each reading."

- a. To edit the title of the Learning Module or the text describing the learning module, click on the Action Link next to the title of the **Learning Module**



A screenshot of the same Learning Module entry as above, but with a red box highlighting the dropdown arrow next to the title, which is the Action Link for editing.

- b. The Learning Module *is not* complete until it is populated with Content Items.

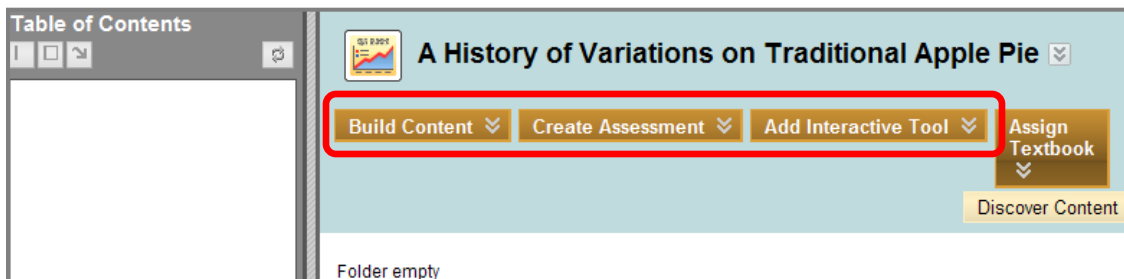
Follow these step-by-step instructions to add content, items, files, etc. to a Learning Module:

1. To add contents to the **Learning Module**, click on its title.



The screenshot shows a card for a Learning Module. On the left is a small icon of a line graph. To its right is the title "A History of Variations on Traditional Apple Pie" with a dropdown arrow, which is enclosed in a red rectangular box. Below the title is a paragraph of text: "Please read through the entries in the Learning Module. The sections are sequential write a 200 word reflection after each reading."

2. Click on the Action Link of the parent menu to select the content type you want to add.



The screenshot shows the interface for the Learning Module. On the left is a "Table of Contents" sidebar. The main area has the title "A History of Variations on Traditional Apple Pie" with a dropdown arrow. Below the title is a horizontal menu with three buttons: "Build Content", "Create Assessment", and "Add Interactive Tool", each with a dropdown arrow. These three buttons are enclosed in a red rectangular box. To the right of these buttons is a "Assign Textbook" button with a dropdown arrow, and below it is a "Discover Content" button. At the bottom of the main area, it says "Folder empty".

- Add Content Items to the **Learning Module** by using the Action Link.
- You can add any content item to a **Learning Module**, such as items, Folders, Items, Media Files, Tests, and tools.

3. Content items display differently within a **Learning Module** in the Edit Mode On versus the Edit Mode Off. Items also display different in **Learning Modules** than when placed directly within a folder or content area of a course.

- **Edit Mode ON: The Instructor View**

When Edit Mode is on, the instructor will see the “pages” of the **Learning Module** from top to bottom in the page order they will display to student (i.e. content item at top is the first page students will see).

**Items and blank pages appear identical in the student view, but do not when editing a Learning Module. An item, display the text description, whereas a blank page shows it as a link to text.*

Lessons > Lesson One - Review of Apple Pie Recipes > A History of Variations on Traditional Apple Pie Edit Mode is: ON

Table of Contents

- General Apple Pie History
 - Ancient Apple Pie
 - Apple Pie Across the Pond
 - A Tale of Two Tarts
 - Eastern European Apple Pie
 - Apple Pie, American?
- Traditional Apple Pie Ingredients
 - American Ingredients.docx
 - Hispanic Ingredients.docx
 - A Word Apple Pie

A History of Variations on Traditional Apple Pie

Build Content Create Assessment Add Interactive Tool Assign Textbook

A Word Apple Pie
Americans consider apple pie an American tradition. However, it is also a favorite in many countries, and in many different time periods.

General Apple Pie History

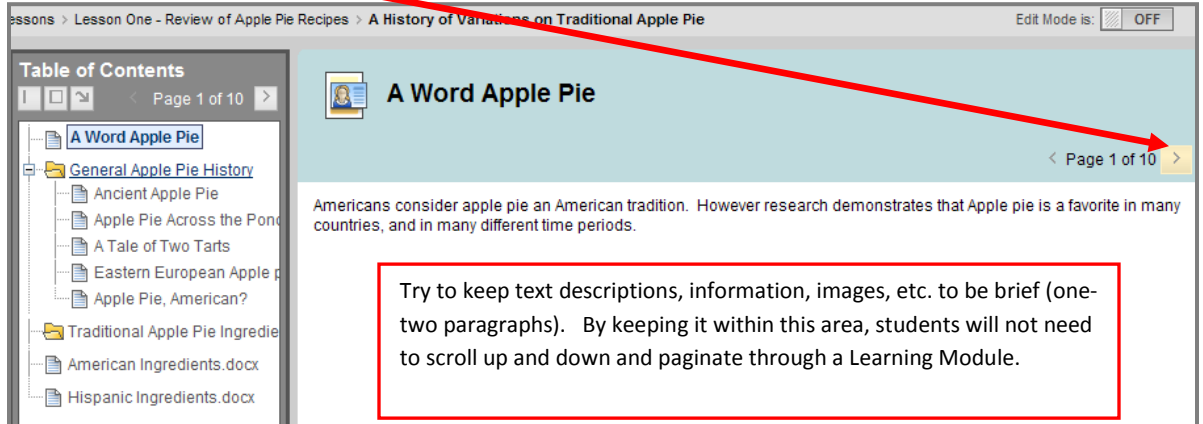
Traditional Apple Pie Ingredients

This is an ITEM. The text associated with it appears for the instructor when editing




This is a Blank Page. Note the line designating that it is a hyperlink. The text associated with it does not appear for the instructor. To edit, use the Action Link.

- **Edit Mode OFF: The Student View**

This is how a **Learning Module** will appear to students. The Table of Contents is to the left is unique to **Learning Modules**. Students page through the **Learning Module** by using the Page buttons.

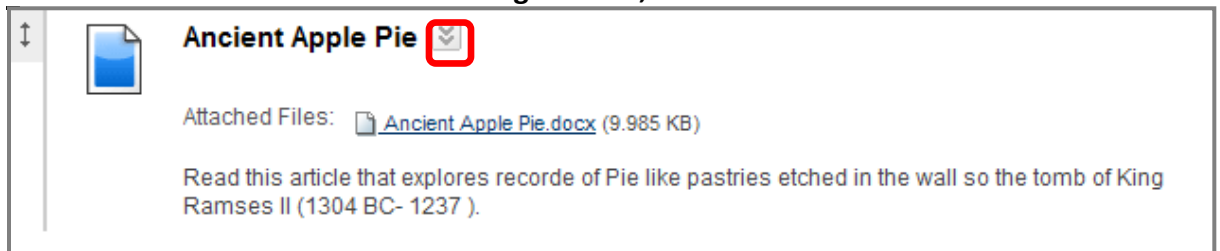


- The Table of Contents is unique to **Learning Modules**. Here's how to use it!

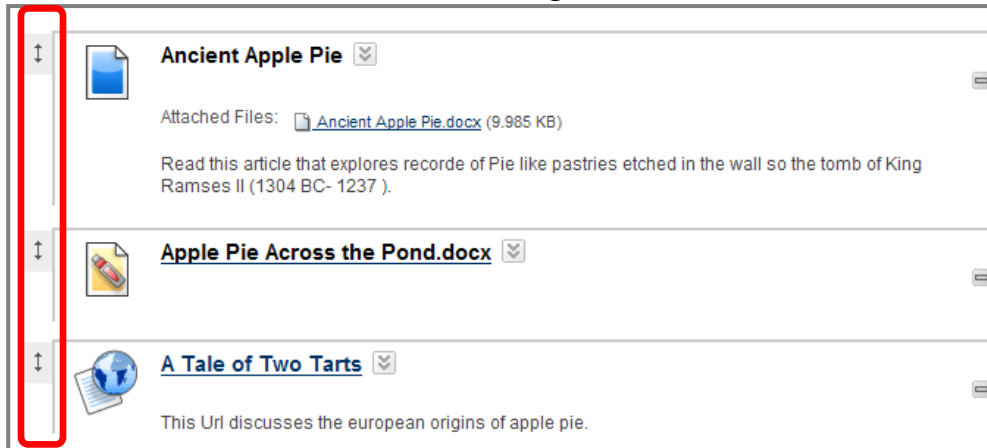
-  The minimize button hides the Table of Contents.
-  The Expand button expands the Table of Contents.
-  The Down arrow repositions the Table of Contents to the bottom of the page.

4. To edit the contents of a **Learning Module**:

- To edit a content item within a **Learning Module**, use the item's Action Link.



- Reorder Content Items in the **Learning Module** by dragging the arrows attached to each item to the desired location in the **Learning Module**.



The screenshot displays a list of three content items in a Learning Module. Each item has a vertical double-headed arrow on its left side, which is highlighted by a red rectangular box. The items are:

- Ancient Apple Pie** (document icon): Attached Files: [Ancient Apple Pie.docx](#) (9.985 KB). Read this article that explores records of Pie like pastries etched in the wall so the tomb of King Ramses II (1304 BC- 1237).
- Apple Pie Across the Pond.docx** (document icon)
- A Tale of Two Tarts** (globe icon): This Url discusses the european origins of apple pie.